

BUCKEYE MARINE NEWS

Department Officers

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Jr. Vice Commandant

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Commandant's Message

The temperature outside is cold and spring is just around the corner which means the detachments will have elections for new officers. It is very important that all detachment send national the Report of Officer Installation via our department paymaster. Even if the officers remain the same, send in a new report. Make sure the installing officer signs it. Include the EIN # and the state incorporation # for the detachment. All regular yearly paying members should had paid their dues by now. Send all transmittals to our department paymaster with the checks enclosed. Every time a member changes his address, send in a transmittal showing the correction, otherwise he will not receive the Semper Fi magazine. Remember that all yearly dues are to be sent to national by August 30. They will accept the transmittals before that date. The latest edition of the transmittal form may be downloaded from the national website, then just fill in the blanks and save and print. This much better than trying to read everyone's handwriting Every Detachment should had filed their 990-N IRS on-line tax form. If this is missed for three years in a row you will lose your non-profit tax status. And your charter can be revoked by National for not keeping an EIN number in good status with the IRS. Send a copy of the filing to the department paymaster and he will forward it to national. If you had not sent one in then forward a copy to paymaster Seymour. We need to keep him busy. We try to encourage every detachment so send at least one representative to attend department quarterly meetings to have a voice and learn what is going-on with the League. The Department has a new Facebook page. It is private just for League members in Ohio. You must have your dues paid up and be on the National roster as paid in order to sign into. Every Detachment is required to have a report for each of the quarterly meeting the Department has. You can bring these in person and read them to the body so we all can learn of what works for your detachment. You may also send a copy of the report to our new adjutant Shawn Daley, address and e-mail is under the officer listing for your convenience. National updated their By-Laws and Administrative Procedures at the last convention. The Detachment Judge Advocates may with the help of a committee look at your By-Laws in order to conform to the new way National has theirs restructured. The Department JA has rewritten the Department By-Laws and Administrative Procedure. The proposed change can be found at the end of the newsletter and also on the Department web site for your inspection. National COO Bob Borka sends out via e-mail information which may have interest to many Marines. I forward these e-mails to the detachments Commandant and Paymaster, with intent that they forward them to the members in their respective detachments. If you would like me to add your e-mail address to those that I send to, send me a short message stating you would like to be added to my mailing list and the detachment name that you are a member in. When a person's message that I had sent comes bouncing back to me, I take their e-mail address off my list, which is why some may not be getting my e-mails.

Semper Fi,

John Cook

Chaplain

Dave Yehl
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(330) 603-5218
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Sergeant at Arms

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1 Year Trustee

Bruce Kirkland

2 Year Trustee

John Klein

1 Year VAD

David Yehl

2 Year VAD

Darrell Logan

3 Year VAD

Pete Kazakis

Jr. Vice Commandant's Message:

As we start into the New Year each Detachment needs to focus on membership. Most radio stations offer PSA (public service announcements) at no charge Please check with your local stations and see if they would give you a spot regarding membership drive. I found out it helps if you let them know what kind of programs, and Community Service your Detachment offers. Don't forget the Department Spring meeting in Springfield Ohio on March 15-17-2019 I encourage every Detachment to send at least (1) officer. This is a great time to see old friends and make new ones. There is a lot going on at the Department level each Detachment needs to know.

Semper Fi,

Department Service Officers:

The VSO's are working steady with new and old clients. Just for the bodies info Dan Davis is in his office Monday's and Tuesday's at the Hamilton Office, Donna Gleason is in on Tuesday's and Wednesday's at the Cincinnati office , Barry Ryan is in on Tuesday's and Wednesday's in the Dayton office and The Cleveland office has limited coverage at this time. Don Perry is in Columbus Monday thru Friday , But is in and out due to covering the Cleveland office and hearings also writing claims at the Columbus Outpatient Clinic. If you need help from any of your VSO's just contact us and will do our best to get you the help you need . Thanks Your VSO's Respectfully,

David Yehl

Chaplain's Message:

Recently, a new Detachment Chaplain called me and we discussed the filing a Notice of Death and other duties of the position. While on the one hand I am happy to assist, I am always aware of my own shortcomings as our Detachment and Department spiritual leader. My physical "limitations" make visiting the sick a bit of a challenge, but I still keep our members in my thoughts and prayers. As we approach the Lenten season, we must sacrifice of ourselves for those in need.

Faithfully,

Dave Yehl

Ways & Means:

The Department is going to raffle off a iPad pro and we will be handing out tickets to the Detachments at the

March Conference. If each Detachment would sell 30 tickets each it would be a great fund raiser.

Thats Not To Much To Ask For The Detachments To Support Your Department.

Semper Fi,

Ways & Means Committee:

Mike Kirk, Darrell Logan, & Gary Evans

Auxiliary President's Message:

I hope that all is doing well, and had a great visit with families and friends over Thanksgiving. The department. Auxiliary is having a fund raiser. Our Unit's are selling raffle tickets based on the evening 3 digit number (straight as drawn) for the month of February 2019. So check with your Unit's and purchase a ticket / ticket's at \$5.00 each that's 24 chances to win!! The March Spring meeting will be held in Springfield Ohio. As I get the final dates and location I will let you know. I want to thank all Unit's for your support in 2018, and are looking for more Unit's to attend the Department conferences & June convention. Wishing you all a VERY MERRY CHRISTMAS, and a HAPPY NEW YEAR. Please be safe in your travels ..

