DEPARTMENT OF OHIO

PROPOSED

10/8/2022

ADMINISTRATIVE PROCEDURES

2022
TABLE OF CONTENTS

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

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

CHAPTER FOUR    DISTRICTS
SECTION 4000 - FORMATION
SECTION 4005 - POWERS
SECTION 4010 - DISTRICT 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
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 - MEMBERSIDP 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) DEPARTMENT OF OHIO 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 DEPARTMENT 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, DISTRICT, OR NATIONAL GRIEVANCE
SECTION 9035 - DEPARTMENT CONVENTION GRIEVANCE

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 10030 - VIOLATION
CHAPTER ONE
GENERAL

Section 1000. Name and Purpose. The name of the body corporate is the Marine Corps League, Department of Ohio (MCLDOH), a recognized IRS Code 501(c)(4) non-profit corporation, incorporated in the State of Ohio on February 8, 1949.

Section 1005. Location. The principal office of the MCLDOH, shall be located at such 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 MCLDOH, 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 Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the MCLDOH.

(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.
CHAPTER TWO
DEPARTMENT CONVENTION

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

Section 2005 - **Time And Place** The Time and Place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention at least two (2) years in advance, wherein possible, of that Convention. In an emergency, the Department Board of Trustees shall designate the Time and Place.

For Department Conventions, each Detachment shall be provided written notification of date and location of each pending Department Convention at least ninety (90) days prior to the opening date of the Convention via email. Email notifications shall be sent to the email addresses listed on the most recently received Report of Officer Installation for the Detachment Commandant, Detachment Sr Vice and Detachment Adjutant. Such notification will include all necessary forms for the Detachments' certification of authorized Delegates and Alternates to such Convention.

For Quarterly Department Staff Meetings, each Detachment shall be provided notification of such meeting at least sixty (60) days prior to the opening date of the Staff Meeting via email. Email notifications shall be sent to the email addresses listed on the most recently received Report of Officer Installation for the Detachment Commandant, Detachment Sr Vice and Detachment Adjutant.

For any Special Department Meetings, each Detachment shall be provided notification of such meeting in a practical time frame that allows attendance of such meeting via email. Email notifications shall be sent to the email addresses listed on the most recently received Report of Officer Installation for the Detachment Commandant, Detachment Sr Vice and Detachment Adjutant.

Section 2010 – **Procedures** Immediately preceding the convening of each Department Convention, the Department Commandant shall determine, and the Board of Trustees shall approve and establish the sequence and procedure (agenda) with which the business of the Convention shall be conducted in conformity with these Bylaws and Administrative Procedures.


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.
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 members 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, Alternates & 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 last day of the second month 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.

(c) Should a Detachment be in default of Payments of funds from any source due the Department and National Headquarters as of 30 days 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 30 days 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. All properly registered Delegates, when recognized by the Chair and not so expressly prohibited by the Department Bylaws or Administrative Procedures, shall have the right to speak on any subject and all issues brought to the convention floor for its consideration. Any properly registered Department Officer, Past Department Commandant and member in good standing may be granted the floor by the Chair.
Section 2035. Voting
(a) The majority of those Delegates present, and voting will carry any measure or decide any issue, except as otherwise provided in these Administrative Procedures or the Department Bylaws.
(b) Each Delegate complying with SECTION 2020 and SECTION 2025 of these Administrative Procedures shall be entitled to one (1) vote. Such Delegate or Alternate in the absence of a Delegate present at the time of voting, may on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full Delegate strength.
(c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e).
(d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full Delegate strength of the Detachment subject to the will of and in the manner specified by the registered and approved Delegates present from that Detachment.
(e) In the event of a Challenge of the stated vote of any Detachment by a registered and approved Delegate from that Detachment, the Roll of Delegates of that Detachment shall be called, and the Detachment Delegate shall rise and be identified as an approved Delegate before casting the Detachment vote.

Section 2040. Nominations
(a) Each nomination for an elective Department office shall be made from the floor no later than the day preceding the day on which the elections are to be held.
(b) Each nominee shall be a regular member in good standing in the MCLDOH at the time of his/her nomination. Each nominee, when called upon, shall rise, if not restricted by a physical Impairment, and state to the Chair that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of nominations.
(c) Department Districts shall caucus after nomination of officers and before the election of officers and select their nominee, presenting the name of the nominee when Department District Vice Commandant nominations are called for. Such nominee must be on the floor at the time of nomination and must be a member in good standing of the District. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of nominations.

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 District Vice Commandants and Assistant District 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) 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.

(d) 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.

(e) 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.

Section 2050. Installation. The installation of Department Officers shall be conducted prior to the conclusion of the Convention. The Department Commandant elect shall select the Installing Officer who shall be a National Officer or a Past Department Commandant. The Installing Officers shall select necessary aides.

Section 2055. Stenographic Expense. The stenographic expense, including recording the proceedings of the Department Convention shall be borne by the MCLDOH.

