

DEPARTMENT OF VIRGINIA

Marine Corps League



2002 EDITION

BYLAWS AND ADMINISTRATIVE PROCEDURES

**DEPARTMENT OF VIRGINIA, MARINE CORPS LEAGUE
BYLAWS AND ADMINISTRATIVE PROCEDURES**

APPROVAL

The Department of Virginia Bylaws and Administrative Procedures were presented to the 56th Convention of the Department of Virginia, Marine Corps League in Charlottesville, Virginia, 22 June 2002 and were accepted by that body on the date presented, to be effective 1 July 2002.

Ratifying Detachments with Registered Delegates:

Bedford Detachment.....	Bedford, VA
Chesapeake Detachment.....	Chesapeake, VA
Lake Country Detachment.....	South Hill, VA
Lynchburg Area Detachment.....	Lynchburg, VA
Mickey Finn Detachment.....	Quantico, VA
Lt. Gen. Lewis B. Puller Detachment.....	Winchester, VA
James M. Slay Detachment.....	Richmond, VA
Stonewall Detachment.....	Staunton, VA
Gen. John A. Lejeune Detachment.....	Virginia Beach, VA

CERTIFICATION

I, Gene C. Gaudioso, Commandant, Department of Virginia, Marine Corps League, do hereby certify that the Bylaws and Administrative Procedures as contained hereafter were approved by a fifty percent (50%) plus one (1) vote of the delegates present and voting at the 56th Convention of the Department of Virginia, Marine Corps League in Charlottesville, Virginia on 22 June 2002.

Gene C. Gaudioso
Commandant
Department of Virginia

Approved by:

William H. Davis, Jr.
Judge Advocate
Department of Virginia

Approved by:

John V. Ryan
National Judge Advocate
Marine Corps League

22 October 2004

Change 5-04

From: Bylaws Committee, Department of Virginia
To: All Hands

Subject: Department Bylaws and Administrative Procedures: **Changes Approved at the 58th Convention of the Department of Virginia, Marine Corps League on 15 May 2004**

Ref: (a) 2002 Edition of the Department of Virginia Bylaws and Administrative Procedures

Encl: (1) New Page Inserts and Pen and Ink Change issued 22 October 2004

Summary of Changes and Additions

- (a) Remove pages, BL 2-2, and BL 2-5 thru BL 2-6 and replace with the corresponding new pages in the enclosure.
- (b) Pen and ink change, page AP 3-6, paragraph (h), (2), (e).
Delete paragraph (e) (Be a Virginia resident.)

CERTIFICATION

I, Wayne J. Sarapata, Commandant, Department of Virginia, Marine Corps League, do hereby certify that the enclosed Bylaws and Administrative Procedures changes contained hereafter were approved by at least a fifty percent (50%) plus one (1) vote of the delegates present and voting at the 58th Convention of the Department of Virginia, Marine Corps League in Virginia Beach, Virginia on 15 May 2004.

Wayne J. Sarapata
Commandant
Department of Virginia

Approved by:

William H. Davis, Jr.
Judge Advocate
Department of Virginia

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BYLAWS
ARTICLE ONE
DEPARTMENT CONVENTION

SECTION 100 – AUTHORITY. The supreme legislative and policymaking power of the Department of Virginia, Marine Corps League, Inc., shall be vested in a Department Convention composed of the properly elected, registered, and approved delegates in good standing, and shall be subordinate to the National Convention.

SECTION 101 – COMMITTEES – DEPARATMENT CONVENTION. The Department Convention Administrative Committees shall be: Credentials, Bylaws, Resolutions, Rules, and Standing Committees.

SECTION 105 – CREDENTIALS – DELEGATES, DELEGATES-AT-LARGE, ALTERNATES, MEMBERS

- (a) Delegates, delegates-at-large, alternates, and members desiring to attend business sessions of a Department Convention shall possess a paid up membership card. Delegates and delegates-at-large shall possess properly executed credentials and shall be registered with, and approved by, the Convention Credentials Committee.
- (b) Detachment delegates and alternates to the Department Convention shall be determined on the said basis of said detachment's membership on record at National Headquarters as of March 31 immediately preceding the Department Convention. The delegate voting strength of each detachment shall be as follows: for the first fifteen (15) regular members, one (1) delegate and one (1) alternate; for each additional full block of fifteen (15) regular members, one (1) delegate and one (1) alternate; for a partial number of fifteen (15) regular members, one (1) delegate and one (1) alternate. However, no delegate-at-large shall be counted as part of the detachment's delegate voting strength. No delegate strength of a detachment shall be computed by including associate members or honorary members in such detachment's total membership.
- (c) Delegate/alternate credentials of a detachment shall only be claimed by a registered member of that detachment.

