DEPARTMENT BYLAWS
TABLE OF CONTENTS
2021

ARTICLE I..................NAME
SECTION 100 – NAME
SECTION 105 – MISSION STATEMENT

ARTICLE II................ PURPOSE OF MARINE CORPS LEAGUE
SECTION 200 – PURPOSE
SECTION 205 – NOT FOR PROFIT
SECTION 210 – NON-DISCRIMINATION

ARTICLE III .............. ORGANIZATION
SECTION 300 – ORGANIZATION
SECTION 305 - DEPARTMENT CONVENTION
SECTION 320 – DETACHMENTS
SECTION 325 – SUBSIDIARY ORGANIZATIONS

ARTICLE IV................ DEPARTMENT CONVENTION
SECTION 400 – AUTHORITY
SECTION 405 – COMMITTEES
SECTION 410 – QUORUM
SECTION 415 – ELECTION
SECTION 420 – MEETINGS
SECTION 425 - PARLIAMENTARY AUTHORITY

ARTICLE V............... MEMBERSHIP
SECTION 500 – MEMBERSHIP
SECTION 505 – RIGHTS OF MEMBERS
SECTION 510 – RIGHTS OF APPEAL
SECTION 515 – CATEGORIES OF MEMBERSHIP
    (A) REGULAR MEMBERSHIP
    (B) ASSOCIATE MEMBERSHIP
    (C) HONORARY MEMBER
SECTION 520 – INELIGIBLE FOR MEMBERSHIP
SECTION 525 – REMOVAL FROM DETACHMENT ROLE
SECTION 530 - MEMBERSHIP LISTING
SECTION 535 – MEMBERS AT LARGE
DEPARTMENT BYLAWS
TABLE OF CONTENTS
2021

ARTICLE VI ........... DEPARTMENT BOARD OF TRUSTEES
SECTION 600 – COMPOSITION
SECTION 605 – POWERS
SECTION 610 – DEPARTMENT ELECTED OFFICERS
SECTION 615 – DEPARTMENT ELECTED OFFICERS TERM OF OFFICE
SECTION 620 – VACANCIES
SECTION 625 – DUTIES OF DEPARTMENT BOARD OF TRUSTEE MEMBERS
   (A) DEPARTMENT COMMANDANT
   (B) DEPARTMENT SENIOR VICE COMMANDANT
   (C) DEPARTMENT JUNIOR VICE COMMANDANT
   (D) DEPARTMENT JUDGE ADVOCATE
   (E) DIVISION VICE COMMANDANT
   (F) ASSIST DIVISION VICE COMMANDANT
   (G) JUNIOR PAST DEPARTMENT COMMANDANT
SECTION 630 – DEPARTMENT BOARD OF TRUSTEES MEETINGS
SECTION 635 – QUORUM
SECTION 640 – VOTING

ARTICLE VII ........... DEPARTMENT STAFF OFFICERS
SECTION 700 – COMPOSITION OF DEPARTMENT STAFF
SECTION 705 – DEPARTMENT STAFF OFFICERS
   (A) DEPARTMENT CHAPLAIN
   (B) DEPARTMENT DIRECTOR OF CONVENTIONS
   (C) DEPARTMENT CHIEF OF STAFF
   (D) DEPARTMENT SERGEANT AT ARMS
SECTION 710 – DEPARTMENT STAFF POWERS
SECTION 715 – CONTRACTING AUTHORITY
SECTION 720 – VACANCIES

ARTICLE VIII ........... DEPARTMENT
SECTION 800 – DEPARTMENT CHARTER
SECTION 805 – AUTHORITY
SECTION 810 – BYLAWS AND ADMINISTRATIVE PROCEDURES
SECTION 815 – OFFICERS
SECTION 820 – OFFICERS TERM LIMITS AND ELIGIBILITY
SECTION 825 – VACANCIES
SECTION 830 – DEPARTMENT CONVENTION
SECTION 835 – QUORUM
SECTION 840 – DEPARTMENT BOARD OF TRUSTEES
SECTION 845 – FREEDOM OF ACTION
SECTION 850 – EMPLOYMENT IDENTIFICATION NUMBER (EIN) AND INCORPORATION
   (A) EIN
   (B) INCORPORATION
SECTION 855 – ELECTION OF OFFICERS
SECTION 860 – PARLIAMENTARY AUTHORITY
SECTION 865 – CONTRACTING AUTHORITY

DEPARTMENT BYLAWS
TABLE OF CONTENTS
2021

ARTICLE IX .......... DETACHMENTS
SECTION 900 – DETACHMENT CHARTER
SECTION 905 – BYLAWS
SECTION 910 – MEMBERS
SECTION 915 – INELIGIBLE MEMBERS
SECTION 920 – DETACHMENT OFFICERS
SECTION 925 – VACANCIES
SECTION 930 – MEETINGS
SECTION 935 – DETACHMENT BOARD OF TRUSTEES
SECTION 940 – ELECTION OF OFFICERS
SECTION 945 – SUSPENSION AND REVOCATION OF CHARTER
SECTION 950 – VOLUNTARY SURRENDER OF CHARTER
SECTION 955 – EMPLOYMENT IDENTIFICATION NUMBER (EIN) AND INCORPORATION
   (A) EIN
   (B) INCORPORATION
SECTION 960 – PARLIAMENTARY AUTHORITY
SECTION 965 – CONTRACTING AUTHORITY

ARTICLE X .......... SUBSIDIARY ORGANIZATIONS
SECTION 1000 – AUTHORITY
SECTION 1005 – EMPLOYMENT IDENTIFICATION NUMBER (EIN) AND INCORPORATION
   (A) EIN
   (B) INCORPORATION

ARTICLE XI .......... BYLAW AMENDMENTS
SECTION 1100 – DEPARTMENT BYLAWS AMENDMENTS
SECTION 1105 – EFFECTIVE DATE
SECTION 1110 – DEPARTMENT BYLAWS DISTRIBUTION
SECTION 1115 – CLERICAL ERRORS
SECTION 1120 – DEPARTMENT ADMINISTRATIVE PROCEDURES

ARTICLE XII .......... DISSOLUTION

3
DEPARTMENT BYLAWS

ARTICLE I

NAME

Section 100. Name. The name of the corporation shall be “DEPARTMENT OF OHIO, MARINE CORPS LEAGUE” and it is a non-profit corporation.

Section 105. Mission Statement. The mission of the Marine Corps League, Department of Ohio, is to promote the interest and to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.
DEPARTMENT BYLAWS

ARTICLE II

PURPOSE OF THE MARINE CORPS LEAGUE

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:
   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 the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
   d. To hold sacred the history and memory of the men who have given their lives for 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 the service and those who have returned to civilian life;
   h. To aid voluntarily and to render assistance to all Marines, FMF Corpsman, and FMF Navy Chaplains, as well as their widows and orphans; and
   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 205. Not for profit. The MCL is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit of or be distributed to any director, member, or other private individual. The MCL shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the MCL are organized.