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 District shall forward to the Commandant, no later than 60 days prior to each Department Convention, the name of one (1) member of his/her District who plans to be at the Department Convention for each of the three Administrative Committees. If no names are submitted, 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 District to serve upon each Administrative Convention Committee, 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 District 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, membership card; and
       (b) determine that each member desiring to register possesses a current membership card; and
       (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; and

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

**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) A Resolution of the Department Convention of which the bidding Detachment is a Part approving the bid and assuring the Marine Corps League of the Department's full cooperation. If a Department does not approve the Detachment's bid, it must substantiate its position in writing.

(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 of such other reasonable assistance as is deemed advisable and necessary by Chief of Staff of Conventions Committee.

(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 often (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, District Conferences, and Department and/or Staff meetings.

5. A Detachment may bid for the National Convention by fulfilling all of the requirements listed in Section 2065 of the National Administrative Procedures.

(j) The Chief of Staff of Conventions must certify in writing to the Department Judge Advocate that all Department Convention bids that are to be considered by the Department Convention Committee have complied with Section 2065 of these Administrative Procedures. However, a Detachment, 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 Department Commandant.

Section 2070. Convention Corporation. Not applicable to Department Conventions.
CHAPTER THREE
DEPARTMENT STAFF

SECTION 3000 – Composition of Department Staff. The Department Staff Officers shall be as defined in Article Seven, Section 700 of the MCLDOH Bylaws.

SECTION 3005 – Powers. The Department Staff powers shall be as defined in Article Seven, Section 710 of the MCLDOH Bylaws.

SECTION 3010 – Duties – Staff Officers. The Department Staff Officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures and shall act as assistants to the Department Board of Trustees with individual specific duties.

SECTION 3015 – Department Paymaster shall:
(a) act as the Chief Financial Officer of the Department; and
(b) ensure that financial records are accurate and kept up-to-date; and
(c) manage the allocation of funds of the Department between funds from operations and funds as authorized by the budget approved at the Department Convention; and
(d) assure that all funds received by the Department are deposited in a bank approved by the Board of Trustees; and
(e) oversee the disbursing of all funds of the Department. All Department funds in excess of the current year approved budget may be deposited in the interest-bearing, demand deposit account or invested appropriately; and
(f) not permit any expenditure of the Department funds in excess of those specifically provided by the Annual Budget adopted by each Convention. Proposed expenditures exceeding the approved budget shall be referred to the attention of the Department Board of Trustees through the Department Commandant. Proposed expenditures of Department funds exceeding the approved budget requires approval by a two-thirds (2/3rds) vote of the Department Board of Trustees; and
(g) report to the Department Board of Trustees through the Department Commandant, any officer or member attempting to make expenditures in excess of the approved budget or in violation of the provisions of AP Sections 3015 and 3020. Such members shall be subject to disciplinary action in accordance with the provisions of the Department Bylaws and these Administrative Procedures; and
(h) process and keep all necessary records for membership accounts in accordance with National and Department bylaws, for new members, renewals, transfers and other required transactions. The Department Paymaster shall be the Department interface with MCL National HQ on issues and transactions involving membership; and
(i) process and keep all necessary records for Department IRS 990 Tax Return filings including providing copies and information to MCL National HQ as required by National Bylaws; and
(j) process and keep all necessary records for Detachment IRS 990 Tax Return filings and the required filings with Ohio Secretary of State and the Ohio Attorney General’s Office, including providing copies and information to MCL National HQ as required by National bylaws. Paymaster shall maintain records of Detachment filings to ascertain filing status including the number of revoked detachments and shall be the lead Department officer in coordination of any required Detachment IRS Non-exempt reinstatements; and

(k) maintain records of Detachment PLM audit filings with MCL National HQ; and

(l) close the books for the collection of dues and for the determination of voting rights thirty (30) days prior to each Convention. Paymaster shall, in conjunction with MCL National HQ, provide the official roster for determining voting strength at each Convention; and

(m) at the opening of each Convention acquaint the Credentials Committee with any indebtedness of any Detachment and provide the Credentials Committee with a complete record of each Detachment’s Delegate strength allowed on the basis of each Detachments' membership strength as shown by transmittals on file and those Detachments with less than fifteen (15) members; and

(n) coordinate and present to the Department Board of Trustees, quarterly reports covering membership data, IRS 990 filings, PLM audit filings, and the required filings with Ohio Secretary of State, the Ohio Attorney General’s Office, and convention income and expense. The Paymaster shall coordinate with the Bookkeeper (if appointed) and obtain and present quarterly reports on the income and expense of the Department against Budget and on general investment fund balances. The Paymaster may coordinate with investment institution staff to present reports on investment performance as required; and

(o) assist with the preparation of the Department Budget and presentation of the budget and any supporting information at the Convention; and

(p) assist and participate in quarterly audits of the financial records of the Department; and

(q) act as the official MCL National HQ point-of-contact for the MCLDOH in regard to the membership database, including, but not limited to, training, implementation, maintenance and use. The Paymaster is the lead Department officer in the MCLDOH for the development of any internal financial processes associated with electronic funds transfers for Payments of Department or National dues; and

SECTION 3025 – Department Chaplain shall:

(a) perform such duties of a spiritual nature as are customarily performed by members of the clergy and as are required by the Department Bylaws and Administrative Procedures and rituals of the Marine Corps League; and

SECTION 3030 – Department Chief of Staff shall perform as a Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative tasks as assigned by the Commandant.