Smiles and Happiness

Semper Fi,

Debby Evans

Chaplain

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1 Year Trustee

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2 Year Trustee

John Klein

1 Year VAD

David Yehl

2 Year VAD

Darrell Logan

3 Year VAD

Pete Kazakis

Spring Department Meeting Schedule March 15, 16, 17, 2019

Friday – March 15

Time	room	Meeting
1800 - ???	2 nd floor spa suite	Hospitality Room
2000 – 2200	2 nd floor spa suite	MCL Staff

Saturday – March 16

0700 – 0900		Breakfast
0800	Colors detail Springfield Det. 963	Flag Raising
0900 – 0950	James Demint AB	MCL & MCLA Youth
Committee Meeting		
1000 – 1050	James Demint AB	MCL Commandant’s
Council		
1000 - 1050	2 nd floor spa suite	PDC Meeting w/ Dept.
Commandant		
1000 – 1150	James Demint C	MCLA Staff Meeting
1100 – 1150	James Demint AB	MCL Training
1100 – 1150		VAD/VSO
	Meeting	
1200 – 1330		Lunch on
your own		
1200 – 1330	2 nd floor spa suite	Hospitality Room
open		
1330 – 1345	James Demint AB	MCL & MCLA joint
meeting		
1345 – 1700	James Demint AB James Demint C	MCL Meeting MCLA Meeting
1700 – 1800		Dinner on
your own		
1900 – 2000	James Demint AB James Demint C	Ohio Pack Growl Flea Meeting
2000 - ????	2 nd floor spa suite	Social (Hospitality
Room)		

Sunday – March 17

0700 – 0900		Breakfast
0800 - 0930	2 nd floor spa suite	MCL Staff Meeting

Registration - \$3.00

Hospitality room - \$10.00

--schedule subject to change without notice--

Have a safe drive home.

Upcoming Events

Department Spring meeting:

March 15-17, 2019
at Courtyard
Marriott. 100 South
Fountain Ave
Springfield, Ohio
45502. Room
reservations phone
number

937-322-3600.

Rate: \$94.00.

*Be sure to mention
Marine Corps
League when
making reservations.*

Hospitality room:
Preregistration is
\$10.00 or \$ 15.00 at
time of check in,
make check or
money order
payable to:
MCL Det. 963 and
mail to MCL Det.
963 PO Box 925
Springfield, Ohio
45501

**National Central
Division Conference**
Rock Island, IL
March 21-24, 2019

Dept. Convention:
Quail Hollow, Painsville
440-350-3516

Judge Advocate' Message:

OohRah Marines, how the hell are you? Well there is not much to discuss new today. I did want to pass on that the State's new Bylaws and Administrative Procedures draft is on the Commandant's and Adjutant's desk for review. The big thing is that it mirrors the National Bylaws and Administrative Procedures to include item specific things for the great state of Ohio. So, with that said, by the Summer Conference the document will be ready for implementation (hopefully). Which brings me to my last item. Many of you may know me and many of you may not, however, in either case I am the type of person that continually asks for your cooperation. I say this because I have yet to see anything in regards to my repeated requests for a copy of your most current Bylaws and Administrative Procedures. I am one individual that takes the position, I volunteered for, seriously. Failure to comply with the new Bylaws and Administrative Procedures from National can lead to Charter suspension or worse. No threats Marines just doing what's right and in accordance with my job description and responsibilities. It's now your turn to step up and take charge of your Detachments' situation.

Semper Fi and God Bless.

Paul E. Smith

Youth Dept. Committee

The Department "YOUTH COMMITTEE" continues to support groups of young people up to age 18 for their Moral and Physical values. The Committee awarded no Grants at the Winter Department Meeting, no Grants were requested for. We presented \$11,024 to organizations in Grants since we have been giving Grants. The Department has received requests for 31 Grants and awarded 26 Grants. The YOUTH COMMITTEE is always ready to make Grants to worthy organizations. Has your Detachment encouraged Youth Groups in your area to apply for funds (a Grant) needed by them for a purpose to support their organization? Go to Website MCLOHIO.org click on About us, then on Support and at that view the bottom for the Youth Committee Funds available to support donations (Grants) to youth groups have to use the form to apply to the Department of Ohio, MCL for the support. Boy Scout Troops may need tents, Boys' & Girls' Choirs may need music, a Young Marines organization needs funds for a trailer to move their equipment. The list could go on forever, but it starts with that application. At Youth Committee meetings the committee decides on grants but they need the request before the meeting. Send the request for a Grant by mail to PDC Ellen Leidy 1107 Columbus Ave Barberton Ohio 44203-6929 or EMAIL leidyrun@aol.com. Remember; send the request in before March 2, 2019 for the Spring Meeting, because the awarded Grants are done only at a Department Meeting.

