



MARINE CORPS LEAGUE
HUBERT J. FALTYN
Detachment #881

Administrative Procedures
2006 Edition

**HUBERT J. FALTYN
DETACHMENT 881
ADMINISTRATIVE PROCEDURES**

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CHAPTER ONE

**** GENERAL ****

SECTION 100 - NAME AND PURPOSE . The name of this organization shall be the Hubert J Faltyn Detachment 881 Marine Corps League. It is a subsidiary of the Marine Corps League, a national veterans' service organization incorporated by an Act of the Seventy-Fifth Congress of the United States of America at the First Session, begun and held at the city of Washington, District of Columbia on Tuesday, the fifth day of January 1937, and approved August 4, 1937. The Purpose for which the organization was formed are:

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

SECTION 105 - LOCATION . The principle offices of the Hubert J Faltyn Detachment, Marine Corps League shall be within the city of Salem, Oregon, within the facilities of the Eagles Lodge, or at such other place(s) as the Detachment Board of Trustees may select at the majority decision and in the best interests of the membership.

SECTIO 110 - CORPORATE SEAL . The corporate seal of the Hubert J Faltyn Detachment, Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star centered between the words **"Marine"** and **"Semper"** and a star between the words **"League"** and **"Fidelis."**

SECTION 115 - POLICY .

a. The supreme power of the Hubert J Faltyn Detachment Marine Corps League shall be vested always in its membership, functioning through delegates of the Detachment. Executive and Administrative powers only will be delegated to its Board of Trustees or to individual members as set forth within the Hubert J Faltyn Detachment Bylaws.

b. The Detachment shall never take part in any labor, management dispute or issue, and it shall be ever non-sectarian, non-partisan politically; nor shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former military rank or former or civilian position be used as the basis for special consideration or preferment.

c. Nothing in the preceding subsection shall prohibit the Hubert J Faltyn Detachment, Marine Corps League nor any other subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of this Nation, or any veterans' claim for justice arising from service in the Armed Forces of the United States of America.

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

a. A geographic organization known as the Detachment, Department of Oregon, Marine Corps League.

b. Subordinate local organization to be known as Detachment, the extent and boundaries of which shall be outlined as required by membership demographics.

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CHAPTER TWO

**** DETACHMENT PROCEDURES AND RESPONSIBILITIES ****

SECTION 200 - MEETINGS . In accordance with the Detachment Bylaws, the Detachment shall be convened once a month each fiscal year unless prevented by national emergency or other unpreventable cause.

SECTION 205 - TIME AND PLACE

a. The time and place of each Detachment meeting shall be decided by the members of the Detachment. In the even of an emergency, the voting delegate may assign this responsibility to the Detachment Board of Trustees..

b. In the event that the Detachment has committed to host a convention is unable to do so, the Department Board of Trustees shall assume the executive duty of selecting an alternate location without the approval of convention delegates.

c. Should the Detachment be selected to host the Convention each Detachment and each member of the Department Staff shall be provided with written notification of location of the convention. Such notification shall included necessary forms for the certifications of authorized delegates and alternates, as well as registration forms.

SECTION 210 - PROCEDURE . Immediately preceding the Department Convention, the Detachment commandant and the Detachment Board of Trustees shall determine and establish the sequence and procedure for the order of convention business. Such sequence and procedure must not conflict with National Bylaws and Administrative procedures or Department Bylaws and Administrative Procedures.

SECTION 215 - RULES OF ORDER . The National Bylaws and Administrative Procedures, as well as the Department and Detachment Bylaws and the revised version of Roberts Rues of Order shall govern both procedure and conduct.

SECTION 220 - REGISTRATION

a. Registration fees for Department Conventions and fees for the activities shall be as established by the Convention committee and shall be payable at the Convention site.

b. All authorized and certified delegates, alternates and members shall receive from the Convention Registration Committee a Convention Program and such activities admittance tickets as they desire upon payment of the amount indicated on the Convention Activities Program.

c. If, during registration procedure, any delegate's credentials are challenged, the member's Detachment Commandant (or duly appointed representative) may authenticate those credentials, provided such authentication does not result in a number of delegates which exceeds the number authorized for that Detachment.

SECTION 225 - INSTALLATION OF DETACHMENT OFFICERS . The installation of Detachment Officers-elect shall be conducted with a formal ceremony. The Detachment Commandant-elect shall select the Installing Officer, who shall be a Past Detachment Commandant or a Department Officer who is present.

SECTION 230 - ADMINISTRATIVE EXPENSES . Any expenses incurred in the transcription and preparation of Detachment minutes shall be paid from the Detachment Paymaster.

SECTION 235 - CONVENTION COMMITTEES

a. It shall be the responsibility of the convention host Detachment to establish such committees as may be necessary to perform the tasks required in accomplishment of the following. All convention programs and arrangements are subject to approval by the Department Commandant.