SECTION 3035 – Department Adjutant shall:

(a) cause to be kept the minutes of all Conventions, all Board of Trustees Meetings and perform such other duties as are usually assigned to recording secretaries; and

(b) make available to each Detachment within sixty (60) days following each Convention a summary of the minutes showing actions and decisions affecting Bylaws, Administrative Procedures, policy and administration; and

(c) make available to each Detachment Judge Advocate the rulings of the Department Judge Advocate filed with Department Adjutant; and
administrative procedures ohio – proposed ver 1

15

(d) serve as direct liaison between the Detachment Board of Trustees and all Committees; and
(e) receive and review all Committee reports, prepare them in report form, and forward them to the
   Department Board of Trustees for consideration bringing all recommendations of Committees
   to the attention of the Department Board of Trustees; and
(f) keep the Department Board of Trustees informed of the progress of Committees; and
(g) with the Department Commandant, cause to be prepared and transmitted to the National
   Commandant, Marine Corps League, on or before the first day of August in each year, a report
   of the proceedings and activities of the Department Convention; and
(h) perform such other duties as may be assigned by the Commandant; and
(i) surrender all books, records and other property of the Department, with which the office is
   charged, to the duly appointed and qualified successor; and

section 3040 – department sergeant-at-arms shall preserve order at department conventions
and department meetings and perform such other duties as are required by the department
commandant. the sergeant-at-arms is empowered to deputize such deputy sergeants-at-arms as
may be necessary for the proper performance of their duties.

section 3045 – department quartermaster shall maintain adequate quantities of merchandise,
for resale, and display as often as practical. Reordering of merchandise shall be directed to National
ship’s store as much as possible. Upon receipt of merchandise, certify the invoice and forward it to
the department paymaster for payment. Turn over to the department paymaster all receipts from
sales and maintain adequate records to allow proper audits of the merchandising efforts.

section 3050 – department public affairs officer shall act as the public affairs and press
officer for the department and perform such other duties as are assigned by the department
commandant

section 3055 – department legislative officer shall maintain contact with the state legislature
on all matters affecting the welfare of marines and veterans. keep the department staff informed
and submit appropriate reports.

section 3060 – department historian shall assemble and maintain a record of department
history and achievements.

section 3065 – editor, buckeye newsletter shall under the direction of the department
commandant, have supervision and control of editing and producing a newsletter quarterly on a
quarterly basis and distribute via email.

section 3075 – department liaison officers shall maintain close contact with and promote
coordination between the department and the organization to which they are assigned.
(a) mcldoh auxiliary. the commandant will appoint a mcldoh member to serve as liaison
   between the department and auxiliary.
(b) marine 4 life. the commandant will appoint a member to serve as liaison between the
department and the marine 4 life program.
(c) vavs representative. the commandant will appoint a member to serve as liaison between
the national vavs representative and the department.

section 3080 – standing committees and duties department standing committees and their
duties are as follows:

(a) **Americanism Committee** shall have the duty of formulating, implementing and executing an Americanism Program to effectuate the purposes of the MCLDOH. The criteria are established in enclosure two (2) and may be updated by this committee via the Department Board of Trustees without membership approval at a convention.

(b) **Awards and Citations Committee** shall have the duty of recommending to the Department Commandant, the Awards and Citations for use by the Detachments and all recommendations for Department Awards. The Senior Vice Commandant will chair this Committee and shall certify that the recipient is worthy of said Award. This Committee shall have at least two (2) other members. The criteria for the Individual, Membership, MCLDOH Voluntary Service, Newsletter, Scholarship, JROTC, Tenure and other Special Awards has been established in enclosure two (2) for guidelines.

(c) **Budget Committee** will be chaired by the Senior Vice Commandant and shall hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Department Convention a financial program and budget for the conduct of business and affairs of the Department for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the Department.

(d) **Scholarship Committee** shall:
   (1) be five (5) members
   (2) the Chairperson shall be appointed by the Department Commandant, with the approval of the Department Board of Trustees.
   (3) the Chairperson then shall recommend three (3) members for appointment to be confirmed by the Department Board of Trustees
   (4) The MCL Auxiliary of Ohio will recommend one member for appointment with the approval by the Board of Trustees

(e) **Audit Committee** shall:
   (1) be at least three (3) members
   (2) the members shall be appointed by the Department Commandant
   (3) inspect the financials of the Department and report on their findings.
   (4) do an inventory of the Quartermaster assets after the close of the annual Convention and report those findings at the next Department Board of Trustees meeting.

(f) **Voluntary Service Committee** will receive and compile comprehensive Volunteer Service Program activity reports from the various participating detachments.

(g) **Youth Committee** The Youth Committee shall be comprised of the Department Commandant, the Department District Commandants, all Past Department Commandants, any Department Commandant appointments with the approval of the Board of Trustees. One member shall act as Committee Chair and one member as Committee Secretary.
   (1) The committee 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, propose a member to chair 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; and
      (b) Review 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.