Section 210. Non-Discrimination. The Marine Corps League:
   a. Shall never take part in any labor or management dispute or issue;
   b. Shall not be sectarian, political, and partisan;
   c. Shall not be based on race, color, creed, nationality, or sex;
   d. Shall not be used as a medium of political ambition or preferment; and
   e. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.
DEPARTMENT BYLAWS
ARTICLE III
ORGANIZATION

Section 300. **Organization.** The constituted bodies of the organization shall be Department Convention, Divisions, Detachments, and Subsidiary Organizations.

Section 305. **Department Convention.** A Department Organization to be known as the Department Convention, Marine Corps League.

Section 320. **Detachments.** Subordinate local organizations located anywhere within the State of Ohio’s boundaries, shall be known as Detachments.

Section 325. **Subsidiary Organizations.** Such subsidiary organizations as the Department organization may create, establish or recognize.
DEPARTMENT BYLAWS
ARTICLE IV
DEPARTMENT CONVENTION

SECTION 400 - AUTHORITY The legislative and policy making power of the Department of Ohio, Marine Corps League shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

SECTION 401 - COMMITTEES The Department Convention Administrative Committees shall be: Credentials, By-laws, Resolutions, Rules, and Standing Committees.

SECTION 410 – QUORUM The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved delegates in good standing from a majority of all chartered detachments in the Department of Ohio, Marine Corps League.

SECTION 415 – ELECTIONS
   a. The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, the Department Senior Vice Commandant, the Department Junior Vice Commandant, Department Judge Advocate, and Paymaster shall be conducted in this order by a roll call vote. In addition to the Department Commandant, Sr. Vice Commandant, Jr. Vice Commandant, Paymaster, and Judge Advocate, elect one (1) Trustee-at-Large for a term of two (2) years. Following this procedure, the election of division vice commandants and assistant division vice commandants shall be conducted by acclamation. The Installation of Officers shall be at the call of the current Department Commandant.
   b. A majority of the delegate votes cast at the Department Convention is required to elect the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Paymaster, and Department Judge Advocate. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed ten minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.
   c. The Department’s division’s vice commandants and assistant vice commandants will be elected by “caucus” prior to the “vote by acclamation” on the Department Convention floor.

SECTION 420 – MEETINGS The Department Convention shall be convened once each calendar year during the month of June unless prevented by national emergency or other unpreventable cause. The time and place of the meeting shall be in accordance with the Departments Administrative Procedures.

SECTION 425, PARLIAMENTARY AUTHORITY. The current edition of Roberts Rule of Order Newly
Revised shall govern in all cases to which they are applicable and in which they are not in conflict with the National and Department Bylaws and Administrative Procedures and any special rules of order National and Department may adopt. In the event of a conflict, the ruling authority is the National and Department Bylaws, then the Administrative Procedures, then Roberts Rule of Order Newly Revised.

DEPARTMENT BYLAWS

ARTICLE V

MEMBERSHIP

Section 500. Membership. Each Detachment shall be the sole judge of its membership, providing the person meets the requirements of Section 515 and Section 520 below.

Section 505. Rights of Members. No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine dealing with offenses and penalties. Exception, a member that has been officially charged and is pending a “Hearing Board” in accordance with the National Administrative Procedures, Chapter Nine, may be “temporarily suspended” by the Jurisdictional Judge Advocate pending the results of the Chapter Nine Hearing.

Section 510. Rights of Appeal. The right of appeal under the provisions of the National and Department Bylaws and Administrative Procedures shall not be denied.

Section 515. Categories of Membership

a. Regular Membership. Only the following may be regular members of the MCL:
   
   (1) Marines who are serving or have served honorably* in the United States Marine Corps or the United States Marine Corps Reserve;
   
   (2) U.S. Navy Personnel (i) who are serving or have served honorably* in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon, (i.e.: Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc.) or (ii) earned the Fleet Marine Force Enlisted Warfare Specialist Device (FMFELS) (1 Oct 2006 to present) or the Fleet Marine Force Officer (FMFQO) Insignia (1 Jan 2006 to present) which must be noted on the DD214 form. An Award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sept 1984-30 Sept 2006), the FMFELS or FMFQO may serve as prima facie evidence of eligibility. (Rev 2021)

Note * - “Served Honorably” is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable.

b. Associate Member. Those individuals not qualified for regular membership in the
Marine Corps League who espouse the principles and purposes of the Marine Corps League as
contained in its Congressional charter and meet the criteria in Section 501(b)(1) below may upon
application to a Detachment be accepted for associate membership in the Marine Corps League.
Upon acceptance associate members will pay dues in the same amount as prescribed for regular
members, including initiation fees.

1. **Enrollment Criteria**
   (a) Individuals must have reached the statutory minimum age for
       enlistment into the Armed Forces of the United States;
   (b) Individuals may join who have never served in a branch of the Armed
       Forces of the United States;
   (c) Individuals who are serving or have served honorably in other branches
       of the Armed Forces of the United States;

2. **Join Detachment** Individuals applying for associate membership must join through a
   Marine Corps League Detachment only. Associate members cannot directly join the Marine Corps
   League as a Member at Large.

3. **Rights** Associate members shall be entitled to the rights, privileges, and benefits of a
   regular member unless otherwise prohibited as listed in paragraphs 515(b)(4) and (5)

3. **Voting**
   (a) Associate members shall not vote on a regular or associate membership
       application;
   (b) Associate members shall not participate in the nomination process and/or
       voting for elected officers; and
   (c) A Department or Detachment, by provisions in the bylaws and/or
       administrative procedures, may allow an Associate Member to vote on its internal affairs if such vote
       does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

4. **Elected Office**. Associate members shall not hold an elective office.

c. **Honorary Member**. Detachments, Departments, and the National Headquarters may, at the
discretion of the respective commandant, issue honorary membership to those persons who have been of
extraordinary service to the Nation, the United States Marine Corps, or the Marine Corps League. The
honorary member will not be entitled to the rights, privileges, and benefits available to a regular or
associate member. A suitable certificate will be issued to honor the occasion by the organization making
the award. Payment of dues or initiation fees is not required; however, an honorary member will not be
entitled to the official publication of the Marine Corps League except as directed by the National Board of
Trustees or paid subscription. All “Honorary Memberships” are for a one-year period only and
must be renewed each year by the Detachment, Department, or National.

