



## **ADMINISTRATIVE PROCEDURES**

**CHAPTER ONE**  
**GENERAL**

**SECTION 100 - NAME AND PURPOSE** - The name of the body corporate is the **DEPARTMENT OF MARYLAND, MARINE CORPS LEAGUE INC.** The Marine Corps League is a non-profit corporation incorporated by an Act of the Seventy-fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

(a) To preserve the traditions and to promote the interests of the United States Marine Corps;

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

(c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;

(d) To hold sacred the history and memory of the men who have given their lives to the Nation;

(e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;

(f) To maintain true allegiance to American institutions;

(g) To create a bond of comradeship between those in the service and those who have returned to civilian life;

(h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their spouses, orphans, and parents;

(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 101 - LOCATION** - The principal offices of the Department of Maryland, Marine Corps League shall be located with the Commandant of the Department of Maryland, or at such other place or places as the Department Board of Trustees may select in the best interests of its membership.

**SECTION 105 - CORPORATE SEAL** - The corporate seal of the Department of Maryland, Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star centered between the words "Marine" and "Semper" and a star between the words "**FIDELIS**" and "**LEAGUE.**"

**SECTION 110 - POLICY**

(a) The supreme power of the Department of Maryland, Marine Corps League 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 Marine Corps League.

(b) The Department of Maryland, Marine Corps League 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 Maryland, Marine Corps League 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.

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

(a) A Statewide Organization to be known as the Department of Maryland, Marine Corps League;

(b) Subordinate local organizations located anywhere in the State of Maryland, to be known as Detachments;

(c) Such subsidiary organizations as the Department of Maryland may create, establish, or recognize.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TWO**  
**DEPARTMENT CONVENTION**

**SECTION 200 - MEETINGS** - The Department Convention shall be convened once each calendar year during the period May 1 through July 15, unless prevented by national emergency or other unpreventable cause.

(a) The Convention shall be held in Ocean City Maryland. In case of an emergency, the Board of Trustees may determine an alternative location for that year.

**SECTION 210 - PROCEDURES** - Immediately preceding the convening of each Department Convention, the Department Commandant and Department Board of Trustees will determine and establish the sequence and procedure the business of the Convention that shall be conducted, provided such determination is in conformity with the Department Bylaws and Administrative Procedures.

(a) Requirements –

(1) The Convention Committee will plan and coordinate a Delegate Registration Desk at the Convention. Registration fees will be used to help offset expenses related to the Convention.

(2) The Convention Committee will secure one (1) Hospitality Room and two (2) meeting rooms. One (1) for the Marine Corps League and one (1) for the Marine Corps League Auxiliary. The Department of Maryland Commandant will chair the Marine Corps League meeting. The Department of Maryland President will chair the Auxiliary meeting. The Convention Chairperson will open the Joint Meeting of the Marine Corps League and Marine Corps League Auxiliary.

(3) Hospitality Room – The Committee with the support of the Auxiliary and volunteers will host a Hospitality Room on Friday evening of the Convention. The cost of food and beverages for the Hospitality will be offset by the Convention Registration fees as well as a cash donation from each Detachment.

(4) Guests – Shall consist of the National Commandant, National Auxiliary President, Banquet Guest Speaker and their spouses. The Convention Committee should extend the invitation to the National Commandant and Banquet Guest Speaker. The Department President should extend the invitation to the National President. The aforementioned guests will have their lodging and food paid for by the Department Convention Committee. The Convention Committee should also extend invitations to other guests such as League and Auxiliary National Officers to attend at their own expense. The Committee should make the arrangements for lodging, food and transportation for the additional guests.

(5) **Program Book – Make-up** should be normal sized convention book consisting of messages from the Convention Committee Chairperson, Department Commandant, Department Auxiliary President, list of Past Department Commandants, Past Department Presidents, and Mideast Division Vice Commandants. It should also contain a Biography of the Guest Speaker.

(a) **Complimentary Pages** – There shall be one free page for each of the following: Convention Committee Chairperson, National Commandant, National Auxiliary President, Department Commandant, Department Auxiliary President, and Convention Program.

(b) **Distribution** – Each paid delegate, guest, advertiser and sponsor should receive a program book.

(6) **Ways & Means Activities** – Raffles, Auctions, merchandise sales etc. may be sponsored by the Department of Maryland and/or the Auxiliary as a way to raise funds.

**SECTION 215 - RULES OF ORDER** - The Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for Conventions shall be “Robert's Rules of Order (Newly Revised”).)

#### **SECTION 220 - REGISTRATION**

(a) All approved and certified Delegates, Alternates, and Members will receive from the Convention Registration Committee, a Convention Program, and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Ticket.

(b) Registration Fees at the Department Convention shall be six (\$6.00) dollars. Advance registration fees shall be five (\$5.00) dollars provided that such fee, accompanied by properly executed official credential forms, is received at Department Headquarters not 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 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 225 - INSTALLATION** - The installation of Department Officers shall be conducted with a formal, dignified ceremony before the recess on the day on which the elections are held. The Department Commandant shall select the installing officer as outlined in paragraph 530 of the Administrative Procedures.

**SECTION 230 - STENOGRAPHIC EXPENSE** - The stenographic expense, including recording the proceedings of the Department Convention, shall be borne by Department Headquarters.

**SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES**

(a) The Department Convention Administrative Committees shall be Credentials, Bylaws and Administrative Procedures, Resolutions and Rules.