SECTION 3085 – Advisory Councils, Societies, Commissions and Duties

(a) **Detachment Commandants Council** – is an integral Part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Board of Trustees. It shall be the general duty of this Council to:

(1) study ways and means towards stimulating growth, both in membership and stature of the Marine Corps League and enhancement of administrative and command relationship between the Department Headquarters/Board of Trustees and its constituent elements of the League; and

(2) receive and evaluate suggestions from constituent elements (or from the Board of Trustees) which are oriented to the improvement of the MCLDOH growth and/or enhancement of constituent element and Department Headquarters/Board of Trustees relationship; and

(3) as called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council.

(b) **Past Department Commandants (PDC) Council** – the MCLDOH recognizes the Past Department Commandants Society as an official subordinate group of MCLDOH which shall ever be subject to the authority, supervision, direction and control and discipline of the MCLDOH. It shall be comprised of all Past Department Commandants in attendance at any Department Meeting or Convention. It shall be chaired by the Department Junior Past Commandant and as a collective advisory body, is charged with the responsibility of providing assistance to the Board of Trustees. It shall be the general duty of this Council to meet prior to each Department Staff meeting and during the Department Convention. At these meetings, the Council shall develop proposed plans, policies, procedures and/or systems for recommendation to the Membership and/or Department Board of Trustees for its consideration.

(c) **Marine of the Year (MOY) Society** – shall be composed of all previous MCLDOH Marines of the Year in attendance at the Convention. The President of the MOY Society for the ensuing year shall be elected by those MOY's present and voting. (The Department Commandant shall not be a member ex-officio of this Committee unless he is a past recipient.) The guidelines for the MOY selection have been established in enclosure nine (9).

(d) **Associate Member of the Year (AOY) Society** – shall be composed of all previous MCLDOH Associate Members of the Year in attendance at the Convention. The President of the AOY Society for the ensuing year shall be elected by those AOY's present and voting. (The Department Commandant shall not be a member ex-officio of this Committee.) The guidelines for the AOY selection have been established in enclosure ten (10).

SECTION 3090 – Appointed Officers, Chairpersons and Committee Members Term. All appointed Department Officers, Committee Chairpersons and Committee Members shall, unless specified to the contrary in these Department Bylaws and Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to their duly appointed successor all MCLDOH materials and property with which the office or person is charged.
SECTION 3095 – Department Board of Trustees Voting. Between Department Conventions, the Department Board of Trustees are empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone and voting will be handled as follows:

(a) All regular or special business meetings requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. The Department Adjutant or Department Chief of Staff will call each Department Board of Trustees name for their respective YES or NO vote. The Department Adjutant or Department Chief of Staff will record each Department Board of Trustees members’ vote. If the Board of Trustees member is not present, he/she will be listed as not present, did not vote.

(b) All business meetings by teleconferencing requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. The Department Adjutant or Department Chief of Staff will call each Department Board of Trustees name for their respective YES or NO vote. The Department Adjutant or Department Chief of Staff will record each Department Board of Trustees members’ vote. If the Department Board of Trustees member is not on the teleconferencing call, they will be listed as not present, did not vote.

(c) All business conducted by telephone requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff, calling each Board of Trustees member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department Adjutant or the Department Chief of Staff may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.

1. Upon request by a Department Board of Trustees member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.

2. The Department Adjutant or the Department Chief of Staff shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each Department Board of Trustees member.

(d) All business conducted by email requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. An email will be generated with the subject for discussion to all Department Board of Trustees members. If a motion is made, it will be sent from the person making the motion to “Reply All” in the original message for discussion. A second Board of Trustees member can likewise “Reply All” to second the motion. Any Board of Trustee member may “Reply All” for discussion. Upon having a motion and a second, the Department Commandant can call for a vote using “Reply All” in the email chain. Each Board of Trustees member votes YES, NO, or ABSTAIN by “Reply All” in the email chain. The Department Adjutant or the Department Chief of Staff will tally all votes and “Reply All” with the tally information. If a Board of Trustees member does not respond with a vote within five (5) days, they will be listed as did not vote.

SECTION 3096 - ORGANIZATION - The MCLDOH 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 MCLDOH 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 MCLDOH 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 MCLDOH 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.

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 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.

6. 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].

7. 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.
SECTION 3105 – Accredited Veteran Service Officer (VSO) – 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.

(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.
CHAPTER FOUR
Districts

Section 4000 - Formation. To obtain more effective administrative functioning the Department of Ohio is divided into geographical units called Districts.

SECTION 4005 – Powers. The function of Districts being administrative only, no District will adopt Bylaws, Administrative Procedures, or assess dues. Only expenses authorized in the approved budget for a District will be Paid by the Department. The duties and authority of the Vice Commandants of Districts are covered in the Bylaws, SECTION 625 (e). The District Vice Commandant will appoint only one (1) Assistant District Vice Commandant from a Detachment within the respective District.