(1) Selection and contracting with the convention site facilities in order to ensure:

(a) Sufficient lodging for all members who attend the convention;

(b) Meeting rooms large enough to accommodate all business sessions and ceremonial programs;

(c) A space for convention registration activities which will be located in such an area that will provide no outside interference by other hotel/motel guests;

(d) A banquet room and meal arrangements sufficient to meet the needs of the convention closing banquet;

(e) Audio / Visual equipment which may be required during the convention program;

(f) All facilities used for any portion of convention program must be totally handicapped accessible in every respect;

(g) Any other site requirements which may be established by the Department Commandant and/or the Department Board of Trustees.

(2) Arrangements for convention outside activities which may be deemed appropriate and which will not interfere with the actual convention business program (i.e. tours, recreational events, etc.

b. The Department Commandant shall appoint a Nominating Committee to select nominees for election of those Department Officers who will be chosen for the ensuing year.

c. If the Department Commandant considers it necessary or appropriate, he/she may appoint the following convention committees;

- (1) Resolution Committee;
- (2) Bylaws Committee;
- (3) Rules Committee;
- (4) Credentials Committee.

SECTION 240 - CONVENTION SPEAKERS . Speakers for any portion of the convention program(s) shall be subject to approval by Department Commandant. The key note speaker for the convention banquet shall be strictly the choice of the Department Commandant.

SECTION 245 - CONVENTION BIDDING . The Detachment may make a bid to host the convention within the Department of Oregon for the following year. Bids shall be made orally at the appropriate time of the business session. In the event that there are more than one (1) Detachment that may want to bid for the next years convention, each Detachment shall make their oral presentation before the body assembled at the convention; the delegates there assembled shall vote on the location selection for the next convention, once all bids have been completed and submitted. In the event there is a tie the Department Commandant may cast the vote to break the tie or the Commandant may assign or appoint a Time and Location Committee to make the selection.

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CHAPTER THREE

**** LEADERSHIP IN THE MARINE CORPS LEAGUE ****

SECTION 300 - SELECTION OF LEADERSHIP

a. At every level of the Marine Corps League, it shall be the responsibility of the membership to elect the most qualified Marines to each position of leadership. It may not always be easy (and it should not be so) to identify and select those who may be sincerely interested in serving the members of the League. Leaders should be groomed as they progress from their first elected or appointed position to the highest office in which they are willing to serve.

b. Marines shall not be elected or appointed to any Marine Corps League leadership position simply because they are "good ole boys". At the same time it shall not be assumed that any person filling a leadership position desires to progress to the next or any higher office. Such as the old saying goes, "Water seeks its own level," and such is quite true of elected leaders. as an example, an Adjutant or Paymaster (or Adjutant/ Paymaster) may be extremely well at doing the job, but with no desire to in any other position. Such a person shall not be pushed in to accepting a higher office unless they are sincere and have willingness to accept and to perform to the best of their ability, and of most importance, in the best of the Marine Corps League, the Department as well as Detachment.

c. In seeking out and identifying candidates for office, it shall be most important to look for sincerity, desire, and a genuine capability to carry out the responsibilities of the position. For example, the one who is elected to the position of Commandant should have served in various subordinate positions, however, not necessarily for every position. The most important consideration for any position would be the Marine's capability and not necessarily his/her popularity. A Commandant should, however, have served at least as Judge Advocate. Having done so will provide a Commandant who shall be experienced and knowledgeable in the Marine Corps League and the operational procedures at the appropriate level.

d. One term that most all have heard 'working through the ranks'. What this form of progression means is that, if one is elected to the position of Jude Advocate, he/she shall automatically become Commandant someday providing they are willing to be patient and to 'pay their dues' as such by serving effectively each step of the way towards the selection as Commandant. This form of leadership selection most often works, but does not work in all cases. It does however provide the membership with such an opportunity to determine whether the individual is capable as well as desiring as to serve in the position of Commandant, and if not, the shall not be elevated to the next higher position.

SECTION 305 - THE POSITION OF COMMANDANT

a. Qualifications: The following qualifications listed are not all-inclusive but should be the absolute minimum that is to be expected of any person serving within the position of Commandant, taking in to consideration that the Commandant is the most responsible office at every level.

1. Proven performance in other positions of responsibility and leadership.
2. Demonstrated leadership skills and experience in the operations of the Marine Corps League.
3. A general knowledge of the operation of the Marine Corps League at every level, as to include Detachment, Department, and National.
4. A thorough knowledge of the Marine Corps League Bylaws and Administrative Procedures.
5. Sincere dedication to the Detachment, to the Department and to the Marine Corps League.
6. The ability as to make favorable appearances at League as well as public functions.
7. A willingness and sincerity in caring out the duties of the office.
8. Having a good working knowledge of the duties and responsibilities of every leadership position that is subordinate to the Commandant.
9. Have a good working knowledge of Parliamentary Procedure and the conduct of meetings.

b. Responsibilities:

1. To serve as the Chief Executive Officer of the of the Detachment as well as Department, though not unlike the manager of a business.
2. Be an effective leader and to conducts meetings within a business-like manner.
3. To keep all subordinate officers informed and well trained within their duties and responsibilities, as well as monitoring and evaluating their performance.
4. Shall establish programs and agendas as far in advance as possible, however, in some cases for the entire year or term of office.
5. Select Marines for appointed positions with whom are capable and willing to serve actively and effectively in their respective areas of responsibility

6. Serve as an ex-officio member of all committees, insuring the proper functioning and commitment to the tasks assigned those committees.