The next meeting of the Youth Committee will be at the Department Spring meeting March 16th, 2019 a Saturday at 8:00 am. Looking forward to seeing you at the Courtyard Marriott, 100 South Fountain Ave., Springfield, Ohio 45502. Phone 937-322-3600.
Chair Department Youth Committee

PDC Ron Kiessling,

Important Dates in Marine Corps History:

- **15 Jan 1865:**
365 Marines in naval landing force attack Fort Fisher at Wilmington, NC.
- **16 Jan 1991:**
Operation Desert Storm begins.
- **17 Jan 1944:**
Elements of the 1st Tanks assaults Japanese on Arawe Peninsula, New Britain.
- **19 Jan 1929:**
Brigadier General Smedley Butler's 3d Marine Brigade disbanded at Tiensin, China.
- **27 Jan 1778:**
Captain John Trevett leads 26 Marines in capture of Fort Nassau, Bahamas.
- **31 Jan 1944:**
American flag first raised over Japanese soil by B/1/25 in the Marshall Islands.

No.	Div.	Detachment Name	# paid-up members per National 31 Dec. 2018
269	NE	CHESTY PULLER	46
270	SW	MONTEZUMA-CINCINNATI	45
271	SW	DAYTON	60
272	NW	LOU DIAMOND	61
273	SE	WALTER S KILDOW	11
275	NC	MAJ S J LOGAN	18
277	NE	MC KINLEY	49
279	NW	PFC RUSSEL MOOK	17
393	SW	LEATHERNECK	59
474	NC	LOFTON-HENDERSON	40
494	NE	TRI-STATE MARINE	140
497	CE	LANCASTER LEATHENECKS	17
508	CE	BELLEAU WOOD-COLUMBUS	158
527	NC	RICHLAND COUNTY MARINES	34
555	NE	COL JUSTICE M CHAMBERS	165
569	NC	MEDINA COUNTY	48
576	NC	BEIRUT 241	28
602	CE	LICKING COUNTY	24
650	NC	GUNG HO	65
720	SE	CPL TIM BAUER	11
758	NW	HERMAN HESSELSCHWARDT	47

Auxiliary Officers

President:

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 Phone: (3300 7727166

Junior Vice President:

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 43731-9735
 Phone: (740) 621.3585

Secretary/Treasurer:

PDP Linda Davis
 Cincinnati, OH 45251-1270

Judge Advocate:

Denise Marx
 Miamisburg, OH
 45342-5646

Junior Past President:

Judy Logan
 6322 Mid Pines Ct.
 Grove City, Ohio
 43123-9505
 Phone: (614) 870.1433

Capt. Of The Guard:

Marsha Van Valkenburg
 Delaware, OH 43015- 4419
 E-Mail: Capt Guard

Convention Liaison:

Debby J. Evans
 1185 St. Rt 13 SE
 Crooksville, Ohio
 43731-9773
 Cell: (740) 605.9003
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782	NE	PVT HENRY KALINOWSKI	17
830	SE	CIRCLEVILLE LEATHERNECKS	15
837	NW	ELTON E MACKIN	35
845	CE	OHIO LEATHERNECKS	17
923	SW	WESTERN OHIO	19
953	SW	BOBBY D WHITE	18
963	SW	EUGENE "DOAK" WALKER	47
968	SW	CHOSIN RESERVOIR	44
995	SW	PVT ROBERT B. CRITES	13
1063	NW	PFC LEONARD F MASON	43
1148	NW	JAMES J MC CLELLAND	39
1191	SW	COL WILLIAM E BARBER	13
1192	NW	FIRELANDS	27
1330	SW	LT TERRENCE C GRAVES	3
1343	NC	WAYNE COUNTY MARINES	20
1410	NC	CLEVELAND POLICE	23
1436	SE	Sgt Bob O'Malley	70
1437	CE	Sgt Justin F. Hoffman	16

Adjutant's Message:

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 Greetings again from my desk up here next to Lake Erie, I hope all of you are weathering the season well! I'm putting the final touches on our new website this week, and getting the newsletter out at the same time has been a challenge that I enjoy. If any of you have suggestions or issues please feel free to contact me! See you all at the next meeting.

Semper Fi,

Shawn Patrick Thomas Daley

Paymaster's Message:

Ways & Means Chair:

Denise Marx
Miamisburg, OH 45342-5646
E-Mail: Ways & Means

Chaplain:

Jena Thomas
Crooksville, OH 43731-9735
E-Mail: Chaplain

Volunteerism Chair:

Jera Thomas
Crooksville, OH 43731-9735
E-Mail: Volunteer Chair

Transmittals, 990s, Bank Statements, Life membership Audit, and that is just to mention a few of the things a Paymaster must know to perform his responsibilities like a Marine in the Marine Corps League. There have been a lot of changes the last couple of years, some think they are good and some think they are bad, whatever the opinion is, we have been given our instructions and good Marines will do their best to get the job done the right way. Because of the continuing shift from the old paper origin reporting system to the completion of on line forms for membership information and in the future electronic submission, there is no doubt that some of our more experienced Paymasters will be unable to make the transition from an older Marine System to a newer one. That is not to say that they are incapable or have out lived their usefulness. Let me put it this way, you don't ask the guy who knows Muscle cars inside and out to program the Shuttle launch sequence. It's not fair to him and it's not fair or safe to the crew. However, it does mean Detachments will have to identify Marines with the necessary skillset to perform the required tasks and select them to fill the respective positions.