Section 4010 - District Alignment. The Districts of the Department of Ohio will be composed of the following counties:

(a) NORTHEAST DISTRICT: 277,269,494,527,569,845,1343
(b) NORTHWEST DISTRICT: 272,758,1063,1148
(c) SOUTHEAST DISTRICT: 273,720,953,1436
(d) SOUTHWEST DISTRICT: 271,923,963,1191,1330
(e) LAKE DISTRICT: 275,279,474,555,576,650,782,837,1192,1410
(f) CENTRAL DISTRICT: 497,508,602,830,1437
CHAPTER FIVE
DEPARTMENTS

Section 5000 – Formation  See National Administrative Procedures.

Section 5005 – Powers  See National Administrative Procedures.

Section 5010–Department Dues:
(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  See National Administrative Procedures.

Section 5020 – Default  See National Administrative Procedures.

Section 5025 - Charter Suspension, Revocation  See National Administrative Procedures.

Section 5030. - Bonding. Department Commandants, Department Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Department Commandant 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.
CHAPTER SIX
DETACHMENTS

Section 6000 - Charter  See National Administrative Procedures.

Section 6005 - Authority  See National Administrative Procedures.

Section 6010 - Dues  See National Administrative Procedures.

Section 6015 - Installation Of Officers  See National Administrative Procedures.

Section 6020 - Quorum  See National Administrative Procedures.

Section 6025 - Default  Should a Detachment be in default of payment of funds from any source due to the Department 30 days prior to a Department Convention, such fact shall be reported by 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  See National Administrative Procedures.

Section 6035 - Bonding  See National Administrative Procedures.

Section 6045 - Charter Suspension, Revocation  See National Administrative Procedures.

Section 6050 - Charter Voluntary Surrender  See National Administrative Procedures.

SECTION 6055 – Department Rules for Voluntary Surrender of Detachment Charter:

(a) **Procedure.** If circumstances cause a detachment to consider the voluntary surrender of its charter, the detachment shall follow the procedure in National Administrative Procedures SECTION 6050(a)(1). The consideration at the meeting shall be in the form of a motion made in accordance with the latest edition of Roberts Rules of Order Newly Revised.

(b) **Deactivation.** If the motion to surrender the detachment’s charter is adopted and there is not a minimum of fifteen (15) members ready, willing, and able to carry on the detachment, the detachment shall begin the deactivation procedure in SECTION 6060 - Deactivation of Detachment below.

(c) **Notice to Department.** The District Vice Commandant on behalf of the of the Detachment shall immediately notify by letter to the Department Commandant and Department Judge Advocate that the detachment has voted to voluntarily surrender its charter.

(d) **Effective Date.** The surrender of the charter is effective when all members have been appropriately transferred.

SECTION 6060 – Revocation of Detachment Charter:

(a) **Revocation of Charter by the Department Board of Trustees.**

(1) **Procedure.** If circumstances cause the Department to consider the revocation of a Detachment’s charter in accordance with National Administrative Procedures SECTION 6040(a) and (b), the Department Board of Trustees shall vote at a business meeting held in
accordance with the Department bylaws and administrative procedure on a motion to revoke the Detachment charter.

(2) **Effective Date.** If the Department Board of Trustees adopts the motion to revoke the Detachment charter, the revocation of the charter is effective when all members have been appropriately transferred.

(3) **Letter of Notice.** The Department Judge Advocate shall notify the Detachment and the District Vice Commandant by letter that:

(A) the Department Board of Trustees has revoked the Detachment’s charter; and
(B) the Detachment and District Vice Commandant shall implement the procedure in SECTION 6065 – Deactivation of Detachment below. The Department Judge Advocate shall send a copy of the letter to the National Judge Advocate.

(b) **Revocation by a Hearing Board.**

(1) **Procedure.** If the charter of a Detachment is revoked by a Department Hearing Board convened in accordance with National Administrative Procedures, Chapter Nine, the Department and Detachment shall commence deactivation of the Detachment upon the effective date of the revocation.

(2) **Effective Date.** The effective date of revocation shall be:

(A) the date the last applicable appeal period has expired, and an appeal has not been filed in accordance with National Administrative Procedures, Chapter Nine procedures;
(B) the date the ruling of the National Judge Advocate becomes final and has affirmed the revocation of the charter of the Detachment; or
(C) the date the ruling of the National Board of Trustees becomes final and has affirmed the revocation of the charter of the Detachment.

(3) **Monitoring appeals.** The Department Judge Advocate shall monitor the appeal periods in all cases of revocation by a Department Hearing Board and inform the Department Board of Trustees, the Department District Vice Commandant, and the Detachment Commandant of the date deactivation is to begin.

(4) **Deactivation.** Immediately after the revocation has been affirmed, the Detachment and the Department District Vice Commandant shall implement the procedure in SECTION 6065 – Deactivation of Detachment below.

**SECTION 6065 – Deactivation of Detachment.** When a detachment has voted to voluntarily surrender its charter (SECTION – 6055 above) or the charter of a Detachment has been revoked (SECTION – 6060 above), the following steps to deactivate the detachment shall be taken:

(a) **Transfer of Members.**

(1) **List of Members.** The District Vice Commandant shall request a list of Detachment members from the Department Adjutant. A copy shall be sent to the Department Judge Advocate.