Section 520. **Ineligible for Membership**
a. No Detachment, may accept as a regular, associate, or any honorary member any
   person:
   (1) who is currently incarcerated or on supervised probation for any felony
       conviction or any misdemeanor conviction; or
   (2) who has been convicted of a crime where the victim is a child; or
   (3) whose name has been stricken from the rolls of the Marine Corps League.

b. If after a member has been accepted, the fact that the member has been convicted of a
   crime where the victim is a child, is discovered, any member may file a disciplinary charge in
accordance with National Administrative Procedures, Chapter Nine. The age/date of the conviction is irrelevant.

Section 525. Removal from Detachment Roll
   a. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment roll except:
      (1) By disciplinary action in accordance with National Administrative Procedures;
      (2) By that member requesting transfer;
      (3) By resignation in writing; or
      (4) If member becomes delinquent as defined in the National Administrative Procedures.
      (5) Upon the Death Notice being processed by National Headquarters.

Section 530. Membership Listing. The membership listing of the MCL is proprietary information and under the direct control of the National Headquarters of the MCL. Applicable portions of the membership listing shall be periodically provided to appropriate departments and detachments exclusively for internal usage in administrating membership of such departments and detachments. The membership listing will not be sold, leased, copied, loaned or assigned without the expressed permission in writing from the office of the National Executive Director/Chief Operating Officer (COO) upon approval of the National Board of Trustees of the MCL.

Section 535. Members-at-Large. Any person desirous of joining the Marine Corps League as a regular member, may make application I on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. See National Administrative Procedures Section 7045 for details.
DEPARTMENT BYLAWS
ARTICLE VI
DEPARTMENT BOARD OF TRUSTEES

Section 600. Composition. (NATL Bylaw 600 apply)

Section 605. Powers. (NATL Bylaw 605 apply)

Section 610. Department Elected Officers. (NATL Bylaw 610 apply)

Section 615. Department Elected Officers Term of Office (NATL Bylaw 615 apply) Except add:
   c. Department Trustee-at-Large will be elected for two (2) years.

Section 620. Vacancies (NATL Bylaw 620 apply)

Section 625. Duties of Department Board of Trustee Members. (NATL Bylaw 625 apply) Except add:
   (h) DEPARTMENT VICE COMMANDANTS OF DIVISION - It shall be the duty of the
   Division Vice Commandants to visit each Detachment in their Division at least once during their
   term of office. If a Detachment operates a Club House, it shall be the duty of the Division Vice
   Commandant to check each Club House at least once a year to see that all laws are being adhered
   to; to be held accountable to the Department Board of Trustees for the proper care and proper
   administration of their Division; make every continuing effort to establish new Detachments
   within their Division.

Section 630. Department Board of Trustees Meetings (NATL Bylaw 630 apply)

Section 635. Quorum. A majority of the Department Board of Trustees shall constitute a
   quorum.

Section 640. Voting. Each Department Board of Trustees member shall have one (1) vote. There
   shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all
   matters
   wherein he has rendered an official opinion.
DEPARTMENT BYLAWS
ARTICLE VII
DEPARTMENT STAFF OFFICERS

Section 700. Composition of Department Staff. (NATL Bylaw 700 apply)

Section 705. Department Staff Officers. (NATL Bylaw 705 apply) Except add:
   (g) Editor Buckeye Marine shall be appointed, under the direction of the Department
   Commandant, and have supervision and control of the editing and printing of the Buckeye
   Marine. The Buckeye Marine shall be published at least once for each regular scheduled
   Department meeting and the Annual Convention.

Section 710. Department Staff Powers. (NATL Bylaw 710 apply)

Section 715. Contracting Authority. (NATL Bylaw 715 apply)

Section 720. Vacancies. A vacancy in an appointed office, a committee chairman, or a
   committee member shall be filled as soon as practical by the Commandant. All such
   appointments shall be approved by the Board of Trustees at the next scheduled meeting.
DEPARTMENT BYLAWS
ARTICLE VIII
DEPARTMENTS

Section 800. Department Charter (NATL Bylaw 800 apply)

Section 805. Authority. (NATL Bylaw 805 apply)

Section 810. Bylaws and Administrative Procedures. A Department Convention shall adopt Department Bylaws and may adopt Administrative Procedures which are consistent with the National Charter, the National Bylaws, and National Administrative Procedures, provided they have been approved by the National Judge Advocate and are on file at National Headquarters.

Section 815. Officers. Department shall:
   a. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, Paymaster and a Judge Advocate; and
   b. Elect or appoint an adjutant, chaplain, and sergeant-at-arms.
   c. May have such additional elected and appointed officers as required by the department bylaws or in the absence of department bylaws as its Department Convention desires.

Section 820. Officers Term Limits and Eligibility
   a. Eligibility. Elected Officers shall be regular members of the department in which they are elected. At the will of the department, associate members may serve in appointed offices only.
   b. Term Limits. Each elected officer shall be elected for a term of one (1) year and may be reelected for additional terms as provided in the Department Bylaws. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms.

Section 825. Vacancies (NATL Bylaw 825 apply)

Section 830. Department Convention. (NATL Bylaw 830 apply) Except as: The Department shall hold meetings before the next scheduled annual Department Convention. The first such Department meeting should be scheduled in October, and the second in February or March, with the second scheduled to occur following the National Mid-Winter Conference.

Section 835. Quorum. The quorum for Department conventions and for department staff meetings may be set by the Department bylaws or, in the absence thereof, by the Department convention.

Section 840. Department Board of Trustees. The elected officers of the department shall be
the Department Board of Trustees and a Department Convention is authorized to appoint the outgoing Junior Past Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Department Board of Trustees. No member of the Department shall serve in more than one position on the Department Board of Trustees.

Section 845. Freedom of Action. (NATL Bylaws 845 apply)

Section 850. Employment Identification Number [EIN] and Incorporation (NATL Bylaws 850 apply)

Section 855. Election of Officers. (NATL Bylaws 855 apply)

Section 860. Parliamentary Authority. (NATL Bylaws 860 apply)

Section 865. Contracting Authority. (NATL Bylaws 865 apply)
DEPARTMENT BYLAWS
ARTICLE IX
DETACHMENTS

Section 900. Detachment Charter. (NATL Bylaws 900 apply)

Section 905. Bylaws. Each detachment shall adopt bylaws and may adopt administrative procedures that are consistent with the Department and National Bylaws and Administrative Procedures. The bylaws and administrative procedures shall be approved by the Department Judge Advocate. In the absence of a jurisdictional department, the National Judge Advocate shall be the approving authority.

Section 910. Members. Each detachment shall be the sole judge of its membership, providing said person meets the requirements of Article V, Section 515 and Section 520.