Our experienced Officers can use their experience to supplement the instruction of your new officers and thereby completing the Detachment's knowledge base. Or . . . , I am not one who believes that old Dawgs are incapable of learning new tricks. In my world I have watched 70 and 80 something great great grandparents pick up a touch pad and after a three-hour course operate it just a good as anyone. The difference is the individual's choice to adapt to the chances and their willingness to learn and use new tools.

At the instruction of National I have been passing incomplete or inaccurate forms to them. That will stop after the publication of this article. The forms provided by National correctly completed by detachments will be the only reports I will be forwarding on. Outdated, incomplete, or inaccurate forms will be returned to the respective Detachments for correction and resubmission.

It's not fair for me to give to the National Staff my headaches and yours when they already have enough of their own. Plus we are Marines, not draft dodging flag burning members of the SDS. We work for the good of all Marines and we do because they would do it for us. And what we can not do, we help those who can, because we are Marines and that is what Marines do. Idiots have egos Marines have something far better, Esprit de Corps. Semper Fi

Thommy

MOY Chairman Message:

Since this is my first article as the Department Marine of the Year Chairman I have to start by Thanking all those who put me in this position. Obviously you have far more faith and trust in me than I have in myself. I promise you I will do everything I can to live up to your confidence in me and my devotion.

Now for the business part. As the new Chairman it is my responsibility to ask all of you to write something about someone who deserves to be recognized for their dedication and devotion not only to the Marine Corps League, but also to their community and our country.

The Department Marine of the Year Committee will meet at the Spring Department Meeting to review all candidate submission and to select the 2019 Department Marine of the Year.

If you have any questions please do not hesitate to call or write. My Home office number is 440-709-6727. And my email is grizzlydragon@gmail.com .

Semper Fi

Thommy

North East Division Vice Commandant

Assistant:

Mark Carver
mcarver2@outlook.com

North Central Division Vice

Commandant

John Marx
xram4fam@aol.com

North West Division Vice Commandant

Tom Martin

South East Division Vice Commandant

OPEN

Central East Division Vice

Commandant

OPEN

South West Division Vice Commandant

Kenneth Griffith
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National Vice Commandant Central

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(216) 522-3515

VSO Columbus

Donald Perry, PDC
(614) 464-1775

VSO Cincinnati

Donna Gleason
(513) 861-3100

VSO Dayton

Barry Ryan
(937) 268-6511

VSO Hamilton

Daniel Davis
(513) 608-8292

Websites;

Department: MCLOHIO.org

Facebook: Department of Ohio Marine Corps League

National: MCLnational.org

June 5, 2018

From: Judge Advocate, Department of Ohio, Marine Corps League

To: **Commandant, Department of Ohio**, Marine Corps League

Subj: **PURPOSED STATE BYLAWS AND ADMINISTRATIVE PROCEDURE CHANGE(S)**

Ref: (a) 2018 Edition of the Department Bylaws and Administrative Procedures

1. In accordance with the reference the following are the proposed rewrites of the Department of Ohio’s governing documents:

DEPARTMENT OF OHIO

BYLAWS AND ADMINISTRATIVE PROCEDURES 2019

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 - (E) DIVISION VICE COMMANDANT
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**DEPARTMENT BYLAWS
ARTICLE I
NAME**

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

Section 105. Mission Statement. The mission statement of the Department of Ohio, Marine Corps League is
“Members of the Marine Corps League join in camaraderie and fellowship for the purpose of preserving traditions. Promoting the interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service. Effectively promote the ideals of American freedom and democracy. Voluntarily aiding and rendering assistance to all Marines, FMF Corpsmen, Chaplains, and former Marines, FMF Corpsmen, Chaplains, and their widows and orphans; and to perpetuate the history of the United States Marine Corps and by fitting

**DEPARTMENT BYLAWS
ARTICLE II
PURPOSE OF THE MARINE CORPS LEAGUE**

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:

- a. To preserve the traditions and to promote the interests of the United States Marine Corps;
- b. To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- c. To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- d. To hold sacred the history and memory of the men who have given their lives 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, FMF Corpsman, and FMF Navy Chaplains, as well as their widows and orphans; and
- i. To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 205. Not for profit. The MCL is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings

shall inure to the benefit of or be distributed to any director, member, or other private individual.

The MCL shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the MCL are organized.

Section 210. Non-Discrimination. The Marine Corps League:

- a. Shall never take part in any labor or management dispute or issue;
- b. Shall not be sectarian, political, and partisan;
- c. Shall not be based on race, color, creed, nationality, or sex;
- d. Shall not be used as a medium of political ambition or preferment' and
- e. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.