7. Be responsible in seeing that the Adjutant/Paymaster is adequately and properly performing his/her duties, especially relative to fiscal responsibility.

8. Require that all Officers attend appropriate Detachment / Department meetings, as well as Trustee meetings and those of the entire membership.

9. The Detachment Commandant must be willing and able to attend the annual Department Convention as well as the Mid-Year Meeting, in as much as the Department Commandant if possible, must be willing to attend the annual National Convention, the Mid-Year Meeting, and the Quin Division Conference.

10. Conduct all business meetings within the guidelines and mandates set forth within the regulations of the Detachment, Department as well as National Headquarters of the Marine Corps League.

11. The Detachment Commandant shall work and cooperate all Department Officers as well as the Commandants of other Detachments within the Department.

12. Shall insure that the image of the Marine Corps League in the local community is nothing other than the very best.

13. The Detachment Commandant is ultimately responsible or all that the Detachment does or should fail to do, as the Department Commandant is ultimately responsible for all that the Department (as an entity) does or should fail to do.

14. Detachment Commandants within each respective Detachment shall submit annual reports to the Department Convention concerning the activities of the Detachments during the preceding years.

SECTION 310 - DUTIES OF DETACHMENT OFFICERS

A. Detachment Commandant

1. The Detachment Commandant shall be the Chief Executive Officer of the Detachment and shall perform all the duties of that office, as required and mandated by as well as common practice.

2. The Commandant should preside at all Detachment meetings.

3. The Commandant shall comply and enforce all Detachment, Department and National Marine Corps League Bylaws and Administrative Procedures.

4. The Commandant shall be a signatory on the Detachment bank account(s) and shall countersign all checks with the Detachment Paymaster or Adjutant/Paymaster, who is the Detachments Chief Financial Officer.

5. The Commandant shall be bonded as provided for in Article 5, Section 545 of the National Bylaws.

6. The commandant shall appoint all committees not otherwise provided for and for which there is a need, subject to approval by the Detachment Board of Directors.

7. The Commandant shall serve as ex-officio member of all committees, and shall have a vote as such, only if their should be a tie.

8. The Commandant shall cooperate with, and work with Marine Corps League National Officers, Department Officers and other representatives of the National Organization.

9. The Commandant shall be a member of the Board of Trustees.

10. The Commandant shall be responsible for all official statements issued to the news media which are and shall be relative to the Marine Corps League.

11. The Commandant shall call special meetings of the Board of Trustees and/or Detachment Staff as may be required in order to effectively and efficiently conduct the business of the Detachment.

12. The Commandant shall appoint such aids and/or liaison officers in as much as may be required the proper conduct of Detachment Business and responsibility.

13. The Commandant shall consult with the Detachment Senior Vice Commandant within Twenty (20) days of their election to office in order to discuss Detachment programs for the ensuing year.

14. The Commandant is responsible for ensuring proper Detachment representation at the Department convention and the Mid-Year meeting.

15. Whenever possible the Department Commandant shall conduct the installation ceremony of newly elected Detachment Officers.

b. **Detachment Senior Vice Commandant**

1. The Senior Vice Commandant shall assist the Commandant in every way possible in conducting the business of the Detachment.

2. In the absence of the Commandant, the Senior Vice Commandant shall preside at meetings of the Detachment Staff and or the Board of Trustees as well as general meetings.

3. The Senior Vice Commandant shall preside at all meetings of the Detachments' council presenting their comments and recommendations to the Detachment Commandant.

4. In the event of the Commandants inability or refusal to serve, the Senior Vice Commandant shall assume the responsibilities and duties of the office of Detachment Commandant.

5. The Senior Vice Commandant shall submit semi-annual reports , to the Detachment Commandant concerning his/her activities for the preceding six (6) month period.

c. **Detachment Junior Vice Commandant**

1. The Junior Vice Commandant shall chair the Detachment Membership Committee and shall personally monitor and advise on matters relative to Detachment membership. He/she shall convey to the Detachment all matters concerning membership growth, Renewal issues, and any other matters of concern relative to Detachment membership.

2. The Junior Vice Commandant shall keep the Commandant informed on all matters relative to membership issues and shall prepare a written quarterly report that shall reflect the Detachment membership numbers, delinquencies, growth, decreases, etc.

3. The Junior Vice Commandant shall be prepared to assume the office of Detachment Commandant in the event that the Commandant as well as the Senior Vice Commandant Are unable or unwilling to serve in that position.

d. **Detachment Junior Past Commandant**

1. The Junior Past Commandant shall be a voting member of the Detachment Board of Trustees.

2. Using his/her past experience as Detachment, he/she shall advise the incumbent Detachment Commandant and the Board of Trustees in all matters where the best Interests of the Marine Corps League are concerned.