Section 915. Ineligible Members
a. If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will appoint the Detachment Judge Advocate who will investigate the charge as presented. Unless,
   (1) The person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant for action, or
   (2) The person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.
   b. If the investigation determines that the member does not have the necessary qualifications to be a member, the officer who is investigating will present a written report of the investigation, with a draft of a disciplinary charge to the members of the Detachment Board of Trustees. The Board of Trustees shall file a charge with the Department Judge Advocate in accordance with National Administrative Procedures, Chapter Nine.

Section 920. Detachment Officers. Each detachment shall:
   a. Elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, Paymaster, and a Judge Advocate each year; and
   b. Elect or appoint an adjutant, chaplain, and sergeant-at-arms.
   c. A detachment may have such additional elected and appointed officers as required by the detachment bylaws.
   d. All elected officers shall be regular members of the detachment in which they are elected.
   e. At the will of the detachment, associate members may serve in appointed offices only.
   f. Term Limits. Each elected officer shall be elected for a term of one (1) year and may be reelected for additional terms as provided in the Detachment Bylaws. Appointed officers shall
serve a term that expires when the next election occurs and may be appointed to additional terms. An installation report is required yearly from all detachments.

Section 925. Vacancies (NATL Bylaws 925 apply)

Section 930. Meetings. (NATL Bylaws 930 apply)

Section 935. Detachment Board of Trustees. (NATL Bylaws 935 apply)

Section 940. Election of Officers (NATL Bylaws 940 apply)

Section 945. Suspension and Revocation of Charter
   a. Basis. The charter of a detachment may be suspended or revoked for:
      (1) The persistent failure to maintain a minimum of fifteen members in good
      standing;
      (2) The persistent failure to forward promptly funds due to the national body;
      (3) Acts and conduct bringing the MCL into public disrespect;
      (4) Willful violation of National or Department Bylaws and Administrative
      Procedures;
      (5) Violation of federal, state, or municipal laws or ordinances; or
         (a) Failure to obtain an EIN from the IRS within six (6) months of
        chartering and maintain an active status under IRS Code 501c(4).
         (b) Failure to incorporate within one (1) year of chartering.
      (6) Other activities detrimental to the good name of the MCL.

   b. Authority
      (1) The suspension or revocation of charters may be directed by a Department
      Board of Trustees and/or the National Board of Trustees.
      (2) A charter being “suspended” should be for a specific amount of time issued
      by the Department or National Board of Trustees. Upon satisfying the suspending entity that the
      reason for the suspension has been corrected, that Department or National Board of Trustees can
      remove the suspension. The Detachment is then in “good standing.”
      (3) A charter that has been revoked, can only be re-chartered by the National
      Board of Trustees.
      (4) In the case of Section 945a (1) through (6), shall be implemented in
      accordance with the provisions of the National Bylaws and Administrative Procedures.

Section 950. Voluntary Surrender of Charter. (NATL Bylaws 950 apply)

Section 955. Employment Identification Number [EIN] and Incorporation (NATL Bylaws 955 apply)

Section 960. Parliamentary Authority. (NATL Bylaws 960 apply)

Section 965. Contracting Authority. (NATL Bylaws 965 apply)
DEPARTMENT BYLAWS
ARTICLE X
SUBSIDIARY ORGANIZATIONS

NATIONAL BYLAWS
ARTICLE X
APPLY
DEPARTMENT BYLAWS
ARTICLE XI
DEPARTMENT BYLAWS AMENDMENTS

NATIONAL BYLAWS

ARTICLE XI

APPLY
DEPARTMENT BYLAWS
ARTICLE XII
DISSOLUTION

NATIONAL BYLAWS

ARTICLE XII

APPLY
DEPARTMENT OF OHIO
DEPARTMENT ADMINISTRATIVE PROCEDURES
TABLE OF CONTENTS
2021

CHAPTER ONE ............ GENERAL
SECTION 1000 – NAME AND PURPOSE
SECTION 1005 – LOCATION
SECTION 1010 – CORPORATE SEAL
SECTION 1015 – POLICY

CHAPTER TWO ............ NATIONAL CONVENTIONS
SECTION 2000 – MEETINGS
SECTION 2005 – TIME AND PLACE
SECTION 2010 – PROCEDURES
SECTION 2015 – RULES OF ORDER
SECTION 2020 – REGISTRATION
SECTION 2025 – CREDENTIALS – DELEGATES, ALTERNATIVES, MEMBERS
SECTION 2030 – RIGHT TO SPEAK
SECTION 2035 – VOTING
SECTION 2040 – NOMINATIONS
SECTION 2045 – ELECTIONS
SECTION 2050 – INSTALLATION
SECTION 2055 – STENOGRAPHIC EXPENSE
SECTION 2060 – CONVENTION ADMINISTRATIVE COMMITTEES
SECTION 2065 – BIDS FOR DEPARTMENT CONVENTION
SECTION 2070 – CONVENTION CORPORATION

CHAPTER THREE ............ DEPARTMENT STAFF
SECTION 3000 – COMPOSITION OF DEPARTMENT STAFF
SECTION 3005 – POWERS
SECTION 3010 – DUTIES – STAFF OFFICERS
SECTION 3015 – DEPARTMENT CHIEF OPERATING OFFICER
SECTION 3020 – DEPARTMENT BOOKKEEPER
SECTION 3025 – DEPARTMENT COMPTROLLER
SECTION 3030 – DEPARTMENT AUDITOR
SECTION 3035 – DEPARTMENT CHAPLAIN
SECTION 3040 – DEPARTMENT DIRECTOR OF CONVENTIONS
SECTION 3045 – DEPARTMENT CHIEF OF STAFF & PROTOCOL OFFICER
SECTION 3050 – DEPARTMENT EDITOR MCL PUBLICATION
SECTION 3055 – DEPARTMENT DIRECTOR OF VETERANS SERVICE
SECTION 3060 – DEPARTMENT ACCREDITED VSO
SECTION 3065 – DETACHMENT/DEPARTMENT SERVICE OFFICER (DSO)
SECTION 3070 – DEPARTMENT HISTORIAN
SECTION 3075 – DEPARTMENT SERGEANT-AT-ARMS
SECTION 3080 – DEPARTMENT DIRECTOR OF PUBLIC RELATIONS
SECTION 3085 – DEPARTMENT LIAISON OFFICERS
SECTION 3090 – DEPARTMENT LEGISLATIVE OFFICER