(2) **Letter of Notice.** The District Vice Commandant on behalf of the Detachment shall immediately notify in writing each member that:

(A) the Detachment is being deactivated due to:
   (i) a vote to surrender its charter; or
   (ii) the revocation of the charter; and
(B) the member has the right to request to transfer to a Detachment of his/her choice; and
(C) enclose a Request to Transfer form. The member is to complete SECTION 1 and return the request to the District Vice Commandant within 30 days; and

(D) If the member fails to indicate where he/she desires to be transferred (the gaining Detachment) or does not return the request within 30 days, he/she will be immediately transferred to a Detachment designated by the Department Commandant or until a Request to Transfer form is received. See Appendix 4A, example of a Letter of Notice.

(3) **Request to Transfer.** The District Vice Commandant shall:

(A) Complete SECTION 2 of the Request to Transfer if a Detachment officer is not available; and

(B) Forward the Request to Transfer to the gaining detachment; and

(C) Chart the progress of the transfer of each member (See Appendix 4B, example of transfer chart); and

(D) Inform the Department Commandant of members who have not responded within 30 days.

(4) **No Response within 30 days.** If a response to the letter of notice is not received within 30 days, the Department Commandant shall:

(A) transfer members who have not responded to a Detachment designated by the Department Commandant.

(b) **Rifles.** If ceremonial rifles have been issued to the Detachment by the U.S. Army TACOM Life Cycle Management Command [Army] by Conditional Deed of Gift of Ceremonial Rifles:

(1) The senior Detachment officer available and willing shall:

(A) take custody of all rifles; and

(B) return the rifles to the Army in accordance with the terms of the Deed of Gift; and

(C) if unable to return the rifles to the Army, deliver the rifles to the custody of the Department District Vice Commandant.

(2) The Department District Vice Commandant shall take custody of all rifles if no detachment officer is available and willing.

(c) **Detachment Assets and Liabilities.**

(1) **Assets.** Between the adoption of the motion to surrender the charter and the effective date of the surrender, the detachment shall not dissipate its assets other than in the normal course of its business.

(2) **Liabilities.** The detachment shall satisfy all legitimate liabilities of the detachment to the extent of its assets prior to the effective date of the surrender of its charter.

(d) **Detachment Commandant Duties.** See Appendix 4C, District Vice Commandant and Detachment Commandant Deactivation Checklist.

(e) **Surrender of Property.** The Detachment shall surrender the following property to the District Vice Commandant, who shall take physical custody of:

(1) Assets and monies with all pertinent documents; and

(2) National and Department Bylaws and Administrative Procedures; and

(3) Charter, Colors, Awards, and Commendations; and

(4) Ceremonial rifles if not previously returned to the Army.

(f) **Property to Department.** The District Vice Commandant shall deliver the:
(1) Funds and monetary records to the Department Paymaster; and
(2) Rifles to Department armorer, who shall return the rifles to the Army; and
(3) Charter, colors, and documents to the Department Adjutant.

(g) **Corporate Dissolution.** The Department Judge Advocate will file a notice of dissolution with the State Corporation Bureau.

(h) **Grace Period.** When the revocation or voluntary surrender is effective, the one-year grace period begins. See SECTION 6070(c) below.

(i) **Monitoring Deactivation.** The Department Judge Advocate shall supervise and monitor the deactivation of a detachment and report the status to the Department Board of Trustees at quarterly staff meetings.

**SECTION 6070 – Custody of Deactivated Detachment Assets and Liabilities.**

(a) The Department Adjutant shall request authorization from National HQ for the Department to assume custody of all the deactivated Detachment’s assets and liabilities upon:

(1) The date the motion to surrender is adopted; or
(2) The effective date of revocation.

(b) Upon receiving written authorization from the National HQ, the Department shall:

(1) Assume custody of all the deactivated Detachment’s assets and liabilities; and
(2) Satisfy within the limits of the assets, the liabilities of the deactivated Detachment.

(c) The Department will hold the deactivated detachment’s property and assets and:

(1) Within one (1) year of the effective date of surrender or revocation, if a new detachment is formed with same name as old detachment, all property and assets will be returned to the Detachment; or
(2) After one (1) year from the effective date of surrender or revocation if a new detachment is not formed with same name as old detachment:

(A) Property and assets will revert to the Department; and
(B) Rifles must be accounted for per issuing agreement and regulations; and
(C) Charter will be returned to National HQ by the Department Judge Advocate, who shall request that the Detachment be removed from the rolls.
CHAPTER SEVEN
MEMBERS
SEE NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT
SUBSIDIARIES AND SUBORDINATES
SEE NATIONAL ADMINISTRATIVE PROCEDURES
Chapter Eight

CHAPTER NINE
GRIEVANCE AND DISCIPLINE
SEE NATIONAL ADMINISTRATIVE PROCEDURES
Chapter Nine
CHAPTER TEN
MISCELLANEOUS

SECTION 10000 – Fund Raising.

a.– f. SEE NATIONAL ADMINISTRATIVE PROCEDURES

g. Fund Raising at Department Conventions, Conferences and Meetings. Fund Raising at Department Conventions, Conferences and Meetings shall be governed by the provisions of Chapter Two of these Department Administrative Procedures. At all other Conventions, Conferences and Meetings within the Department boundaries fund raising shall be under the control of the organization that is hosting the event. No Detachment, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the organization that is hosting the event.