3. Membership growth should be a major concern to the Junior Past Commandant. In that regard, he/she shall work closely with the Junior Vice Commandant, and if willing to do so, may serve on the Detachment Membership Committee.

e. **Detachment Judge Advocate**

1. The Detachment Judge Advocate shall be the official interpreter of National, Department, and Detachment Bylaws and Administrative Procedures.

2. The Judge Advocate shall be the parliamentarian (overseer of policies and procedures) and shall also be familiar with Robert's Rules of Order .

3. The Judge Advocate shall render opinions when question arises which are relative to Bylaws, Administrative Procedures, and Parliamentary Procedures.

4. The Judge Advocate shall review and pass on to the Commandant and Board of Trustees, any requests and/or recommendations to revise the Detachment Bylaws, ensuring compliance with National and Department Bylaws. Once the recommended revisions have been approved by the Board of Trustees, the Judge Advocate shall then forward them to the Department Judge Advocate for review and approval.

5. The Judge Advocate shall receive, review, and act as mediator in all requests for grievance from any member of the Marine Corps League, Hubert J. Faltyn Detachment. If unable to resolve a grievance, the Judge Advocate shall inform the Commandant, who shall appoint a Grievance Hearing Board. Should the Judge Advocate reach a decision on a grievance, and the petitioner is not satisfied with that decision, the petitioner may request, through the Judge Advocate, to have the matter resolved by a Department Grievance Hearing Board.

6. The Judge Advocate shall be responsible for ensuring that ample up-to-date copies of National, Department and Detachment Bylaws as well as National, Department and Detachment Administrative Procedures are available for distribution to the Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate, as well as those who shall request them.

7. The Detachment Judge Advocate shall not hold concurrently that position with the position of Department Judge Advocate, as this situation could create a conflict of interest.

f. **Detachment Adjutant/Paymaster**

1. The Detachment Adjutant/Paymaster shall be the Chief Financial Officer for the Hubert J. Faltyn Detachment.

2. As Paymaster, the Adjutant/Paymaster shall maintain the Detachment financial records, receiving, depositing and disbursing monies as may be prescribed by the Commandant and Board of Trustees.

3. The Adjutant/Paymaster shall be a signatory on the Detachment checking account, co-signing all checks with the Detachment Commandant.

4. The Adjutant/Paymaster shall maintain all files of the Detachment, to include correspondence files, Dues Transmittals, Initiation Reports, etc.

5. The Adjutant/Paymaster shall receive, process and forward to Marine Corps League, National Headquarters, all Detachment Dues Transmittals, Initiation Reports, etc.

6. The Adjutant/Paymaster shall work closely with the Junior Vice Commandant relative to membership numbers, renewal status, etc.

7. As may be prescribed by the Detachment Commandant, the Adjutant/Paymaster shall prepare correspondence in the name of the Detachment.

8. The Adjutant/Paymaster shall record the minutes of the Detachment regular meetings as well as special meetings which may be called upon by the Commandant.

g. Detachment Sergeant-At-Arms

1. The Sergeant-At-Arms shall be intimately familiar with Marine Corps League Ritual and shall perform his/her duties as set forth therein.

2. The Sergeant-At-Arms shall keep in his/her possession and present at all Detachment Meetings, the Detachment Colors and the Detachment Charter.

3. The Sergeant-At-Arms shall ensure that all whom are present are authorized to attend business meeting, and those who are not qualified to attend excuse them. An exception may include the Commandant declaring it an open meeting.

4. The Sergeant-At-Arms shall maintain order at meetings in conjunction with the Presiding Officer. Ensuring that there is no excessive talking or activity which is disruptive to the Meeting or subjects that are being discussed.

5. The Sergeant-At-Arms shall post as well as retire the Detachment Colors in accordance with Ritual.

6. The Sergeant-At-Arms shall be responsible for the setting up in accordance with the Ritual as well as responsible for the clean up after closing of the meeting.

h. Chaplain

1. The Chaplain shall perform such duties of the spiritual nature as are customarily performed by members of the Clergy and as required by the laws of the Rituals of the Marine Corps League.

2. The Chaplain shall be intimately familiar with the Marine Corps League Ritual and shall carry out his/her duties in accordance with the Ritual.

3. The Chaplain shall maintain a roster of deceased members in preparation for conducting memorial services.

4. The Chaplain shall keep in his/her possession the Detachment Bible and Alter decorations for use at all Detachment Meetings as well as such use is appropriate.

i. Detachment VAVS Officer

1. The Detachment Veterans Administration Volunteer Services' Officer shall seek certification through the Veterans Administration for the conduct of volunteer services within VA Medical Centers as well as other medical facilities.