(b) Each Detachment Commandant shall forward to the Department Commandant, no later than April 1 prior to each Department Convention, the name of one (1) member of his Detachment who plans to be at the Department Convention for each of the four Administrative Committees. If no names are submitted by the aforementioned date, the Department 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 Department Commandant will appoint one (1) member of each Detachment to serve upon each Department 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 division within any Committee upon any proposal, the minority shall have the privilege of stating the reasons for their position after the Committee Chairperson's report on such proposal.

(d) The duties of the Department Convention Administrative Committees are:

(1) **CREDENTIALS COMMITTEE** Shall: (1) examine the credentials of each Delegate and Alternate Delegate, (2) determine that each member desiring to register possesses a current membership card, (3) 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 Chairperson and shall be presented as a part of the Committee's final report to the Department Convention, (4) disapprove the credentials of Delegates **NOT** in good standing at the time of the Department Convention.

(2) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the Department Bylaws and Administrative Procedures. The Committee, by a majority vote,

shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairperson will report the Committee's recommendations to the Department Convention for its consideration and action.

(3) **RESOLUTIONS 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 Chairperson 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 240 – DEPARTMENT CONVENTION REQUIREMENTS: -**

(a) Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket..

(b) Assurance of a convenient Headquarters Command Post and Information Center.

(1) An adequate and acceptable complimentary hall to accommodate the Joint Opening Session, Complimentary meeting rooms for the Marine Corps League, 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) Complimentary rooms for the National Commandant, The Chief Devil Dog and the National President of the Marine Corps League Auxiliary. One complimentary room for the Banquet Guest Speaker.

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

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

(c) Assurance to the Department and Department Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by Department Director of Conventions Committee.

(d) Convention hotel-motel will be wheelchair accessible and be eligible to display the International Wheelchair symbol (See enclosure three (3)).

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

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

(3) Whenever possible, one handicapped/paralyzed member will be on the Department Director of 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 three (3)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.

(4) The above conditions also apply to all Marine Corps League meetings, Department Board of Trustees, and Department Scheduled Staff meetings.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER THREE**  
**DEPARTMENT STAFF**

**SECTION 300 - STANDING COMMITTEES AND DUTIES** - The Department Standing Committees and their duties are as follows:

(a) **DEPARTMENT BUDGET AND FINANCE COMMITTEE** - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Winter Staff Meeting and 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.

(b) **DEPARTMENT CONVENTIONS COMMITTEE** - The Department Conventions Committee shall consist of the Department Senior Vice Commandant and the Senior Vice Commandant from each Detachment.

(1) The Department Senior Vice Commandant shall be the Chairperson of this Department Conventions Committee.

(2) The Auxiliary should be encouraged to appoint two (2) representatives, one (1) on the Department level and one (1) on the unit level. Their terms to be determined by the Department Chairperson.

(a) The Committee and its Chairperson shall:

(1) Be responsible to the Department Commandant and the Department Board of Trustees for all planning, arrangements, control, administration, and the final successful conclusion of all Department Conventions.

(2) With the approval of the Department Commandant, determine a time and date for the Annual Convention

(3) With the approval of the Department Commandant and a majority of delegates at the Department Convention, determine a location for the following year's Convention.

(4) Negotiate a suitable contract with the hotel chosen for the site of the Convention.

(5) The Convention Chairperson shall submit to the Department Board of Trustees, no later than October 31st following the Convention, a written report of the Convention. The report shall contain:

- (a) A statement certifying that all bills have been paid.
- (b) A financial accounting of the Convention Book.
- (c) The total number of rooms (living units) utilized.
- (d) The number of people attending each social activity.
- (e) The attendance at the banquet.
- (f) Identify problems encountered and if resolved.
- (g) Appropriate remarks as may be of assistance or interest to subsequent Convention Committees, or the Department Board of Trustees.

(6) Be responsible for creating, producing, printing, publishing, and distributing the printed program.

(7) Receive, consider, and report its recommendations to the Convention on each bid for a Department Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 240 of the Administrative Procedures.

(8) The Department Protocol Officer/Judge Advocate shall be consulted on protocol prior to and during meetings of the Department Staff and Department Conventions. The recommendations of the Department Protocol Officer/Judge Advocate shall be adhered to as is practicable.

(c) **DEPARTMENT LEGISLATIVE COMMITTEE** - Shall be chaired by the Department Legislative Officer and consist of additional members as appointed by the Department Commandant with the advice and consent of the Board of Trustees. This committee is charged with the responsibility to:

- (1) Study all legislation of benefit to the State, Nation and Veterans.
- (2) Arrive at recommendations to be submitted to the Department Staff and the Department Convention concerning advisability of endorsing support or urging rejection of pending legislation affecting Veterans' affairs.

(3) Study and develop resolutions, as deemed necessary, sponsoring legislation beneficial to the protection of the Nation, the United States Marine Corps, and Veterans.

(4) Prepare such resolutions mandated by the Department Convention requesting specific legislative actions of the Legislature.

(d) **DEPARTMENT MARINE OF THE YEAR COMMITTEE**

(1) **Composition**

(a) The Department Marine of the Year Committee shall be comprised of all past recipients of the Department Marine of the Year Award in attendance at the Spring Staff Meeting.

(b) The Committee shall have no less than three (3) members.

(1) In the event that at least three (3) members are not available to select the Department Marine of the Year at the Spring Staff Meeting, the Department Commandant shall name one (1) or more Past Department Commandants to serve on the Selection Committee.