DEPARTMENT ADMINISTRATIVE PROCEDURES
TABLE OF CONTENTS
2021

SECTION 3095 – DEPARTMENT VAVS REPRESENTATIVE
SECTION 3096 – VETERANS AFFAIRS DIRECTORS
SECTION 3100 – DEPARTMENT PARLIAMENTARIAN
SECTION 3105 – STANDING COMMITTEES & DUTIES
   (A) DEP BUDGET & FINANCE COMMITTEE
   (B) DEP AMERICANISM COMMITTEE
   (C) DEP UNIFORM COMMITTEE
   (D) DEP AWARDS & CITATIONS COMMITTEE
   (E) DEP LEGISLATIVE COMMITTEE
   (F) DEP WAYS & MEANS COMMITTEE
   (G) DEP MARINE OF THE YEAR SOCIETY
   (H) HONORARY PAST DEPARTMENT COMMANDANTS
   (I) DEP BYLAWS & ADMIN PROCEDURES COMMITTEE
SECTION 3110 – ADVISORY COUNCILS & DUTIES
   (A) PAST DEP COMMANDANTS’ COUNCIL
   (B) DEPARTMENT COMMANDANTS’ COUNCIL
SECTION 3115 – APPOINTED OFFICERS, CHAIRMEN
SECTION 3120 – DEP BOARD VOTING
SECTION 3125 – EXPENSES

CHAPTER FOUR ........... DIVISIONS
SECTION 4000 – FORMATION
SECTION 4005 – POWERS
SECTION 4010 – DIVISION ALIGNMENT
SECTION 4015 – UNASSIGNED

CHAPTER FIVE ............. DEPARTMENTS
SECTION 5000 – FORMATION
SECTION 5005 – POWERS
SECTION 5010 – DEPARTMENT DUES
SECTION 5015 – INSTALLATION OF DEPARTMENT OFFICERS
SECTION 5020 – DEFAULT
SECTION 5025 – CHARTER SUSPENSION, REVOCATION
SECTION 5030 – BONDING

CHAPTER SIX ........... DETACHMENTS
SECTION 6000 – CHARTER
SECTION 6005 – AUTHORITY
SECTION 6010 – DUES
SECTION 6015 – INSTALLATION OF DETACHMENT OFFICERS
SECTION 6020 – QUORUM
SECTION 6025 – DEFAULT
SECTION 6030 – MEMBERS
SECTION 6035 – BONDING
SECTION 6040 – ADDITIONAL DETACHMENT
SECTION 6045 – CHARTER SUSPENSION, REVOCATION

DEPARTMENT ADMINISTRATIVE PROCEDURES
TABLE OF CONTENTS
2021

SECTION 6050 – CHARTER VOLUNTARY SURRENDER

CHAPTER SEVEN ........... MEMBERS
SECTION 7000 – INITIATION
SECTION 7005 – MEMBERSHIP TRANSFER
SECTION 7010 – DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE
SECTION 7015 – MEMBERSHIP
   (A) HONORARY ACTIVE DUTY MEMBER
   (B) CORPORATE MEMBER
SECTION 7020 – MEMBERSHIP APPLICATION
SECTION 7025 – MEMBERSHIP DUES AND FEES
SECTION 7030 – GOOD STANDING
SECTION 7035 – DELINQUENT MEMBER
SECTION 7040 – INELIGIBLE MEMBER
SECTION 7045 – MEMBERS AT LARGE
SECTION 7050 – LIFE MEMBERS
SECTION 7055 – CERTIFICATION OF LIFE MEMBERS
SECTION 7060 – DUAL MEMBERSHIP
SECTION 7065 – RESIGNATION
SECTION 7070 – MEMBERSHIP NUMBERS

CHAPTER EIGHT .......... SUBSIDIARIES AND SUBORDINATES
SECTION 8000 – IRS REPORTS
SECTION 8005 – RELATIONSHIP W/SUBSIDIARY ORGANIZATIONS
SECTION 8010 – SUBSIDIARY ORGANIZATIONS
   (A) MARINE CORPS LEAGUE AUXILIARY
   (B) MILITARY ORDER OF THE DEVIL DOGS
   (C) MILITARY ORDER OF THE DEVIL DOGS FLEAS
   (D) THE MARINE OF THE YEAR SOCIETY
   (E) THE PAST NAT COMMANDANTS’ SOCIETY

SECTION 8015 – RELATIONSHIP WITH INDEPENDENT ORGANIZATIONS
   (A) MCL YOUTH PHYSICAL FITNESS PROGRAM
   (B) MCL FOUNDATION
   (C) YOUNG MARINES OF THE MCL
   (D) MARINES HELPING MARINES

CHAPTER NINE ............ GRIEVANCE AND DISCIPLINE
SECTION 9000 – DEFINITIONS
SECTION 9005 – RULES OF EVIDENCE
SECTION 9010 – RULES OF PREHEARING PROCEDURE
SECTION 9015 – FILING, SERVICE OF COPIES, CORRESPONDENCE
SECTION 9020 – PREHEARING DUTIES
SECTION 9025 – GRIEVANCES
SECTION 9030 – DEPARTMENT, DIVISION, OR NATIONAL GRIEVANCE
SECTION 9035 – DEPARTMENT CONVENTION GRIEVANCE

DEPARTMENT ADMINISTRATIVE PROCEDURES
TABLE OF CONTENTS
2021

SECTION 9040 – DISCIPLINE OF A MEMBER, DETACHMENT, DEPARTMENT OFFICERS AND BOARD OF TRUSTEES
SECTION 9045 – DEPARTMENT COMMANDANT OR DEPARTMENT
SECTION 9050 – DEPARTMENT OFFICERS AND BOARD OF TRUSTEES
SECTION 9055 – DEPARTMENT COMMANDANT
SECTION 9060 – DEPARTMENT JUDGE ADVOCATE
SECTION 9065 – DUTIES AND RIGHTS AT THE HEARING PROCEDURE
SECTION 9070 – CONDUCTING THE HEARING
SECTION 9075 – RESULTS OF THE HEARING
SECTION 9080 – APPEALS TO THE NATIONAL JUDGE ADVOCATE
SECTION 9085 – APPEALS TO THE NATIONAL BOARD OF TRUSTEES
SECTION 9090 – SUSPENSION OF PENDING HEARING
SECTION 9095 – PUNISHMENT
SECTION 9100 – CRIMINAL ACTS
SECTION 9105 – OFFENSES
SECTION 9110 – CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER
SECTION 9115 – ADMINISTRATIVE EXPULSION OF A MEMBER

CHAPTER NINE ATTACHMENTS
ATTACHMENT ONE – LOG OF AUDIO TAPE OR DIGITAL RECORDING
ATTACHMENT TWO – SAMPLE RITUAL FOR CONDUCTING A HEARING BOARD
CHAPTER TEN .......... MISCELLANEOUS
SECTION 10000 – FUND RAISING
SECTION 10005 – RESPECT
SECTION 10010 – RESOLUTIONS, SUBMITTING AND PROCESSING
SECTION 10015 – AUTHORIZATION
SECTION 10020 – AMENDMENTS
SECTION 10025 – EFFECTIVE DATE
SECTION 10030 – DEPARTMENT ADMINISTRATIVE PROCEDURES DISTRIBUTION
SECTION 10035 – BLANKET BOND
SECTION 10040 – VIOLATION

ENCLOSURE TABLE OF CONTENTS
Section 1000. Name and Purpose. The name of the body corporate is the "DEPARTMENT OF OHIO," MARINE CORPS LEAGUE and is a non-profit corporation incorporated. The First Session, begun, and held at the City of ____________ on __________, the ____ day of _______ ____________, and approved ____________, ____________.