2. The VAVS Officer shall seek assistance from the Department VAVS Officer in the seeking and obtaining VA certification.

j. **Detachment Public Affairs Officer**

1. The Detachment Public Affairs Officer shall be responsible for the creation and the distribution of a monthly Detachment Newsletter, subject to approval from the Commandant

2. The Public Relations Officer shall be responsible preparing and distributing news articles to the news media, as may be required by the Commandant or the Board of Trustees.

k. **Detachment Historian**

1. The Detachment Historian shall perform such duties as may be prescribed by the Commandant and the Board of Trustees.

l. **American/Education Officer**

1. The American/Education Officer shall chair a community program to promote patriotism and responsible citizenship.

2. The American/Education Officer may consider working with schools, recreation associations, and/or established youth programs.

m. **Toys for Tots Liaison**

1. The Toys for Tots Liaison shall work with the United States Marine Corps Reserves as well as the Toys for Tots Foundation in the collection and distribution of toys within units area..

2. The Toys for Tots Liaison shall establish contact with the local Marine Corps Reserve Unit, Commanding Officer and Staff NCO who is responsible for the local program.

3. Should there be no local Reserve Unit, the Detachment can seek to apply for authorization from the Marine Corps Reserve, through the Toys for Tots Foundation to become the authorized representative for Toys for Tots in the Detachments local area.

n. **Director of Detachment Youth Program**

1. The Director of Detachment Youth Program shall be responsible for the conduct and coordination of such programs as the Youth Physical Fitness, the Young Marines, Marine Corps Junior ROTC Programs, the John Phillip Sousa Musician Recognition Program.

o. **Detachment Aides-de-Camp**

1. The Aides-de-Camp to the Detachment Commandant shall perform such duties as may be prescribed by the Commandant.

Section 315 – SUMMARY OF OFFICER DUTIES / RESPONSIBILITIES

- a. **Commandant** : Preside at all meetings of the staff and the board; demonstrate leadership skills and qualities; Chief Executive Officer of the Detachment; convey a positive image for the Marine Corps League; Formulate and supervise MCL programs and activities; Appoint and sit on committees; Ensure compliance with Bylaws, local laws and Administrative Procedures.
- b. **Sr. Vice Commandant** : Cooperate and work with the Commandant; Chair meetings in the absence of the Commandant; Prepare to assume the office of Commandant; perform such duties as may be prescribed by the Commandant.
- c. **Jr. Vice Commandant** : Chair the membership committee; Conduct the membership program; Provide in the absence of the Commandant and Senior Vice Commandant; perform such other duties as may be prescribed by the Commandant.
- d. **Jr. Past Commandant** : Serve as a voting member of the Board of Trustees; Advise the Commandant and the Board of Trustees; Preside at all meetings of the Detachment Commandants' Council. Play an active role in membership development.
- e. **Judge Advocate** : Serve as interpreter of Bylaws, Administrative Procedures; And Roberts' Rules of Order; Render opinions on questions of legality and procedures; Process recommendations for Bylaws revisions; Assist in Detachments Bylaws revisions.
- f. **Adjutant/Paymaster** : Serve as Chief Financial Officer; Maintain accurate financial records; Complete banking responsibilities; Receive and pay bills as directed; Maintain files; Prepare and send out Membership Renewal Notices; Receive and process Dues Transmittals; Process Officer Installation Reports; Record minutes of meetings.
- g. **Sergeant-At-Arms** : Responsible for the Detachments Colors and Charter; Maintain order at the meetings; Allow only authorized persons to be present at meetings; Conduct duties as prescribed by Marine Corps League Ritual.
- h. **Chaplain** : Maintain a roster of deceased members; Conduct Ritual at meetings as prescribed; Conduct memorial Service; Participate as may be directed in funerals and memorial services; Visit sick and hospitalized members.
- i. **VAVS Officer** : Be certified by the VA for the Volunteer Service Program; Supervise the VAVS Volunteer Program within the Detachment.
- j. **Public Relations Officer** : With approval and the direction of the Commandant, prepare and submit articles to the news media; Be responsible for preparation of the Detachment Newsletter.
- k. **Historian** : Maintain records and items of particular historical interest to the Detachment or the Department; Provide historical information when required.

- l. **American/Education Officer** : Work with schools, recreation associations and youth programs; Promote Patriotism and responsible citizenship.

- m. **Toys for Tots Liaison** : Work with United States Marine Corps Reserve and Toys for Tots Foundation. Seek authorization if no local Marine Corps Reserve Unit; Collect and distribute Toys for the program.

- n. **Director of Detachment Youth Program** : Coordinate and supervise the establishment and conduct of all Marine Corps League youth programs.

- o. **Aide-de-Camp** : Conduct such duties as may prescribed by the Commandant.

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ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

**** DETACHMENT ****

SECTION 400 – CHARTER . Detachment should ensure that the Charter is present and posted at regular member meetings.

SECTION 405 - AUTHORITY : The Detachment shall be governed by its elected officers (Board of Trustees) and subordinate to the Department and National Convention, and shall be subject to strict compliance with the National and Department Bylaws and Administrative Procedures.