(c) Each member must be a member in good standing of the Marine Corps League.

(2) **Nominations** - A letter of nomination for the Department Marine of the Year Award must be submitted in the following manner:

(a) Letters of Nominations will be accepted only from a Detachment.

(b) There shall be only one nominee from each Detachment.

(c) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee for Department Marine of the Year was approved by the detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

(d) Each nomination submitted shall be placed in a sealed envelope and addressed to: "Chairperson, Department Marine of the Year Committee."

(e) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: Chairperson,

Department Marine of the Year Committee, c/o Department Commandant, Department Headquarters, at their address at that time, and post marked no later than the Monday preceding the Spring Department Staff Meeting, at which the nominee is to be judged. If delivered in person, the Letter of Nomination must be presented to the Department Commandant prior to the start of the said meeting or presented in person to the Chairperson prior to the start of said meeting.

(3) Duties - The Department Marine of the Year Committee shall:

(a) The Chairperson of the Department Marine of the Year Committee shall receive all Letters of Nomination from the Department Commandant, insuring they are all sealed.

(1) All Letters of Nomination for Department Marine of the Year received from the Department Commandant shall remain sealed until the Committee meets at the Department Spring Staff Meeting.

(b) Judge each nominee received from the Department Commandant.

(c) Attest by signature of each member of the Committee present, that the nominee was judged.

(d) Return, to the Department Commandant in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The Department Marine of the Year Committee is responsible for the following:

(1) Presenting the Marine of the Year Award to the recipient at the closing banquet of the Convention.

(b) The Department Commandant will assist the Department Marine of the Year Committee in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by Department Headquarters which shall include but need not be limited to the following data information:

- Date received by Commandant
- Space for assigned progressive number
- Date the Committee received the nomination from the

Commandant

- No less that five (5) lines on which the Committee members shall attest by signature that the nomination was considered

Commandant

- Date the Committee returned the sealed envelope to the

(3) Ordering and purchasing of the Marine of the Year Award.

(4) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 2004 edition of the Marine Corps League's National Bylaws, as amended.

**SECTION 320 – APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS TERM** – All appointed Department Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FOUR**  
**DISTRICTS**

**SECTION 400 - FORMATION** - To obtain more effective administrative functioning, the Department of Maryland may be divided into geographical units call Districts.

**SECTION 405 - POWERS** - The function of Districts is administrative only. No District will adopt Bylaws or assess dues. Only expenses authorized in advance by the Department Board of Trustees for a District will be paid by the League. The duties and authority of the District Vice Commandants shall be set forth by the Department Commandant

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER FIVE**  
**DEPARTMENT**

**SECTION 500 – FORMATION** The Department of Maryland is formed in accordance with the provisions of Section 500 of the National Bylaws.

**SECTION 505 – POWERS** – Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

**SECTION 510 – AUTHORITY** – The Department shall be governed by a Department Convention subordinate to National Convention.

**SECTION 520 – DEPARTMENT DUES** – The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from the Department shall be forwarded immediately.

**SECTION 530 – INSTALLATION OF DEPARTMENT OFFICERS**

(a) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant or a Past Department Commandant. The Installing Officer shall select the necessary aides.

(b) It shall be the responsibility of the Installing Officer to sign, date, and forward the installation report, within the time frame as specified in Article Four (4) of the National Bylaws. (See enclosures five (5) of the National Bylaws for instructions on completing the Report of the Officers and Installation.)

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SIX**  
**DETACHMENTS**

**SECTION 600 - CHARTER** - A Detachment may be organized, chartered and instituted in the following manner:

(a) A standard application form (see Enclosure 3) shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. Any individual who signs the Application Form who is currently a Regular Member of the Marine Corps League, either as a Member-at-Large or as a member of an existing Detachment will provide a Request for Transfer Form (See Chapter Seven, Section 710 of these Administrative Procedures), to be attached to the Application Form. Only the first part of the Request for Transfer Form will be completed for Members-at-Large, and the first and second parts will be completed for members of an existing detachment. (The third part is not required for this purpose.) No person who is not eligible for Regular Membership, as defined in Article Six, Section 600, Paragraph (a), will be included on the Application Form. The Form will be accompanied by Membership Dues Transmittal Forms listing all persons signing the Application Form, and including the required Department and National per capita dues and fees for each new member, with a separate remittance for Department and National. The Organizing Officer will sign both the Application Form and the Membership Dues Transmittal Form. When accurately completed, the Forms shall be forwarded to the Department Commandant, who shall indicate thereon either approval or disapproval over his/her signature and expeditiously forward the Forms to the National Vice Commandant, Mideast Division, who will also indicate approval or disapproval over his/her signature and expeditiously forward the documents to the National Commandant. If either the Department Commandant or the National Vice Commandant of the Division recommends disapproval, they are required to provide a written explanation for the recommendation.

(b) Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation and may approve the application and grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Adjutant/Paymaster, the National Division vice Commandant, Mideast Division and the Department Commandant. There also shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.

(c) The Charter shall be presented with an appropriate ceremony at an open public meeting.

(d) Each new Charter, before framing, shall be signed by each member who signed the Charter Application.

(e) Failure of the Department Commandant or the National Division Vice Commandant of the Division to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlined above in this section, and such failure is brought to the attention of the National Board of Trustees, shall make such Officer liable to disciplinary action.

(f) Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants. A Charter issued under this provision is subject to all requirements of Chapter Six (6), Section 600.