SECTION 10005 SEE NATIONAL ADMINISTRATIVE PROCEDURES

SECTION 10010 – Resolutions, Submitting, and Processing. Resolutions may be submitted by a MCLDOH member in good standing for consideration by a Department Convention, provided said resolutions is in proper form and in compliance with all the following requirements:

(a) The resolution must be typewritten with an original and three (3) copies and must be registered at MCLDOH Headquarters no later than 30 days prior to the Department Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the Department Adjutant. One copy shall be retained at the Department Headquarters as a part of the permanent file; one copy shall be placed in "working file" to be referred to the Department Resolutions Committee for consideration and recommendations; one copy shall be used by the Department Adjutant as the source for distributing the resolving clauses. The Fourth copy, with registration number, shall be returned to the proposer/sponsor serving as evidence of compliance with this SECTION.

(b) All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the MCLDOH in "Department Convention assembled." Any resolution not written in this form shall be returned by the Department Adjutant to the sponsor/proposer for correction.

(c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be e placed on the floor of the Department Convention unless the requirements of this SECTION have been complied with.
(d) The Department Adjutant shall prepare an adequate supply of all resolutions registered by the Department Headquarters in accordance with this SECTION and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all registered resolutions shall be available from the Department Adjutant for inspection by any Delegate.

(e) The Department Adjutant shall make a report to the Department Winter Staff Meeting of the actions taken to comply with the Resolutions Passed at the preceding Department Convention.

SECTION 10015  SEE NATIONAL ADMINISTRATIVE PROCEDURES

SECTION 10020 – Amendments.

(a) These Department Administrative Procedures may be revised, amended, or repealed by two thirds (2/3) vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Headquarters marked to the attention of the Department Adjutant no later than 90 days prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended. Submission should be sent via U.S. Mail, or by other carriers, including submission via electronic media. All amendments are subject to the approval of the National Judge Advocate.

(b) To avoid possible confusion, each submission will address only one SECTION. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other SECTIONs, the changed or corrected wording of those SECTIONs may be included in the single submission.

(c) The Department Adjutant will make available copies of each proposal, without personal comment, no later 60 days prior to the Department Convention at which the proposed amendment is to be considered.

SECTION 10025 – Effective Date. - All revisions, amendments, or repeals of these Administrative Procedures approved by a Department Convention, as outlined in SECTION 10020, shall become effective upon the date specified in the approved proposal, or, if no date is specified in the approved proposal, such approved proposal shall become effective upon the close of the Department Convention at which it was approved.

SECTION 10030 – Administrative Procedures Distribution.

(a) The current edition of the Department Administrative Procedures along with any published changes shall be posted on the Department website for the access and review. Changes approved at the Department Convention each year shall be posted to the website once completed and notice of said posting shall be provided to each Detachment in the next Department mailing subsequent to the posting on the Department website. Such notice shall include instructions on how to access and review the approved changes on the Department website.

(b) Any Detachment of the MCLDOH may purchase copies of the Department Administrative Procedures from the Department Quartermaster upon request.

SECTION 10035 – 10040  SEE NATIONAL ADMINISTRATIVE PROCEDURES
**ENCLOSURES**

**TABLE OF CONTENTS**

<table>
<thead>
<tr>
<th>Enclosure</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENCLOSURE ONE</td>
<td>HANDICAP LOGO</td>
<td>EN-01</td>
</tr>
<tr>
<td>ENCLOSURE TWO</td>
<td>AMERICANISM PROGRAM</td>
<td>EN-02</td>
</tr>
<tr>
<td>ENCLOSURE THREE</td>
<td>UNIFORM CODE</td>
<td>EN-03</td>
</tr>
<tr>
<td>ENCLOSURE FOUR</td>
<td>MARINE CORPS LEAGUE AWARDS</td>
<td>EN-04</td>
</tr>
<tr>
<td>ENCLOSURE FIVE</td>
<td>REPORT OF OFFICER INSTALLATION</td>
<td>EN-05</td>
</tr>
<tr>
<td>ENCLOSURE SIX</td>
<td>MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM</td>
<td>EN-06</td>
</tr>
<tr>
<td>ENCLOSURE SEVEN</td>
<td>REQUEST FOR TRANSFER</td>
<td>EN-07</td>
</tr>
<tr>
<td>ENCLOSURE EIGHT</td>
<td>NOTICE OF DEATH</td>
<td>EN-08</td>
</tr>
<tr>
<td>ENCLOSURE NINE</td>
<td>DEPARTMENT MARINE OF THE YEAR</td>
<td>EN-09</td>
</tr>
<tr>
<td></td>
<td>GUIDELINES AND DEPARTMENT ASSOCIATE MEMBER OF THE YEAR GUIDELINES</td>
<td></td>
</tr>
</tbody>
</table>
ENCLOSURE ONE (1)
INTERNATIONAL HANDICAP SYMBOL
SEE NATIONAL ENCLOSURE (1)