Section 1005. Location. The principal office of the Department of Ohio, Marine Corps League, shall be located at such other place or places as the Board of Trustees may select in the best interests of its membership.

Section 1010. Corporate Seal. The corporate seal of the Marine Corps League, Department of Ohio, 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" all of this be surrounded by the outline of the Territorial boundaries of the State of Ohio.

Section 1015. Policy
   a. The supreme power of the Department of Ohio shall be vested always in its membership functioning through Delegates at all National and Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Department of Ohio, Marine Corps League.
      b. The Department of Ohio shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based 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 or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
      c. Nothing in the preceding subsection shall prohibit the Department of Ohio or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.
2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT CONVENTION

Section 2000 - Meetings The Department Convention shall be convened once each calendar year during the month of June unless prevented by national emergency or other unpreventable cause.

Section 2005 - Time And Place (NATL AdPr 2005 apply)

Section 2010 – Procedures (NATL AdPr 2010 apply)

Section 2015 - Rules Of Order (NATL AdPr 2015 apply)

Section 2020 – Registration
a. All approved and certified Delegates, Alternates, Associates, Members and Guests will pay the approved Registration and Advance Registration Fees. Each properly registered attendee will receive a Convention Program. Advance Registration fees must be accompanied by a properly executed official Credential Form and received at Department no later than fifteen (15) days prior to the opening of the Department Convention.

b. Registration Fees at the Department Convention shall be four ($4.00) dollars. Advance registration fees shall be three ($3.00) dollars provided that such fee, accompanied by properly executed official Credential Form is received at Department no later than fifteen (15) days prior to the opening of the Department Convention.

c. In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the member in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the Department Bylaws and Administrative Procedures.

Section 2025. Credentials – Delegates, Alternatives, & Members
a. Delegates, alternates, and members desiring to attend business sessions of a Department Convention must possess a paid-up membership card, plus properly executed, and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
b. Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at National Headquarters as of May 31 immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for each additional full block of fifteen (15) Regular members, one (1) Delegate and one (1) Alternate; for a partial number of fifteen (15) Regular members, one (1) Delegate and one Alternate. However, no Delegate strength of a Detachment shall be computed by including Associate members or Honorary members in such Detachment's total membership.

2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

c. Should a Detachment be in default of payments of funds from any source due the Department and National Headquarters as of May 31, prior to the Department Convention, such fact shall be reported by the Convention Credentials Committee to the affected Detachment. The Credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement is made by the Detachment's Delegates at the convention site in cash, unless previously resolved.

d. A Detachment which, as of May 31 immediately prior to the current Department Convention, fails to report on standard transmittal forms to Department Headquarters that it has fifteen (15) or more members, the Commandant shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates and Alternates.

e. Notwithstanding the provisions of AP Section 2025(d) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.

f. Delegate/Alternate cards of a Detachment may only be claimed by a registered member of that Detachment.

Section 2030. Right to Speak. (NATL AdPr 2030 apply)

Section 2035. Voting (NATL AdPr 2035 apply)

Section 2040. Nominations (NATL AdPr 2040 apply)

Section 2045. Elections

a. The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Paymaster, and Department Judge Advocate, and one (1) Trustee-at-Large for a term of two (2) years, shall be conducted in this order by a Roll Call vote.
Following this procedure, the election of Division Vice Commandants and Assistant Division Vice Commandants shall be conducted by acclamation.

b. Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Detachment Commandants to supervise voting and correctly tallying the votes cast. Two (2) shall act as Tellers and two (2) as Judges.

c. The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.

d. A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed ten (10) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

Section 2050. Installation. (NATL AdPr 2050 apply)

Section 2055. Stenographic Expense. (NATL AdPr 2055 apply)

Section 2060. Conventions Administrative Committees

a. The Department Convention Administrative Committees shall be Credentials, Bylaws, Resolutions, Rules and Standing Committees.

b. The Department Vice Commandant of each Division shall forward to the Commandant, no later than June 1 prior to each Department Convention, the name of one (1) member of his/her Division who plans to be at the Department Convention for each of the three Administrative Committees. If no names are submitted by the aforementioned date, the Commandant will then recommend whom he/she deems appropriate to fill that position with the approval of the Board of Trustees.

c. So far as is possible, the Commandant will appoint one (1) member of each Division to serve upon each Administrative Convention Committees, notifying each appointee of the selection and further shall appoint a Chairperson of the committee in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any Committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.

d. The duties of the Department Convention Administrative Committees are:

(1) Credentials Committee shall:

(a) examine the credentials of each Delegate and
Alternate Delegate,

(b) determine that each member desiring to register possesses a current membership card,

(c) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the chair and shall be presented as a part of the Committee's final report to the Department Convention,

(d) disapprove the credentials of Delegates NOT in good standing at the time of the National Convention.

(2) **Bylaws Committee** shall receive and consider all properly submitted Bylaw and Administrative Procedure changes complying with the requirements of the Department Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either recommend to “approve” or recommend to “reject” a Bylaw or Administrative Procedure change to the Convention membership. The Committee Chairman will report the Committee's recommendations upon such changes to the Department Convention for its consideration and action.

(3) **Resolution Committee** shall receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the

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**2021 DEPARTMENT ADMINISTRATIVE PROCEDURES**

Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the Department Convention for its consideration and action.

(4) Rules Committee shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

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**Section 2065. Bids for Department Convention.** Any Detachment may make a formal written bid for a Department Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the of Convention Committee. All formal written bids must include the following minimum requirements:

a. A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant/Paymaster inviting the Department of Ohio Marine Corps League to hold its Department Convention in their city no less than two (2) years after the date of consideration. If their bid is accepted, the Detachment shall submit itself to the control, supervision, direction and guidance of the Department Chairman of Conventions and his Committee and will cooperate in every way, making no contracts or agreements of any nature with anyone without the prior approval of the Department Chief of Staff of Convention Committee. All monies which are the property of Department Headquarters collected prior to
and during the Department Convention in their city, will be turned over to the Department Adjutant/Paymaster no later than the conclusion of that Department Convention.

b. Does not apply at Department level only when bidding to host a National Convention.