**SECTION 610 – AUTHORITY** – Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies.

**SECTION 615 – DUES** – Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form immediately to the Department Paymaster for processing (see Enclosure Six (6) of the National Bylaws). The Department Paymaster shall immediately remit to the National Adjutant/Paymaster those transmitted forms and such funds which are due National Headquarters. (Paymasters as used in this section shall also mean Adjutant/Paymaster when both duties are performed by the same person.)

**SECTION 620 – INSTALLATION OF DETACHMENT OFFICERS**

(a) The Detachment Commandant – elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.

(b) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the Detachment Commandant, or a Past Detachment Commandant.

(c) It shall be the responsibility of the Installing Officer to sign, date and forward the installation report, within the time frame as specified in Article Five (5), of the National Bylaws. (See Enclosure Five (5) of the National Bylaws for instructions on completing the report of the Report of Officers and Installation.)

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER SEVEN**  
**MEMBERS**

**SECTION 700 - INITIATION** - All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual, and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

**SECTION 710 - MEMBERSHIP TRANSFER** - Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment. (See enclosure seven (7) of the National Bylaws.)

(a) Members-At-Large must be certified as members in good standing by the National Adjutant/Paymaster (see Article Six (6), Section 615 of the National Bylaws).

(b) The losing Detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and Department Judge Advocate for their files.

(c) The gaining Detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the member's request for transfer into their Detachment. This vote must take place within thirty (30) days of receipt of the request form. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining Detachment's Judge Advocate, the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

**SECTION 720 - DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE**

(a) Upon notification of the demise of any member, the Detachment Chaplain shall:

(1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

(2) Without delay, report the death of the member directly to both the National Chaplain and Department Chaplain (if applicable). The report will cite the full name of

the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.

(3) Utilize the "Notice of Death" form (available from National Headquarters). This form will be in four parts: original to National Chaplain, second copy to National Adjutant/Paymaster, third copy to Department Chaplain (if applicable), and fourth copy for the Detachment records.

(b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with assistance of the Detachment Chaplain and Adjutant/Paymaster, shall develop a plan to notify Detachment members in a timely manner.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER EIGHT**  
**SUBSIDIARIES AND SUBORDINATES**

**SECTION 810 - MARINE CORPS LEAGUE AUXILIARY** - The Marine Corps League, Department of Maryland recognizes and adopts the Marine Corps League Auxiliary as the official Auxiliary of the Marine Corps League, Department of Maryland and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the National Headquarters, Marine Corps League. (Article Seven (7), Department By-Laws applies.)

**SECTION 820 - MILITARY ORDER OF DEVIL DOGS** - The Marine Corps League, Department of Maryland recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League, Department of Maryland which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of Devil Dogs shall be limited to regular members of the Marine Corps League, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs. (Article Seven (7), Department By-Laws applies.)

**SECTION 830 - MILITARY ORDER OF DEVIL DOG FLEAS** - The Marine Corps League, Department of Maryland recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary. (Article Seven (7), Department By-Laws applies.)

**SECTION 840 - YOUNG MARINES OF THE MARINE CORPS LEAGUE** - The Marine Corps League recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League, Department of Maryland which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. (Article Seven (7), Department By-Laws applies.)

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER NINE**  
**GRIEVANCE AND DISCIPLINE**

**SECTION 900 – PROCEDURE** – This section is applicable to Sections 901, 903, and 904. The following procedures will be adhered to in addition to the provisions of Sections 901 through 904.

(a) The Department Judge Advocate must notify the Petitioner and Respondent of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board. The Petitioner and Respondent will have ten (10) days to object to any or all of the appointed Board Members with the exception of the Department Judge Advocate. Upon receiving a challenge, the Department Judge Advocate will petition the Department Commandant to appoint replacements. Potential Hearing Board Members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must disqualify themselves from sitting on the Hearing Board. If the Department Judge Advocate must be disqualified from sitting on the Board, the Department Commandant will appoint a replacement, preferably a Past Department Judge Advocate or a Past Department Commandant. If it is brought to the attention of the Department Commandant or if the Department Commandant believes that a Board Member has a conflict of interest but refuses to disqualify himself/herself, the Department Commandant may disqualify the Member. If the Commandant disqualifies or refuses to disqualify a member who has been challenged, the reasons shall be stated in writing and filed with the Recorder. In the event that a committee is appointed by the Department Commandant to investigate the circumstances of any allegations, the committee's report must be presented to the Department Board of Trustees, except to those members who must be disqualified as stated above. The Department Board of Trustees may recommend a course of action to the Department Judge Advocate, who may accept or refuse the recommendation. Where time limitations for performing a certain act are established in "days", they are calendar days. Thus, for example, if the time limitation is 20 days and the 20<sup>th</sup> day falls on a Saturday, Sunday or Holiday, the act must be completed by the end of that day.

(b) Petitioner

(1) The Petitioner has the right to call witnesses on his/her behalf. It is the responsibility of Petitioner to ensure the presence of the witness. There is no power under these Procedures to have the issuance of subpoenas.

(2) A complete list of witnesses will be given to the Chairperson of the Hearing Board at least fifteen (15) days prior to convening the hearing.

(3) The Petitioner may have a member of the Marine Corps League act as his counsel/representative. A Petitioner has no right to civilian legal counsel unless that counsel is a Regular Member or Associate Member of the Marine Corps League.