ENCLOSURE TWO (2)
AMERICANISM PROGRAM
SEE NATIONAL ENCLOSURE (2)

ENCLOSURE THREE (3)
UNIFORM CODE
SEE NATIONAL ENCLOSURE (3)

ENCLOSURE FOUR (4)
MARINE CORPS LEAGUE AWARDS
SEE NATIONAL ENCLOSURE (4)

ENCLOSURE FIVE (5)
REPORT OF OFFICER INSTALLATION
SEE NATIONAL ENCLOSURE (5)

ENCLOSURE SIX (6)
MEMBERSHIP DUES TRANSMITTAL AND CHANGE FORM
SEE NATIONAL ENCLOSURE (6)

ENCLOSURE SEVEN (7)
REQUEST FOR TRANSFER FORM
SEE NATIONAL ENCLOSURE (7)

ENCLOSURE EIGHT (8)
NOTICE OF DEATH FORM
SEE NATIONAL ENCLOSURE (8)
ENCLOSURE NINE (9)
DEPARTMENT MARINE OF THE YEAR AND
ASSOCIATE MEMBER OF THE YEAR

DEPARTMENT MARINE OF THE YEAR GUIDELINES

(1) The name and qualifications of the candidate (nominee) for Department Marine of the Year must be typewritten, approved, and signed by both the candidate’s Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Commandant or Adjutant is the candidate, the Senior Vice Commandant’s signature shall sign in place of the candidate.

(2) Only one (1) candidate for Department Marine of the Year (MOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Marine of the Year must have been made from the floor, brought to a vote, and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.

(3) The candidate’s letter of nomination and shall be placed in an envelope, sealed, and identified on the outside of the envelope with the words “CANDIDATE – MOY”. This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received. The candidate’s letter of nomination may be sent by electronic means to the Secretary of the Marine of the Year Society at a designated email address no later than fifteen (15) days prior to the start of the Department Convention.

(4) The name of the MOY recipient will be announced during Convention banquet and the Department Marine of the Year award will be made. The names of the other nominees will not be announced nor published.

(5) Any Regular member of the Marine Corps League, Department of Ohio, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Department Marine of the Year and should have the following qualification:

(a) Performed activities within the U. S. Marine Corps or the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or

(b) Achievements and activities in the U. S. Marine Corps, the Marine Corps League and other veterans’ organizations; and/or

(c) Achievements and activities within civic, social, or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League; and/or

(d) Held an elected or appointed office at the Detachment, Department or National level.

(6) The Marine of the Year Society consists of all past recipients of the Department Marine of the Year award. At the annual Department Convention, the members of the Society who are present will hold a meeting to select the new Marine of the Year. The Junior Past Recipient of the Department Marine of the Year has the privilege of presenting the award to the new Department
Marine of the Year. If he or she prefers, the Society can choose any other past Department Marine of the Year recipient to make the presentation. At this annual meeting, the members of the Society who are present will elect a President, Vice President and a Secretary/Treasurer to hold the office for the year following the close of the Convention.

(7) The Department Commandant will not be a member ex-officio of the Marine of the Year Society unless a recipient of the award.

(8) The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.

DEPARTMENT ASSOCIATE MEMBER OF THE YEAR GUIDELINES

(1) The name and qualifications of the candidate (nominee) for Department Associate Member of the Year must be typewritten, approved and signed by both the candidate’s Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Adjutant is the candidate, the Senior Vice Commandant’s signature shall sign in place of the candidate.

(2) Only one (1) candidate for Department Associate Member of the Year (AOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Associate Member of the Year must have been made from the floor, brought to a vote, and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.

(3) The candidate’s letter of nomination and shall be placed in an envelope, sealed and identified on the outside of the envelope with the words “CANDIDATE – AOCY”. This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.

(4) The candidate’s letter of nomination may be sent by electronic means to the Secretary of the Marine of the Year Society at a designated email address no later than fifteen (15) days prior to the start of the Department Convention.

(5) The name of the Associate Member of the Year recipient will be announced during Convention banquet and the Department Associate Member of the Year award will be made. The names of the other nominees will not be announced nor published.

(6) Any Associate Member of the Marine Corps League, Department of Ohio, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Department Associate Member of the Year and should have the following qualification:
(a) Performed activities within the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or
(b) Achievements and activities in the Marine Corps League and other veterans’ organizations; and/or
(c) Achievements and activities within civic, social, or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League; and/or
(d) Held an appointed office at the Detachment, Department or National level.

(7) At the annual Department Convention, the members of the Marine of the Year Society who are present will hold a meeting to select the new Associate Member of the Year. The Junior Past Recipient of the Department Associate Member of the Year has the privilege of presenting the award to the new Department Associate Member of the Year. If he or she prefers, the Society can choose any other past Department Associate Member of the Year recipient to make the presentation.

(8) The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.