(NATL AdPr 2065 (b) apply)

c. Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket.

d. Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guests to and from normal transport terminals.

e. Assurance of a convenient Headquarters Command Post and Information Center.

f. Letters over the signatures of the host city Mayor or Manager and the Executive Officer of the Chamber of Commerce inviting the Department to their city and assuring their full cooperation.

g. Letter from proposed host city Hotel-Motel Association or individual Hotel-Motel Manager detailing accommodations available and assurance of full cooperation as follows:

(1) An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary meeting rooms for Marine Corps League Auxiliary, Fleas, Devil Dogs, Memorial Service, Banquet (with dancing), and Committee Conference rooms.

(2) Adequate accessible Registration room that can be secured, free of interference for the full period of registration.

(3) Total available rooms with Convention rates, both single and double.

(4) Choices of Special Luncheons, Dinners, and Banquet with Convention prices.

h. Assurance to the Detachment and Department Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by Chief of Staff of Conventions.

2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

i. Convention hotel-motel will be wheelchair accessible and be eligible to display the International Wheelchair symbol (See enclosure one (1)).

(1) That all public in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc., be wheelchair accessible.

(2) Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms.

(3) Whenever possible, one handicapped/paralyzed member will be on the Departments’ Convention Committee’s inspection tour of the OFF-SITE Special Events and Tours. Activities that are accessible to the handicapped/paralyzed will be identified by the wheelchair symbol (see enclosure one (1)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.

(4) The above conditions apply to all Department Board of Trustees, Division Conferences, and Department and/or Staff meetings.

(5) A department may bid for the National Convention by fulfilling all of the requirements listed in this Section. The jurisdictional Division Vice Commandant shall approve or disapprove the department's bid. Should the bid be disapproved, the reasoning must be substantiated in writing.
j. The Chief of Staff of Conventions must certify in writing to the Department Judge Advocate that all Convention bids that are to be considered by the Department Convention have complied with Section 2065 of the Administrative Procedures; however, a Detachment or a Department, if it desires, may make additional presentations to the Convention Body prior to any recommendation being made to the Convention by the Chief of Staff of Convention Committee.

k. The Department and/or Local Convention Committee shall not permit any Detachment, Auxiliary Unit, individual or group of individuals or itself, to engage in the sale of military or Marine Corps League related merchandise in, on or about the convention site, without the expressed approval of the National Executive Director, OR the National Merchandise Manager.

Section 2070. Convention Corporation. (NATL AdPr 2070 apply)
b. The ideal applicant for Veteran Services Officer will have a strong background in customer service and contact, excellent organizational skills, possess the ability to work with others in a dynamic and changing work environment and be detailed oriented. Public speaking, sales or other public contact work is helpful, as is an administrative or personnel background. This position is open to qualified members of the Marine Corps League and the Marine Corps League Auxiliary.

(1) Criteria for hiring:
(a) Have some office background but not necessarily a trained secretary.
(b) Computer oriented, able to input and output data.
(c) Contract will be for a period of at least one-year and will be renewed at the annual Convention.
(d) Move to the job location, there will be no travel or moving expense reimbursement.

(2) DUTIES
(a) Familiar with Federal Laws, their interpretations, and applications within the framework of service to veterans.
(b) Assist all veterans of U.S. Military Services, their orphans, dependents, and/or surviving spouse in securing benefits provided by law.
(c) Attend schools approved by the Veterans Affairs Directors that will train and/or assist in the duties.
(d) Attend all Department of Ohio meetings and Conventions, giving a full report on their activities.
(e) Must not disclose during or after their employment any information concerning any case, client, and/or any other information concerning the veteran service work.
(f) Present a neat appearance. Show concern for Veterans, dependents, families, and spouses and their problems.
(g) Complete forms and reports required by the Veterans Administration and the VAD.
(h) Other assignments and duties as required.

2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

(3) BONDING
(a) All the Veterans Affairs Directors shall be bonded.
(b) Any withdrawal of funds will require two signatures. This could be from a checking account, savings account, etc.
(c) The VAD books will have an audit at a minimum once a year. Said audit will take place at the Department Convention or any Department meeting. The Department Commandant will appoint a three (3) member audit committee. The Treasurer will make available all pertinent papers, receipts, etc.

With the exception of adding Section 3096 -- Veteran Affairs Directors

SECTION 3096 - ORGANIZATION - The Department of Ohio has offices occupied by the
Veterans Services Officers and such other employees that may be hired to assist the Veterans Services Officers. To oversee the organization, operation, budget and day-to-day procedures of the office(s), there will be three (3) Veteran Affairs Directors. (VAD) The VAD, will be responsible to the Department of Ohio, Marine Corps League Board of Trustees for the operation of the Veterans Services Officer(s) and all functions pertaining to his/her office.

a. Three VAD’s will be elected to serve three-year terms of office. Each year at the Department Convention one new three-year term member will be elected.
   (1) At each convention the three-year DIRECTOR will succeed to the two-year position, the two-year DIRECTOR will succeed to the one-year position and the one-year DIRECTOR will step down and turn over his post.
   (2) Elections will be in accordance with the National Marine Corps League and Department of Ohio, Marine Corps League By-Laws.
   (3) The Chairman of the VAD, will be the (1) year member.
   (4) The treasurer of the VAD, will be elected by the VAD.

b. To be qualified to be elected to the VAD, the following criteria will apply:
   (1) Must be a member of the Marine Corps League in good standing with current dues paid.
   (2) Must have attended a department meeting preceding the Department Convention at which they will be elected. Excused absence will be weather, hospitalization of member or immediate family, death in immediate family, or other authorized Marine Corps League business. The Department Commandant shall make ruling on valid excuses. The VAD, Chairman will maintain attendance records during his term of office for all three members. He should insure this with the sign-in book provided at the Department meetings.
   (3) Must display a keen interest in the job and be prepared to spend time in this job.

c. During the term of office when a vacancy occurs between Department Conventions of a VAD, the Department of Ohio Board of Trustees will appoint a replacement until the next convention. Any duties being vacated will become the responsibility of the chairman.

d. The VAD will be responsible for the following areas:
   (1) The hiring of all employees for the Veterans Services Office(s); including establishing criteria, advertising, and interviewing.

2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

(2) Investigating all labor problems within the Veterans Affairs Office(s) and shall mediate to a solution, acceptable to all concerned. Even if such mediation concludes that termination of employment is the only acceptable conclusion.