(4) The Petitioner, or if represented, the representative has the right to cross examine witnesses.

(c) Respondent

(1) The Respondent has the right to call witnesses on his/her behalf. It is the responsibility of Respondent to ensure the presence of the witness. There is no power under these Procedures to have the issuance of subpoenas.

(2) A complete list of witnesses will be given to the Chairperson of the hearing Board at least fifteen (15) days prior to convening of the hearing.

(3) The Respondent may have a member of the Marine Corps League act as his counsel/representative. A Respondent has no right to civilian legal counsel unless that counsel is a Regular Member or Associate Member of the Marine Corps League.

(4) The Respondent, or if represented, the representative has the right to cross examine witnesses.

(d) Recorder. The Chairperson of the Hearing Board will appoint a recorder, preferably the Department Adjutant. The duties of the recorder are as follows:

(1) Will be the sole operator of the recording device.

(2) Maintain a log of tape activities (See Attachment 9-1, page AP 9-12 National Administrative Procedures).

(3) At the close of the hearing, turn over to the Department Judge Advocate, all tapes.

(4) Department Judge Advocate will sign log as custodian of the tapes.

(5) A duplicate of the log will be sent with all requests for copies of tapes.

(6) The recorder will not participate in the Hearing Board's deliberations.

(e) Sergeant-at-Arms. The Chairperson of the Hearing Board will appoint a Sergeant-at-Arms, preferably the Department Sergeant-at-Arms. The duties of the Sergeant-at-Arms are to preserve order and to perform other duties as required by the Chairperson of the Hearing Board.

(f) Hearing Board

(1) The Chairperson of the Hearing Board may call additional witnesses.

(2) The Chairperson will provide the Petitioner and Respondent with a list of witnesses to be called by the Chairperson, five (5) days prior to the convening of the Hearing Board.

(3) There will be no tape recording of the proceedings of the Hearing Board other than the official recording taken by the Hearing Board. The Board will make available to the parties, upon request, a true copy of the proceedings. The actual cost of such reproduction will be borne by the party requesting the copy.

(4) The Hearing Board will demand that proper decorum be maintained at all times. Spectators will not be permitted to participate in the hearing in any manner. Disturbance or poor manners may result in the Chairperson ordering the Sgt-at-Arms to clear the room and the hearing will continue in closed session.

(g) All testimony will be given under oath. The Chairman or Designee shall administer the oath. The oath will be "I do solemnly affirm to tell the truth, the whole truth, nothing but the truth."

(h) The Petitioner/Respondent or their authorized representative will conduct the cross examination of witnesses. However, if the representative is utilized, the parties may not also question the witnesses. Only one questioner from each side will be permitted. The Hearing Board Chairperson and members of the Board may conduct an inquiry of the witness.

(i) All correspondence required by Chapter Nine, Administrative Procedures, will be certified mail and return receipt requested.

(j) Fifteen (15) days prior to the convening of the Hearing Board, the following must be submitted to the Department Judge Advocate:

(1) Notarized statements from any witness that cannot appear at the hearing.

(2) Copies of all exhibits to be offered in evidence.

(a) The Department Judge Advocate will distribute notarized statements and exhibits to the Petitioner and Respondent seven (7) days prior to the date the Hearing Board convenes.

**SECTION 901 - GRIEVANCES** - If an individual member, Detachment or Department considers that there is a wrongdoing within the unit, or that a member has a grievance himself, the following procedure will be followed:

(a) If the aggrieved person (Petitioner) and the person against whom a grievance is filed (Respondent) are members of the same Detachment, the Petitioner may, at his/her

discretion, present the grievance in writing to the Detachment Judge Advocate with a copy to the Detachment Commandant. The Detachment Judge Advocate shall review the grievance and attempt to mediate the dispute. If the efforts fail, he shall report same to the Detachment Commandant. The Detachment Commandant may then attempt to mediate the dispute. If there is no reconciliation, he shall forward the matter to the Department Judge Advocate, with copies to the Department Commandant and the National Judge Advocate. In no case, is the Detachment authorized to conduct a hearing or review board. In any event, the Detachment must complete action on the grievance within ten (10) days of receipt by the Detachment Judge Advocate. – or -

(b) The aggrieved person (Petitioner) shall present the complaint in writing, directly to the Department Judge Advocate, with a copy to the Department Commandant and the National Judge Advocate.

(c) The Department Judge Advocate shall review the grievance and act as mediator in the dispute. If his efforts fail, he shall so report to the Department Commandant.

(d) If the aggrieved person and the person against whom the grievance is filed are not members of the same Detachment and in all other cases except as provided in Section 902 and 903, the grievance shall be filed with the Department Judge Advocate with copies to the Department Commandant and the National Judge Advocate. The Department Judge Advocate will attempt to mediate, and if efforts fail, he shall so report to the Department Commandant.

(e) The Department Commandant shall then appoint a Hearing Board composed of himself as Chairperson, the Department Judge Advocate, and minimum of three (3) other members, none of whom shall be members of the unit involved.

(f) The Hearing Board is empowered to convene a hearing at a time and place of its convenience within the state in which the grievance occurred. The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the Detachment, reimbursable upon submission of a voucher. The Hearing Board may call witnesses, it shall hear testimony, and it may also conduct its own independent investigation.

(g) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board. It shall be forwarded within fifteen (15) days to Petitioner, with copies to all the participating parties, the National Commandant, and the National Judge Advocate.