SECTION 410 – DUES : The Detachment shall fix the amount of its membership dues, which Shall include the Department and National per-capita dues and fees. All per-capita dues and fees Which are due the Department and national headquarters shall be forwarded with a standard Dues Transmittal Form to the Department Adjutant/Paymaster for processing. The Department Adjutant/Paymaster shall process and forward all Dues Transmittal Forms to National Headquarters without delay.

SECTION 415 – INSTALLATION OF DETACHMENT OFFICERS :

- a. The Detachment must request an Installing Officer to be designated by the Department Commandant.
- b. The Installing Officer must be the Department Commandant, a Past Department Commandant or any incumbent Department Elected Officer.
- c. It shall be the responsibility of the Installing Officer to sign, date and forward the Officer Installation Report within five (5) days following the installation ceremony.

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CHAPTER FIVE

**** MEMBERS ****

SECTION 500 – INITIATION : All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with Marine Corps League Ritual and shall be Presented the official lapel pin of the Marine Corps League.

SECTION 505 – MEMBER TRANSFER

- a. Any member in good standing may transfer from one Detachment to another without payment of additional dues or fees. Such transfer action shall be documented by approval by the losing Detachment and the gaining Detachment by completion of a Request for Transfer form.
- b. Member-At-Large must be certified in good standing by the National Adjutant/Paymaster.

SECTION 510 – DEATH OF A MEMBER

- a. Upon notification of the death of any Marine Corps League member, the Detachment Chaplain shall:
 1. Immediately contact the family of the deceased member for the purpose of offering assistance and presenting expressions of condolence.
 2. Without delay, report the death of the member to the Department and National Chaplains by use of the Report of Death.
- b. It shall be the duty of every member of the deceased's Detachment to attend, if at all possible, the funeral of any Marine Corps League member.

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CHAPTER SIX

**** SUBSIDIARY AND SUBORDINATE ORGANIZATIONS ****

SECTION 600 – REPORTS

a. Each department subsidiary organization which directly or indirectly operates under the Congressional Charter and the name of the Marine Corps League must submit annual true and complete financial statements to the Department Commandant no later than 1 July of each year. The reports must contain itemized income and expenses for the preceding twelve (12) month period. This requirement is applicable to:

1. Subsidiary organizations such as all Detachments, Marine Corps League Auxiliary, Military Order of the Devil Dogs, Military Order of the Devil Dog Fleas, Young Marines of The Marine Corps League, and such other organizations which have been approved for establishment by the Department Board of Trustees.

2. All scholarship fund organizations, the youth Physical Fitness Program, and such other groups which may be authorized.

b. Failure on the part of subsidiary organization or group to submit the required financial statements will be subject to sanction by the Department Board of Trustees. Such sanction could include a requirement to disband the organization and to disallow any future activity in the name of the Marine Corps League.

c. The Department of Oregon and the Oregon Pack of the Military Order of the Devil Dogs, as well as the Department of Oregon Marine Corps League Auxiliary shall submit annual financial statements to the National Organization.

SECTION 605 – MARINE CORPS LEAGUE AUXILIARY. The Department of Oregon recognizes and adopts the Marine Corps League Auxiliary as the official Women's Auxiliary of the Marine Corps League Department of Oregon, and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Department of Oregon, Marine Corps League.

SECTION 610 – MILITARY ORDER OF THE DEVIL DOGS. The Department of Oregon recognizes the Pack of Oregon Military Order of the Devil Dogs as an official subsidiary organization of the Marine Corps League Department of Oregon, which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League, Department of Oregon. Membership in the Military Order of the Devil Dogs shall be limited to regular members of the Marine Corps League in accordance with the Marine Corps League National Bylaws and the National Bylaws of the Military Order of the Devil Dogs.

SECTION 615 – MILITARY ORDER OF THE DEVIL DOG FLEAS. The Department of Oregon Recognizes the Military Order of the Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League Department of Oregon. Membership in the military Order of the Devil Dog Fleas shall be in accordance with the eligibility criteria established by the National Organization.

SECTION 620 – YOUNG MARINES OF THE MARINE CORPS LEAGUE. The Department of Oregon recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League.

SECTION 625 – MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM. The Department of Oregon recognizes the Marine Corps League Youth Physical Fitness Program as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League.

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CHAPTER SEVEN

**** MISCELLANEOUS ****

SECTION 700 – FUND RAISING

a. Fund raising activities may be entered into by any element of the Department of Oregon Marine Corps League.

1. All funds raised shall be for the sole benefit of such organization less fund raising expenses incurred during the project.