**DEPARTMENT BYLAWS
ARTICLE III
ORGANIZATION**

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

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

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

Section 325. Subsidiary Organizations. Such subsidiary organizations as the Department organization may create, establish or recognize.

**DEPARTMENT BYLAWS
ARTICLE IV
DEPARTMENT CONVENTION**

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

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

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

SECTION 415 – ELECTIONS

a. The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, the Department Senior Vice Commandant, the Department Junior Vice Commandant, and the Department Judge Advocate shall be conducted in

this order by a roll call vote. In addition to the Department Commandant, Sr. Vice Commandant, Jr. Vice Commandant and Judge Advocate, elect one (1) Trustee-at-Large for a term of two (2) years. Following this procedure, the election of division vice commandants and assistant division vice commandants shall be conducted by acclamation. The Installation of Officers shall be at the call of the current Department Commandant.

b. A majority of the delegate votes cast at the Department Convention is required to elect the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed ten minutes).

Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

c. The Department’s division’s vice commandants and assistant vice commandants will be elected by “caucus” prior to the “vote by acclamation” on the Department Convention floor.

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

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

**DEPARTMENT BYLAWS
ARTICLE V
MEMBERSHIP**

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

Section 505. Rights of Members. No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine dealing with offenses and penalties.

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

Section 515. Categories of Membership

a. **Regular Membership.** Only the following may be regular members of the MCL:

(1) **Marines** who are serving or have served honorably* in the United States Marine Corps or the United States Marine Corps Reserve;

(2) **U.S. Navy Corpsmen** (i) who are serving or have served honorably* in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days

and earned the Marine Corps device (clasp) worn on the Service Ribbon, (ie; Southwest Asia

Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc) and (ii) who

earn the Warfare Device authorized for FMF Corpsmen. U. S. Navy Hospital Corpsman must

have satisfactorily completed the Field Medical School (FMSS), have been permanently assigned

to an FMF Command and have completed the appropriate sections of the Personnel Qualification

Standard, both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-30 Sep 2006) or the Enlisted Fleet Marine Force Warfare Specialist Qualification (EFMFWS) Badge (1 Oct 2006-present) may serve as prima

facie evidence of eligibility; and

(3) **U.S. Navy Chaplains** who are serving or have served honorably* in the United States Navy and who have earned the FMF Badge serving with Marines. U. S.

Navy

Chaplains must have been assigned permanent duty with Marine Corps Operating Forces and

have completed the appropriate sections of the Personnel Qualification Standard and both of

which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF

Ribbon) (1 Sep 1984-31 Dec 2005) or the Fleet Marine Force Qualified Officer (FMFQO)

Insignia (1 Jan 2006-present) may serve as prima facie evidence of eligibility.

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

b. Associate Member. Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as

contained in its Congressional charter and meet the criteria in Section 501(b)(1) below may upon

application to a Detachment be accepted for associate membership in the Marine Corps League.

Upon acceptance associate members will pay dues in the same amount as prescribed for regular

members, including initiation fees.

(1) Enrollment Criteria

(a) Individuals who are serving or have served honorably in other branches of the Armed Forces of the United States; and

(b) Individuals applying for associate membership must have reached the statutory minimum age for enlistment into the United States Marine Corps or the United States

Marine Corp Reserve.

(c) Individuals applying for associate membership must join through a Marine Corps League Detachment only. Associate members can not directly join the Marine

Corps League as a “Member at Large.”

(2) Rights. Associate members shall be entitled to the rights, privileges, and benefits of a regular member unless otherwise prohibited as listed below.

(3) Voting

(a) Associate members shall not vote on a regular or associate membership application;

(b) Associate members shall not participate in the nomination process and/or voting for elected officers; and (c) A Department or Detachment, by provisions in the bylaws and/or

administrative procedures, may allow an Associate Member to vote on its internal affairs if such

vote does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

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

c. Honorary Member. Detachments, Departments, and the National Headquarters may, at the discretion of the respective commandant, issue honorary membership to those persons who

have been of extraordinary service to the Nation, the United States Marine Corps, or the Marine

Corps League. The honorary member will not be entitled to the rights, privileges, and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion by the organization making the award. Payment of dues or initiation fees is not required; however, an honorary member will not be entitled to the official publication of the Marine Corps League except as directed by the National Board of Trustees or paid subscription. All "Honorary Memberships" are for a one-year period only and must be renewed each year by the Detachment, Department, or National.

Section 520. Ineligible for Membership

a. No Detachment, may accept as a regular, associate, or any honorary member any person:

- (1) who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction; or
- (2) who has been convicted of a crime where the victim is a child; or
- (3) whose name has been stricken from the rolls of the Marine Corps League.

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

Section 525. Removal from Detachment Roll

a. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment roll except:

- (1) By disciplinary action in accordance with National Administrative Procedures;
- (2) By that member requesting transfer;
- (3) By resignation in writing; or
- (4) If member becomes delinquent as defined in the National Administrative Procedures.
- (5) Upon the Death Notice being processed by National Headquarters.