(h) The petitioner may appeal such decision within thirty (30) days, in writing, to the National Judge Advocate.

(i) The National Judge Advocate will rule on the appeal and so advise Petitioner and all participating parties within fifteen (15) days; the National Judge Advocate's decision

can be appealed within fifteen (15) days to the National Board of Trustees via the National Commandant. The National Board of Trustees will review the appeal at the first scheduled meeting subsequent to receiving such appeal. The decision of the Board of Trustees will be final.

### **SECTION 902 - DEPARTMENT OR DIVISION GRIEVANCE**

(a) If the Department or Division or a Department or Division officer is the aggrieved Petitioner, all matters will be handled directly by the National Judge Advocate; he and the National Commandant will proceed in accordance with the procedure outlined in paragraphs (a), (b), (c), (d), and (e) of Section 901.

(b) The Petitioner may appeal the Hearing Board's decision to the National Board of Trustees, in writing, within thirty (30) days. The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board, who will render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner and Respondent of the decision of the National Board of Trustees, whose decision will be final.

### **SECTION 903 - DEPARTMENT CONVENTION GRIEVANCE**

(a) If a grievance arises during a Department Convention, it shall be presented to the Department Judge Advocate; he shall mediate same, if unsuccessful:

(1) He shall petition the Department Commandant to immediately convene a Hearing Board of at least three (3) members. The Board shall convene a hearing, it may hear testimony or conduct its own independent investigation.

(b) The Board's decision, which must be affirmed by a majority of the Board, shall be served upon the Petitioner immediately.

(c) The Petitioner may appeal the Board's decision directly to the Convention. A majority vote, with affected delegation(s) abstaining, will prevail.

(d) If the grievance concerns the seating or voting of a Delegate or Delegation, the Convention shall stand in recess until the matter is resolved.

(e) Any grievance applicable to a Department convention, shall be filed in writing with the Department Judge Advocate, prior to commencement of the Convention; whereupon he shall proceed in accordance with Sections 903, (a), (c), and (d).

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

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

(1) A charge, in writing, shall be served upon the offender (Respondent), with copies to the Department Commandant and the Department Judge Advocate, the National Commandant and the National Judge Advocate.

(b) Upon receiving the written complaint, the Department Commandant and the Department Judge Advocate shall have twenty (20) calendar days in which they may conduct a preliminary informal investigation to determine the possible merit of the charge and they may explore the possibility of a negotiated settlement. In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent of such appointment.

(1) The Department Commandant shall appoint a Hearing Board, composed of the Department Judge Advocate and minimum of two (2) other members. The Board shall convene a hearing at a time and place of its convenience; it may hear testimony and it may also conduct its own independent investigation.

(c) The Hearing Board's decision must be affirmed by a majority of the Board members and it shall be served within fifteen (15) days after the conclusion of the hearing upon the Respondent and Petitioner, with copies to the National Commandant and National Judge Advocate.

(d) A written appeal may be made to the National Judge Advocate by either the Respondent or Petitioner on the Hearing Board's decision. Any appeal must be made within thirty (30) days subsequent of receiving the Hearing Board's decision or receiving a copy of the Hearing Board's proceedings, whichever is applicable. An appeal of the National Judge Advocate's findings on the Hearing Board's decision may be made to the National Board of Trustees via the National Commandant; however such appeal must be postmarked no more than fifteen (15) days subsequent of acknowledging by (the Appeler's) signature the receipt of the National Judge Advocate's findings. The National Commandant, upon receiving such an appeal, will place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board. The decision by the majority of the members of the National Board of Trustees shall be final.

(e) The legitimate travel and lodging expenses of the Board shall be a charge against the Detachment, which shall be reimbursable to the members upon submission of a voucher.

#### **SECTION 905 – DEPARTMENT COMMANDANT OR DEPARTMENT**

(a) In the event the offender is the Department Commandant or Department, the following procedure shall be followed:

(1) Charges shall be submitted in writing to the National Judge Advocate, with a copy to the National Commandant. The National Judge Advocate will effect service of the charges upon Respondent(s).

(b) The National Judge Advocate may, at his discretion, conduct a preliminary investigation to: (1) determine the merit of the charge; (2) explore the possibility of a negotiated settlement. If the charge is valid, and if there appears to the National Judge Advocate a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate may proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current or former members of the Board of Trustees.

(c) The Hearing Board shall convene a hearing at a time and place of its convenience within the state in which the grievance occurred. It may hear testimony and it may also conduct its own independent investigation.

(d) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National Commandant within fifteen (15) days; the National Commandant will thereupon effect proper service of the Board's decision to the Respondent and Petitioner.

(e) The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National Commandant. The National Adjutant/Paymaster shall distribute copies of all pertinent material to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Adjutant/Paymaster shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)

(f) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to National Convention in writing via the National Adjutant/Paymaster. Such appeal shall be submitted at least (30) days prior to the commencement of the National Convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher.

### **SECTION 906 - NATIONAL OFFICERS AND BOARD OF TRUSTEES**

(a) If the Respondent is a National Officer or member of the National Board of Trustees, other than the National Commandant or National Judge Advocate, the procedure shall be as follows:

(1) Charges shall be filed with the National Judge Advocate, who will thereupon cause service of same upon the Respondent, with copies to the National Board of Trustees.

(b) The National Judge Advocate may conduct a preliminary investigation to determine: (1) merit of the charge, and (2) the possibility of a negotiated settlement. Following this, or upon his own initiative, he shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of no less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current members of the Board of Trustees.