2. Only Marine Corps League organizations shall receive and disburse all funds involved in the project.

3. Fund raising activities shall not violate any federal, state, county, or municipal law or ordinance or reflect discredit upon the Marine Corps League.

b. If a Detachment desires to conduct a fundraising activity in a city where more than one Detachment exists, the Detachment conducting the project shall advise all other Detachments in the city of its intention and shall request approval. Any Detachment opposing such a project shall immediately file objection with the Detachment proposing the project., and with the Department. The decision of the matter by the Department Board of Trustees shall be final.

c. No Detachment of the Marine Corps League or unit of the auxiliary shall conduct a fundraising project in any municipality or territory other than its own territory without expressed approval of any other Detachment or unit which might be effected.

d. The National Organization of the Marine Corps League shall be prohibited from conducting any fund raising effort in the state of Oregon without specific approval of the Department of Oregon Board of Trustees.

e. Any individual or organization soliciting funds for the Marine Corps League and in the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report to the Department of Oregon Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.

f. The Department of Oregon shall not conduct any fund raising effort in any city where there is one or more Detachments without the consent of such Detachment(s) . Any Detachments opposing the project shall file immediate objection with the National Division Vice Commandant of that division, and his/her decision in the matter shall be final.

g. Nothing in the forgoing shall prevent the Department Convention Committee from selling advertisements or soliciting funds for their Annual Convention Book or Program.

SECTION 705 – RESPECT

a. The Bible shall be opened and placed on the Alter which is covered with a clean and attractive Alter cloth, during all meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No person shall use the Alter for physical support, and shall not, under any circumstances, use the Alter or Bible as a resting place for any item or material. All space between the Alter and the chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

b. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 710 – RESOLUTIONS . Resolutions may be submitted to the Department Convention and/or the Department Mid-Year Meeting by any member or Detachment of the Department of Oregon. Such resolutions shall be in the format prescribed by Robert's Rules of Order (Newly Revised) . Such resolutions shall be submitted to the Department Senior Vice Commandant no later than twenty (20) days prior to the scheduled commencement date for the convention or mid-year meeting. Resolutions which are contradictory to the Marine Corps League National or Department of Oregon Bylaws will be considered out of order and will not be taken before the body of the convention or mid-year meeting.

SECTION 715 – AMENDMENTS . These Administrative Procedures may be amended, revised, or repealed by a majority vote of the Department Board of Trustees, provided the amendment, revision or repeal does not in any manner violate the Marine Corps League National or Department of Oregon Bylaws.

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ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT

**** DETACHMENT FORMATION PROCEDURES ****

SECTION 800 – PURPOSE . The purpose of these procedures is to:

- a. Proved guidance in the formation of new Marine Corps League detachments in the Department of Oregon;
- b. Achieve some degree of standardization in the formation of detachments;
- c. Strengthen the National, Division, Department, and Detachment relationship.

SECTION 805 – GENERAL . The procedure outlined herein has been tried and found effective. This outline is intended as a guide and may be modified to meet situations that may develop.

SECTION 810 – A BRIEF HISTORY OF THE MARINE CORPS LEAGUE . The Marine Corps League is a Marine organization comprised exclusively of members who have honorably served or are now serving in the United States Marine Corps or the Marine Corps Reserve. The League is not a new organization. It was established in New York, June 1923, during a reunion of Marines of the first world war. It was chartered by an Act of Congress, August 4, 1937, and Authorized to assist and aid in presenting claims before the Veterans Administration by Public Law 243 passed by the 74th Congress.

SECTION 815 – PURPOSES OF THE MARINE CORPS LEAGUE

- a. **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 historical occasions of particular interest to Marines.
- b. **To band** those who are now serving the U.S. Marine Corps and those who have been honorably discharged from that service together in fellowship, that they may effectively promote the ideals of American Freedom and Democracy.
- c. **To fit** its members for the duties of citizenship as they have served our nation under arms.
- d. **To hold** sacred the memory and history of those who have given their lives to the nation.
- e. **To foster** love for the principles which they have supported by blood and valor since the founding of the Republic.

- f. **To maintain** true allegiance to American institutions.
- g. **To aid** voluntarily and to render assistance to all Marines, uniformed or civilian, as well as their widows and orphans.

SECTION 820 – PROJECTS, PROGRAMS, AND AWARDS

- a. **Veterans Administration Volunteer Service (VAVS)** : A program utilizing the services of volunteers. They serve our country's Marine patients who are confined to nursing homes and hospitals.
- b. **Low Cost Health and Life Insurance** : Your Marine Corps League, provides a valuable health insurance which pays most of your health care expenses not covered by your existing health insurance plans. Low-cost group life insurance up to \$30,000.00 coverage.
- c. **Service and Rehabilitation** : A group of Leaguers trained to advise and assist Marines who are entitled to VA and other benefits. They assist in rehabilitation of handicapped Marines so they may continue to function as productive civilians and to enable the widow, orphans, and or other dependants of deceased Marines to maintain their integrity and dignity.
- d. **Marine Corps League News** : A magazine published and distributed to all members on a bi-monthly basis.
- e. **Young Marines** : An active program for boys and girls 8 to 17. It provides opportunity and guidance for them to participate in and understand the benefits and the responsibilities of citizenship.
- f. **Travel Benefits** : Low-cost travel. Arrangements at considerable savings for both group and individual travel.
- g. **Youth Physical Fitness** : A program designed to be incorporated into the regular physical education curriculum of schools. It offers an opportunity for those individuals and schools best qualified to participate in a Department, Division and eventually a National meet.
- h. **Scholarship Foundation** : A scholarship fund offering financial assistance to qualified candidates who demonstrate a need. Children of Marines and former Marines are given first consideration.
- i. **Legislative Representation** : Provides representation for legislative matters dealing with the military, veterans and civil service.
- j. **Auxiliary** : The official women's branch of the League. Mothers, daughter, wives and sisters of Marines are eligible for membership.