(3) Control the expenditure of all funds, within income, to support the operation of the Veteran Affairs Office(s). A report of expenditures will be provided to the Board of Trustees at each Scheduled Department Meeting.

(4) Prepare all annual budget submissions.

(5) Authorizing all major purchases for the Veterans Affairs Office(s). All three (3) VAD’s must concur on the major purchase.

(6) Checks issued by the VAD will require two of the VAD’s signature, one being
the Treasurer.

(7) To fill a vacant Veterans Service Officer position between Conventions; should a Veterans Service Officer resign, become incapacitated, or any other valid reason whereby the office is vacated.

ea. Meetings will be at the call of the Chairman. A meeting must be held at least once between staff meetings and prior to the Convention [minimum of four (4) meetings between conventions].

f. The Commandant, Department of Ohio, President of the Auxiliary, and the Veterans Affairs Officer(s) are Ex-officio members of the Board of the VAD. They may attend meetings but have no voting authority.

With the exception of adding to Section 3105 – Standing Committees & Duties the following:

k. **Youth Committee** The Youth Committee shall be comprised of the Department Commandant, The Department Division Commandant’s, Past Department Commandants, Department Commandant appointments and a Committee Chair and Committee Secretary.

   (1) A committee on Youth shall consist of not more than fifteen members. Each member must be a member in good standing of the Marine Corps League. The Department Commandant shall, as soon as practicable after his/her election, but at any time before the close of the convention, appoint the Chair of the Youth Committee.

   (2) The committee members shall:

   (a) Meet at all Department Meetings, Department Convention and special meetings as required. Shall examine all information, suggestions and commitments of the Youth Committee and such other matters pertaining to youth programs as may be referred to or initiated by it. Deciding what action is to be taken.

   (b) Review of the current Youth Budget for income and expenditures to determine that it is being maintained in a current status for the year. Note any need for fundraisers or donations to fill the need for funds to accomplish the mission of the Youth Committee.

   (3) To effect removal of any committee member(s) or chairman, the Department Commandant shall notify such member or chairman by certified mail, return receipt requested addressed to the member at his/her last known place of address, and shall file a copy of such notice with the Department Adjutant.

**2021 DEPARTMENT ADMINISTRATIVE PROCEDURES**

**CHAPTER FOUR**

**DIVISIONS**

Section 4000 – **Formation** To obtain more effective administrative functioning the Department of Ohio is divided into geographical units called Divisions.
Section 4005 - Powers (NATL AdPr 4005 apply)

Section 4010 - Division Alignment The Divisions of the Department of Ohio will be composed of the following counties:


c. SOUTH EAST DIVISION: Adams, Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Vinton and Washington.

d. SOUTH WEST DIVISION: Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby and Warren.

e. NORTH CENTRAL DIVISION: Ashland, Coshocton, Cuyahoga, Holmes, Lorain, Medina, Richland and Wayne.

f. CENTRAL EAST DIVISION: Delaware, Fairfield, Franklin, Knox, Licking, Madison, Muskingum and Union.
Section 5000 – Formation (NATL AdPr 5000 apply)

Section 5005 – Powers (NATL AdPr 505 apply)

Section 5010 – Department Dues (NATL AdPr 5010 apply) With the addition of the following:
   a. The Department per capita dues are $5.00 per member per annum.
   b. The Buckeye Marine will be distributed electronically via email by the Department Editor. Members desiring to receive a hard copy can do so by subscribing to their Detachment at the cost of $10.00 per year. The Detachment will use the annual subscription payment to defray the cost of producing hard copy.
   c. The Youth Fund is to be sustained at a level of $3,000.00 annually with the money being transferred from the General account as needed, with the approval of the Board.
   d. Funds received from the National Life Members Fund each year, should be allocated as follows: General Fund 100%.

Section 5015 - Installation Of Department Officers (NATL AdPr 5015 apply)

Section 5020 – Default (NATL AdPr 5020 APPLY)

Section 5025 – Charter Suspension, Revocation (NATL AdPr 5025 APPLY)

Section 5030. - Bonding. Department Commandants, Department Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Department Commandants to handle Department funds will be Bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of $10,000.00 with a deductible of $1,000.00. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers.
DETACHMENTS

Section 6000 – Charter (NATL AdPr 6000 apply)

Section 6005 – Authority (NATL AdPr 6005 apply)

Section 6010 - Dues (NATL AdPr 6010 apply)

Section 6015 - Installation Of Officers (NATL AdPr 6015 apply)

Section 6020 - Quorum (NATL AdPr 6020 apply)

Section 6025 – Default (NATL AdPr 6025 apply) With the addition of the following:
   a. Should a Detachment be in default of payment of funds from any source due to the
      Department as of 31 May, prior to a Department Convention, such fact shall be reported to
      the Adjutant-Paymaster to the Department Convention Credentials Committee and the
      credentials of that Detachments’ Delegates and Alternates shall not be approved.

Section 6030 – Members (NATL AdPr 6030 apply)

Section 6035 – Bonding (NATL AdPr 6035 apply) With the addition of the following:
   a. The Detachment will have an audit once a year and as a minimum have a
      Paymaster report in writing every quarter.
   b. The Detachment must have two signatories on their bank account(s). Checks written
      from the account may be signed by a minimum of one signatory on the actual check.”
   c. Should the Detachment not adhere to this directive, the Bonding of the
      Detachment Commandant and Detachment Adjutant-Paymaster (or Paymaster, as applicable)
      under the “blanket bond” is revoked.

Section 6040 – Additional Detachment (NATL AdPr 6040 apply)

Section 6045 – Charter Suspension, Revocation (NATL AdPr 6045 apply)

Section 6050 – Charter Voluntary Surrender (NATL AdPr 6050 apply)
CHAPTER SEVEN

MEMBERS

NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN

APPLY
2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER NINE

GRIEVANCE AND DISCIPLINE

NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER NINE

APPLY
2021 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER TEN

MISCELLANEOUS

Section 10000 – Fund Raising (NATL AdPr 10000 apply)

Section 10005 – Respect (NATL AdPr 10005 apply)

Section 10010 – Resolutions, Submitting And Processing (NATL AdPr 10010 Apply) Except Change “July 1”, Sub-Section a To Read “June 1”.

Section 10015 – Authorization (NATL AdPr 10015 apply)

Section 10020 – Amendments (NATL AdPr 10020 apply)

Section 10025 – Effective Date (NATL AdPr 10025 apply)

Section 10030 – Department Administration Procedures Distribution (NATL AdPr 10030 apply)

Section 10035 – Blanket Bond (NATL AdPr 10035 apply)

Section 10040 – Violation (NATL AdPr 10040 apply)