(c) The Hearing Board shall convene a hearing at a time and place of its convenience within the state in which the grievance occurred. It may hear testimony and it may also conduct its own independent investigation.

(d) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National Commandant within fifteen (15) days; the National Commandant will thereupon effect proper service of the Board's decision to the Respondent and principals of the charge.

(e) Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National Commandant. The National Adjutant/Paymaster shall distribute copies of all pertinent materials to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Adjutant/Paymaster shall advise the principals of the National Board of Trustees decision. (Section 913 applies.)

(f) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to the National Convention in writing via the National Adjutant/Paymaster. Such appeal shall be submitted at least thirty (30) days prior to the commencement of the National convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters, reimbursable upon submission of a voucher.

#### **SECTION 907 - NATIONAL JUDGE ADVOCATE**

(a) In the event the National Judge Advocate shall be the accused person (Respondent):

(1) The charges shall be filed with the National Commandant, who shall affect service upon the Respondent and all participating parties.

(b) The Junior Past National Commandant and National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings. If so found:

(1) The National Senior Vice Commandant as Chairperson shall immediately convene a Hearing Board, comprised of himself/herself and four (4) other members of the National Board of Trustees.

(c) The Hearing Board shall conduct a hearing at a time and place of its own convenience within the state in which the grievance occurred. It may hear testimony and it may also conduct its own independent investigation.

(d) The Hearing Board's decision, which must be affirmed by a majority vote, shall be served upon the National Judge Advocate within fifteen (15) days of date of the decision.

(e) The National Judge Advocate may appeal the Hearing Board's decision within thirty (30) days to the National Commandant who shall appoint an appeal board which shall be comprised of a minimum of five (5) Department Judge Advocates, none of which shall be a current member of the National Board of Trustees. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)

(f) The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing via the National Adjutant/Paymaster. Such appeal shall be submitted at least thirty (30) days prior to commencement of the National Convention.

(g) The legitimate travel and lodging expenses of each Board shall be a charge against National Headquarters, payable upon submission of proper vouchers.

#### **SECTION 908 - NATIONAL COMMANDANT**

(a) In the event the National Commandant shall be the accused person (Respondent):

(1) The National Senior Vice Commandant and the National Judge Advocate shall determine if the charge is serious enough to merit further proceedings. If so found:

(2) The charges shall be filed with the National Judge Advocate, who will thereupon cause service of same upon Respondent, with copies to the National Board of Trustees.

(b) The National Senior Vice Commandant shall immediately convene the entire National Board of Trustees (excluding the National Commandant) to serve as a Hearing Board. A quorum shall consist of at least eight (8) Board members.

(c) If the Hearing Board finds it is in the best interest of the Marine Corps League, it may, by a two-thirds (2/3rds) vote, temporarily suspend from office the National Commandant.

(d) The Senior Vice Commandant shall serve as Chairman of the Hearing Board.

(e) The Board shall conduct a hearing at National Headquarters at its own convenience, call witnesses, hear testimony, and it may conduct its own independent investigation.

(f) The Hearing Board's decision, which must be affirmed by a two-thirds (2/3rds) vote, shall be served upon the National Commandant within fifteen (15) days of date of decision.

(g) The National Commandant may appeal within thirty (30) days to the Senior Vice Commandant, via the National Adjutant/Paymaster, who shall appoint an appeals board which shall be comprised of a minimum of five (5) Past National Commandants, none of which shall be current members of the National Board of Trustees. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)

(h) The National Commandant may further appeal the decision of the Board of Appeal directly to the National Convention in writing, via the National Adjutant/Paymaster, at least thirty (30) days prior to the commencement of the National Convention.

(i) The legitimate travel and lodging expenses of each Board shall be a charge against National Headquarters, payable upon submission of proper vouchers.

**SECTION 909 - SUSPENSION PENDING HEARING** - In all proceedings brought under Sections 904 herein, the Department Judge Advocate, unless he/she is the respondent or petitioner, shall possess the discretionary authority to temporarily suspend from membership, office or function, the Respondent, pending final resolution of the charge. The National Judge Advocate and National Adjutant/Paymaster shall be notified of such suspension.

## **SECTION 910 - PUNISHMENT**

(a) Following conformance with the procedures outlined on Sections 901, 902, 903, and 904, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League into public disrepute, or if he has violated any of the applicable provisions of the National, Department or Detachment Bylaws or Administrative Procedures, the Respondent shall be subject to the following:

(1) A member, or officer at any level, may be punished by reprimand, suspension for a specified period of time, or be expelled from the Marine Corps League.

(2) A Detachment may receive a reprimand; its Charter may be temporarily suspended; or its Charter may be permanently revoked.

(3) The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.

(b) When the respondent has been adjudged guilty, and punished by suspension, he/she is stricken from the roles of the Marine Corps League for the specified period of time. During that time, he/she is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations. If found in violation of their suspension, they are subject to further charges and possible expulsion from the Marine Corps League.

**SECTION 911 - CRIMINAL ACTS** - Should any member of the League, or any subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or a State having jurisdiction, the complaint should be made directly to the proper Federal, State or local authority, and not to the League.

**SECTION 912 - OFFENSES** - The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

(a) Violation of oath of membership.

(b) Violation of oath of office.

(c) Conduct unbecoming a member of the Marine Corps League, or an action detrimental to the League.