k. **Christmas Card Salers** : A national program of Christmas card sales is conducted by the League.. Through the profits derived from the cards, many League programs are supported in a number of important areas of civic welfare, community service, and veterans assistance.

l. **Military Order of the Devil Dogs** : The elite organization of the League. It is comprised of many long-time dedicated Marines.

m. **Dickey Chapelle Award** : Awarded annually to the woman who has contributed to the well-being of Marines and former Marines. Past recipients have been Martha Raye, Lucy Caldwell and Marjorie Meriweather Post.

n. **Marine of the Year Award** : An annual award to the Leaguer who has contributed the most to the advancement of the League.

o. **Iron Mike Award** : Named after the famed World War I memorial statue at Parris Island. It is awarded to individuals for their contributions and work on behalf of the Marine Corps. Past winners include Bob Hope, Lee Marvin, John Russell, Larry Burroughs of LIFE Magazine and Barry Zorthian, Howard K. Smith, John Wayne, and H. Ross Perot.

SECTION 825 – NATIONAL ORGANIZATION OF THE MARINE CORPS LEAGUE .

The legal Control and responsibilities for the business operation of the Marine Corps League is vested in its National Board of Trustees, comprised of the following: National Commandant, National Senior Vice Commandant, National Junior Vice Commandant, Junior Past National Commandant, National Judge Advocate, and the ten National Vice Commandants, for the Leagues ten geographic divisions. (See chart at Appendix A)

SECTION 830 – DETACHMENT ORGANIZATION

a. The individual detachment is the strength of the Marine Corps League. In supporting the objectives of the League, the National organization provides the guidance and support to the local detachment in carrying out these objectives.

b. From membership, qualified officers are selected. The Larger the membership the greater the choice, the better the selection. Membership provides the personnel to carry out the Detachment, Department and National programs. i.e., youth activities, physical fitness, Veterans legislation and community programs.

c. The minimum requirements for forming and maintaining a Marine Corps League detachment are set as forth in the Congressional Charter and Bylaws. Those requirements are as follows:

1. Minimum membership of twenty (20) members. In order to solicit membership. Only persons who are serving or who have served honorably in the United States Marine Corps for not less than ninety (90) days and persons who are serving or who have served in the Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points shall be eligible for membership in the Marine Corps League.

2. Detachments must have the following officers duly elected by the membership: Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. They may elect or appoint a Chaplain, Adjutant, Paymaster and Sergeant-at-Arms. The position of Detachment Adjutant may be held by one or two members, depending on the decision of the membership.

3. Business meetings are encouraged to be conducted on a monthly basis. Insofar as procuring a meeting place, civic officials should be contacted to assist in this matter.

4. Some administrative matters are required in the establishment of a detachment. The following is required::

(a) **Application for Charter** : Detachments may be organized upon application made to the National Headquarters. Such application shall be signed by at least twenty (20) persons who are eligible for membership in the Marine Corps League, and shall be accompanied by appropriate dues of such applicants. The National Headquarters may, after the application has received the approval of the State Department Commandant (in the event a State Department exists) and the appropriate National Vice Commandant, approve such application and grant a charter. The names of all persons who sign an application for a detachment charter shall appear as Charter Members.

(b) **Selection of Detachment Name** : No Detachment shall be named in honor of a living person. No detachment may adopt a name previously adopted by any other detachment, unless such other detachment has surrendered, or by revocation, has lost its charter. Experience indicates that a geographic name is usually best for a detachment name, i.e., Your City Marines, or Your City Detachment.

(c) **Membership Dues** : The Annual National Convention determines the amount of each member's dues for the National Organization. Aside from the dues for the National Organization, each department and detachment establishes the amount of their dues. A Member will be considered delinquent if his/her annual dues are not received at the National Headquarters by their due date. The delinquent member will be dropped from The rolls of the national and the department organization.

(d) **Transmittal Form** : Instruction thereon are self-explanatory. Upon completion of the required forms, they are to be forwarded to the appropriate Department officer for concurrence and signature. He/she in turn will forward them to the National Vice Commandant serving his/her division for approval and submission to National Headquarters for issuance of a Charter. After all echelons have concurred at a formal ceremony with as many civic dignitaries as practical invited to attend. On this occasion the duly elected officers will be installed with delegations from other participating Detachments. Procedures to conduct these ceremonies will accompany the charter. All news media should be provided with releases pertaining to this presentation.