Section 530. Membership Listing. The membership listing of the MCL is proprietary information and under the direct control of the National Headquarters of the MCL.

Applicable

portions of the membership listing shall be periodically provided to appropriate departments and detachments exclusively for internal usage in administering membership of such departments and detachments. The membership listing will not be sold, leased, copied, loaned or assigned

without the expressed permission in writing from the office of the Chief Operating Officer (COO) upon approval of the National Board of Trustees of the MCL.

Section 535. Members-at-Large. Any person desirous of joining the Marine Corps League as a regular member, may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League.

See National Administrative Procedures Section 7045 for details.

**DEPARTMENT BYLAWS
ARTICLE VI
DEPARTMENT BOARD OF TRUSTEES**

Section 600. Composition. (NATL Bylaw 600 apply) except add:

(h) Trustees-at-Large

Section 605. Powers. (NATL Bylaw 605 apply)

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

Section 615. Department Elected Officers Term of Office (NATL Bylaw 615 apply)

Except add:

c. Department Trustee-at-Large will be elected for two (2) years.

Section 620. Vacancies (NATL Bylaw 620 apply)

Section 625. Duties of Department Board of Trustee Members. (NATL Bylaw 625 apply) Except add:

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

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

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

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

**DEPARTMENT BYLAWS
ARTICLE VII
DEPARTMENT STAFF OFFICERS**

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

Section 705. Department Staff Officers. (NATL Bylaw 705 apply) Except add:

(g) **Editor Buckeye Marine** shall be appointed, under the direction of the Department Commandant, and have supervision and control of the editing and printing of the Buckeye Marine. The Buckeye Marine shall be published at least for each regular scheduled Department meeting and the Annual Convention.

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

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

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

**DEPARTMENT BYLAWS
ARTICLE VIII
DEPARTMENTS**

Section 800. Department Charter (NATL Bylaw 800 apply)

Section 805. Authority. (NATL Bylaw 805 apply)

Section 810. Bylaws and Administrative Procedures. A Department Convention shall adopt Department Bylaws and may adopt Administrative Procedures which are consistent with the National Charter, the National Bylaws, and National Administrative Procedures, provided

they have been approved by the National Judge Advocate and are on file at National Headquarters.

Section 815. Officers. Department shall:

- a. Elect a commandant, a senior vice commandant, a junior vice commandant, and a judge advocate; and
- b. Elect or appoint an adjutant, paymaster (or adjutant/paymaster), chaplain, and sergeant-at-arms.
- c. May have such additional elected and appointed officers as required by the department bylaws or in the absence of department bylaws as its Department Convention desires.

Section 820. Officers Term Limits and Eligibility

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

Section 825. Vacancies (NATL Bylaw 825 apply)

Section 830. Department Convention. The Department shall hold an annual and shall hold two Department meetings before the next scheduled annual Department Convention. The first such Department meeting should be scheduled in October, and the second in February or March, with the second scheduled to occur following the Department Mid-Winter Conference.

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

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

shall serve in more than one position on the Department Board of Trustees.

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

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

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

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

Section 865. Contracting Authority. (NATL Bylaws 865 apply)

**DEPARTMENT BYLAWS
ARTICLE IX
DETACHMENTS**

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

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

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

Section 915. Ineligible Members

a. If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will appoint the Detachment Judge Advocate who will investigate the charge as presented. Unless,

(1) The person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant for action, or

(2) The person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

b. If the investigation determines that the member does not have the necessary qualifications to be a member, the officer who is investigating will present a written report of the

Detachment Board of

Trustees. The Board of Trustees shall file a charge with the Department Judge Advocate in accordance with National Administrative Procedures, Chapter Nine.

Section 920. Detachment Officers. Each detachment shall:

- a. Elect a commandant, a senior vice commandant, a junior vice commandant, and a judge advocate each year; and
- b. Elect or appoint an adjutant, paymaster (or adjutant/paymaster), chaplain, and sergeant-at-arms.
- c. A detachment may have such additional elected and appointed officers as required by the detachment bylaws.
- d. All elected officers shall be regular members of the detachment in which they are elected.
- e. At the will of the detachment, associate members may serve in appointed offices only.

f. **Term Limits.** Each elected officer shall be elected for a term of one year and may be reelected for additional terms as provided in the Detachment Bylaws. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms.

Section 925. Vacancies (NATL Bylaws 925 apply)

Section 930. Meetings. (NATL Bylaws 930 apply)

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

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

a. Each detachment shall hold an annual election and installation of officers between

Section 945. Suspension and Revocation of Charter

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

(6) Other activities detrimental to the good name of the MCL.

b. Authority

(1) The suspension or revocation of charters may be directed by a Department Board of Trustees and/or the National Board of Trustees.

(2) A charter being “suspended” should be for a specific amount of time issued by the Department or National Board of Trustees. Upon satisfying the suspending entity that the

reason for the suspension has been corrected, that Department or National Board of Trustees can

remove the suspension. The Detachment is then in “good standing.”

(3) A charter that has been revoked, can only be re-chartered by the National Board of Trustees.