(d) Conviction of any crime which constitutes a felony in a County, City, State, or Federal Court in the United States of America.

**SECTION 913 - APPEALS** - In a disciplinary proceeding, as is required in Sections 901, 902, 903, and 904, if the Petitioner or Respondent as the Appellate, requests a copy

of the Hearing Board's proceedings, a thirty (30) day limitation shall commence subsequent to the appealing Party acknowledging, by signature, receipt of the copy.

(a) The Department Judge Advocate cannot sit on the Appeal Board. The Department Judge Advocate may be called as a witness. The Department Commandant shall appoint for the disqualified Department Judge Advocate, preferable a Past Department Judge Advocate, Past Department Commandant.

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

– This section is applicable to Sections 901, 902, 903 and 904. In the event a charge stems from a continuance of a previously heard matter, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such suspension or punishment.

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

(1) If the charge stems from a previously heard matter, the National Commandant will determine and immediately notify the Chairperson of the jurisdictional body to reconvene a hearing at a time and place of its convenience at, or near, the place of the previous hearing. It may hear testimony and may conduct its own independent investigation. The decision of this body shall be final.

(2) If the charge stems from a violation of a temporary suspension, the National Commandant will determine and immediately notify the jurisdictional officer who will, prior to convening a hearing, conduct his own independent investigation, document his findings, and make such findings known to the Hearing Board during the resolution of the original charge. The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.

(b) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National Commandant within fifteen (15) days; the National Commandant will thereupon affect proper service of the Board's decision to the National Board of Trustees, principals, and Respondent of the punishment.

**NOTE:**

This is a footnote for information purpose only and is not part of the Administrative Procedures.

"Charges" preferred under this Chapter shall not be by reference to a section, they shall also specify: **What was to have occurred, when it was to have occurred, and such other supporting information** as necessary to adequately inform the Respondent so a defense may be prepared.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TEN**  
**MISCELLANEOUS**

**SECTION 1000 - FUND RAISING**

(a) **FUND RAISING** - Fund raising activities may be entered into by the Department of Maryland, Marine Corps League, Inc., its Detachments and Subsidiary and Subordinate units.

(1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.

(2) Provided such Marine Corps League organization shall receive and disburse all funds.

(3) Provided such fund raising activity does not violate any Federal, State, County, or Municipal law or ordinance or reflect discredit upon the Marine Corps League.

(4) Nothing in this section shall prevent the Department Convention Committee, or a Detachment Convention Committee from selling ads or soliciting funds for any Convention book.

(b) **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY** - If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one Detachment exists, such Detachment shall advise all other Detachments in such city of its intention and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The decision of the matter by the Department shall be final.

(c) **LIMITATIONS OF FUND RAISING BY DETACHMENT OR AUXILIARY-** No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such other Detachment or Unit, as hereinbefore provided.

(d) **SOLICITATION** - Any individual or committee soliciting funds for the Department of Maryland, Marine Corps League, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report to the Department Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.

(e) **FUND RAISING BY DEPARTMENT** – The Department shall not conduct any finance raising project in any city where there is one or more Detachments, without the consent of such Detachment or Detachments. Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant, Mideast Division, and his decision in the matter shall be final.

(f) **FUND RAISING AT CONVENTIONS, CONFERENCES AND MEETINGS.** Funding Raising at Department Conventions shall be governed by the provisions of Chapter Two of the Department Administrative Procedures. At all other Conventions, Conferences and Meetings, any and all fund raising shall be under the control of the Detachment, Department or other organization that is hosting the event. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, 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 Detachment, Department or other organizations that is hosting the event.

#### **SECTION 1005 - RESPECT**

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

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

#### **SECTION 1010 - RESOLUTIONS, SUBMITTING AND PROCESSING -**

Resolutions may be submitted by a member in good standing, or a Detachment, for consideration by a Department Convention, provided said resolutions are 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 with the Department Adjutant no later than thirty (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 a "working file" to be referred to the Department Resolutions Committee for the Committee's 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 Department of Maryland, Marine Corps League 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 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 him/her 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 with the Adjutant for inspection by any Delegate or members of the Marine Corps League who desire to take advantage of such inspection.

**SECTION 1015 – AMENDMENTS** – Amendments to the Administrative Procedures are covered in the Department Bylaws, Article Eight, Section 800.

**SECTION 1020 – EFFECTIVE DATE** – The effective date of any change to the Administrative Procedures will be upon the close of the Department Convention at which it was approved unless a specific date is stated.

**SECTION 1025 – ADMINISTRATIVE PROCEDURES DISTRIBUTION** – Each Detachment, Member of the Department Board of Trustees, Marine Corps League Auxiliary President and Secretary, Military Order of Devil Dogs Pack Leader, and Young Marines of the Marine Corps League Regimental Commander, shall be provided, without charge, two (2) copies of the Administrative Procedures of the Department of Maryland, Marine Corps League each time they are printed or a published change is made thereto. Any member of the Marine Corps League may purchase copies of the Administrative Procedures from the Department Adjutant.

**SECTION 1030 – AUTHORIZATION** – Permission must be obtained for the use at Department Headquarters of a signature stamp or signed by direction, for each occasion of use. The individual requesting authorization and the individual granting authorization will both enter in separate LOGS the following information: DATE REQUESTED, DATE AUTHORIZED, subject of letter or correspondence, name of individual requesting and name of individual authorizing the use.

**ADMINISTRATIVE PROCEDURES**  
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