(4) In the case of Section 945a(1) through (6), shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures.

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

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

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

Section 965. Contracting Authority. (NATL Bylaws 965 apply)

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**DEPARTMENT
OF
OHIO**

ADMINISTRATIVE PROCEDURES

2019

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2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

Section 1000. Name and Purpose. The name of the body corporate is the “**DEPARTMENT OF OHIO, MARINE CORPS LEAGUE**” and is a non-profit corporation incorporated 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.

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

Section 1010. Corporate Seal. The corporate seal of the Marine Corps League 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 1015. Policy

a. The supreme power of the Marine Corps League shall be vested always in its membership functioning through Delegates at all National 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 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 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.

2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT CONVENTION

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

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

Section 2010 – Procedures (NATL AdPr 2010 apply)

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

Section 2020 – Registration

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

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

c. In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the 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, Alternatives, & Members

a. Delegates, alternates, and members desiring to attend business sessions of a Department

Convention must possess a paid-up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

b. Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachment's membership on record at National Headquarters as of May 31

immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follow: 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.

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

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

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

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

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

Section 2035. Voting (NATL AdPr 2035 apply)

Section 2040. Nominations (NATL AdPr 2040 apply)

Section 2045. Elections

a. The election of Department Officers shall be the last order of business of the

Department

Convention. The election of the Department Commandant, Department Senior Vice Commandant,

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

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

c. The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair

shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept

or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter

or leave the convention floor until the roll call vote in progress is concluded.

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

2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

Section 2050. Installation. (NATL AdPr 2050 apply)

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

Section 2060. Conventions Administrative Committees

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

b. The Department Vice Commandant of each Division shall forward to the Commandant, no later than June 1 prior to each Department Convention, the name of one (1)

member of his/her Division who plans to be at the Department Convention for each of the three

Administrative Committees. If no names are submitted by the aforementioned date, the Commandant will then recommend whom he/she deems appropriate to fill that position with the approval of the Board of Trustees.

c. So far as is possible, the Commandant will appoint one (1) member of each Division to serve upon each Administrative Convention Committees, notifying each

Type to enter textType to enter textappointee of the selection and further shall appoint a Chairperson of the committee in order

to call the first meeting and organize the committee business, as appropriate. Should there

be a division within any Committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.

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

(1) **Credentials Committee** shall:

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

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

(c) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The

lists shall be available upon the request of the chair and shall be presented as a part of the Committee's final report to the Department Convention,

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

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

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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 National Director of Convention Committee. All monies which are the property of National Headquarters, Marine Corps League, collected prior to and during the National Convention in their city, will be turned over to the National Adjutant/Paymaster no later than the conclusion of that National 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 Marine Corps League 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) Complimentary suites for the National Commandant, The Chief Devil Dog, and the National President of the Marine Corps League Auxiliary. Complimentary rooms for the National Executive Director, MCL, Executive Secretary/Kennel Dog Robber MODD, the Executive Secretary of the MCLA, one complimentary room for Distinguished Guests, and complimentary rooms for the National Convention Chairman, and the MCLA Chairwoman.

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

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

h. Assurance to the Detachment, Department, and National Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by National Director 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, rest-rooms, etc., be wheelchair accessible.

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

(3) Whenever possible, one handicapped/paralyzed member will be on the National 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 one (1)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.

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

(5) A department may bid for the National Convention by fulfilling all of the requirements listed in this Section. The jurisdictional Division Vice Commandant shall approve or disapprove the department's bid. Should the bid be disapproved, the reasoning must be substantiated in writing.

j. The National Director of Conventions must certify in writing to the National Judge Advocate that all Convention bids that are to be considered by the National Convention have complied with Section 2065 of the Administrative Procedures; however, a Detachment or a Department, if it desires, may make additional presentations to the Convention Body prior to any recommendation being made to the Convention by the National Director of Convention Committee.

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

the National Merchandise Manager.

Section 2070. Convention Corporation. (NATL AdPr 2070 apply)

2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DEPARTMENT STAFF

NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER THREE

APPLY

With the exception of adding to Section 3060 – Accredited Veterans Service Officer (VSO)

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

(1) Criteria for hiring:

(a) Have some office background but not necessarily a trained secretary.

(b) Computer oriented, able to input and output data.

(c) Contract will be for a period of at least one-year and will be renewed at the annual Convention.

(d) Move to the job location, there will be no travel or moving expense reimbursement.

(2) DUTIES

(a) Familiar with Federal Laws, their interpretations, and applications within the framework of service to veterans.

(b) Assist all veterans of U.S. Military Services, their orphans, dependents, and/or surviving spouse in securing benefits provided by law.

- (c) Attend schools approved by the Veterans Affairs Directors that will train and/or assist in the duties.
- (d) Attend all Department of Ohio meetings and Conventions, giving a full report on their activities.
- (e) Must not disclose during or after their employment any information concerning any case, client, and/or any other information concerning the veteran service work.
- (f) Present a neat appearance. Show concern for Veterans, dependents, families, and spouses and their problems.
- (g) Complete forms and reports required by the Veterans Administration and the VAD.
- (h) Other assignments and duties as required.

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(3) BONDING

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

With the exception of adding Section 3096 – Veteran Affairs Directors

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

a. Three VAD's will be elected to serve three year terms of office. Each year at the Department Convention one new three-year term member will be elected.

(1) At each convention the three-year DIRECTOR will succeed to the two-year position, the two-year DIRECTOR will succeed to the one-year position and the one-year DIRECTOR will step down and turn over his post.

(2) Elections will be in accordance with the National Marine Corps League and Department Of Ohio, Marine Corps League By-Laws.

(3) The Chairman of the VAD, will be the (1) year member.

(4) The treasurer of the VAD, will be elected by the VAD,.

b. To be qualified to be elected to the VAD, the following criteria will apply:

(1) Must be a member of the Marine Corps League in good standing with current dues paid.

(2) Must have attended a department meeting preceding the Department Convention at which they will be elected. Excused absence will be weather, hospitalization of member or immediate family, death in immediate family, or other authorized Marine Corps League business. The Department Commandant shall make ruling on valid excuses. The VAD, Chairman will maintain attendance records during his term of office for all three members. He should insure this with the sign-in book provided at the Department meetings.

(3) Must display a keen interest in the job and be prepared to spend time in this job.

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

d. The VAD will be responsible for the following areas:

(1) The hiring of all employees for the Veterans Services Office(s); including establishing criteria, advertising, and interviewing.

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

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

(4) Prepare all annual budget submissions.

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

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

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

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

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

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

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

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

(2) The committee members shall:

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

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

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

2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

DIVISIONS

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

Section 4005 - Powers (NATL AdPr 4005 apply)

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

- a. NORTH EAST DIVISION: Ashtabula, Carroll, Columbian, Geauga, Harrison, Jefferson, Lake, Mahoning, Portage, Stark, Summit, Trumbull and Tuscarawas.
- b. NORTH WEST DIVISION: Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Logan, Lucas, Marion, Morrow, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandot.
- c. SOUTH EAST DIVISION: Adams, Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Vinton and Washington.
- d. SOUTH WEST DIVISION: Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby and Warren.
- e. NORTH CENTRAL DIVISION: Ashland, Coshocton, Cuyahoga, Holmes, Lorain, Medina, Richland and Wayne.
- f. CENTRAL EAST DIVISION: Delaware, Fairfield, Franklin, Knox, Licking, Madison, Muskingum and Union.

2019 DEPARTMENT ADMINISTRATIVE PROCEDURES

CHAPTER FIVE

DEPARTMENTS

Section 5000 – Formation (NATL AdPr 5000 apply)

Section 5005 – Powers (NATL AdPr 505 apply)

Section 5010 – Department Dues (NATL AdPr 5010 apply) With the addition of the following:

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

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

Section 5020 – Default (NATL AdPr 5020 APPLY)

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

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CHAPTER SIX

DETACHMENTS

Section 6000 – Charter (NATL AdPr 6000 apply)

Section 6005 – Authority (NATL AdPr 6005 apply)

Section 6010 - Dues (NATL AdPr 6010 apply)

Section 6015 - Installation Of Officers (NATL AdPr apply)

Section 6020 - Quorum (NATL AdPr 6020 apply)

Section 6025 – Default (NATL AdPr 6025 apply) With the addition of the following:

- a. Should a Detachment be in default of payment of funds from any source due to the Department as of 31 May, prior to a Department Convention, such fact shall be reported to the Adjutant-Paymaster to the Department Convention Credentials Committee and the credentials of that Detachments' Delegates and Alternates shall not be approved.

Section 6030 – Members (NATL AdPr 6030 apply)

Section 6035 – Bonding (NATL AdPr 6035 apply) With the addition of the following:

- a. The detachment will require two signatures for withdrawal of any Detachment Funds. This could be from a checking account, savings account, etc.
- b. The Detachment will have an audit once a year and as a minimum have a Paymaster report in writing every quarter.
- c. Should the Detachment not adhere to this directive, the Bonding of the Detachment Commandant and Detachment Adjutant-Paymaster (or Paymaster, as applicable) under the “blanket bond” is revoked.

Section 6040 – Additional Detachment (NATL AdPr 6040 apply)

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

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

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CHAPTER SEVEN

MEMBERS

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APPLY

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CHAPTER EIGHT

SUBSIDIARIES AND SUBODINATES

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CHAPTER NINE

GRIEVANCE AND DISCIPLINE

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CHAPTER NINE

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CHAPTER TEN

MISCELLANEOUS

Section 10000 – Fund Raising (NATL AdPr 10000 apply)

Section 10005 – Respect (NATL AdPr 10005 apply)

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

Section 10015 – Authorization (NATL AdPr 10015 apply)

Section 10020 – Amendments (NATL AdPr 10020 apply)

Section 10025 – Effective Date (NATL AdPr 10025 apply)

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

Section 10035 – Blanket Bond (NATL AdPr 10035 apply)

Section 10040 – Violation (NATL AdPr 10040 apply)

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