SECTION 110 – DELEGATES-AT-LARGE. Past Department Commandants of the Department of Virginia who are members in good standing of the Department of Virginia, Marine Corps League, may be delegates-at-large to the Department Convention. Delegates-at-large will have the same rights and privileges of a regular delegate.

SECTION 115 – VOTING. Each delegate will have one (1) vote and shall be physically present to cast the vote. A fifty percent (50%) plus one (1) vote by the registered delegates voting shall carry any measure, and decide any issue, and election of department officers.

SECTION 120 – OFFICERS. The officers to be elected by each Department Convention shall be the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate. The Department shall elect or appoint a Chaplain, Sergeant-at-Arms, Adjutant, Paymaster, or an Adjutant/Paymaster.

SECTION 125 – NOMINATIONS. The Nominating Committee shall present to the Department Convention a proposed slate of officers for the ensuing year. Nominations, other than those recommended by the Nominating Committee, shall be accepted from the convention floor. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the chair that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected.

SECTION 130 – ELECTIONS.

- (a) The election of Department Officers shall be the last order of business of the Department Convention. The election of Department Officers shall be conducted by “show of hands” vote.
- (b) Before voting begins, the Department Commandant shall select two (2) regular members to supervise and correctly tally the votes cast and one (1) Past Department Commandant to supervise and conduct the elections. The two (2) regular members shall be known as tellers.
- (c) The election of officers shall not begin until the election tellers advise the chair that they are prepared to supervise the elections. When it is so advised, the chair shall then call for the “election of officer”. Upon such announcement, the chair shall not accept or entertain any issue, question, subject, which is not strictly related to the vote being conducted. Without explicit permission of the chair, a voting member shall not be allowed to enter or leave the convention floor until the “show of hands” vote in progress is concluded.

SECTION 135 – QUORUM. The minimal 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 detachments.

SECTION 140 – RIGHT TO SPEAK. All registered delegates, when recognized by the chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject and all issues brought to the convention floor for its consideration. Each member in good standing may be granted the floor by the chair.

BYLAWS
ARTICLE TWO
DEPARTMENT BOARD OF TRUSTEES

SECTION 200 – COMPOSITION. The Department Board of Trustees shall be composed of the following:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Department Adjutant or Adjutant/Paymaster
- (f) Department Paymaster or Adjutant/Paymaster
- (g) Department Chaplain
- (h) Department Sergeant-At-Arms
- (i) Department Junior Past Commandant

In addition, three (3) members shall be elected to the Board of Trustees. Each shall serve for a period of three (3) years. Initially, of this group of three (3), one shall be elected for a period of (3) years, one (1) shall be elected for two (2) years, and one (1) shall be elected for a period of one (1) year. Thereafter, as their term expires, each new trustee will be elected for a period of three (3) years. The Board of Trustees shall meet a minimum of once a year. All vacancies on the Board of Trustees shall be filled by appointment of the Department Commandant with the majority approval of the Board of trustees.

SECTION 205 – POWERS. In between conventions, in compliance with the provisions of the National Bylaws and Administrative Procedures and the directives and mandates of the Department Convention, the powers and authority of the Department Board of Trustees shall be:

- (a) To suspend or revoke for cause, a charter granted to a detachment and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures.
- (b) To exercise such powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures and Department Bylaws and Administrative Procedures, which are in the best interests of the Department of Virginia, Marine Corps League, and to exercise executive power between Department Conventions.

SECTION 210 – DUTIES – BOARD MEMBERS. In addition to the specific duties of the individual board members, as hereinafter stated, it shall be the duty of each member of the board to acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League and Department of Virginia. The specific duties of the members of the Department Board of Trustees shall be:

- (a) Department Commandant. Shall preside at all meetings of the Department Department Board of Trustees. The Department Commandant together with the Department Board of Trustees shall have direction and control of the executive and administrative affairs of the Department of Virginia between Department Conventions. In addition, the Department Commandant shall:
 - (1) With the Department Paymaster or Adjutant/Paymaster have custody of all funds and property of the Department of Virginia, subject to the supervision of the Department Board of Trustees.
- Ch 5-04
- (2) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.
 - (a) Department Chief of Staff
 - (b) Department Historian
 - (c) Department VAVS Representative
 - (d) Department Liaison Officer (as required)However, the committees of the Marine of the Year and Scholarship shall be as is provided in the Administrative Procedures, Chapter 3, Section 300 (g) and (h).
- (b) Department Senior Vice Commandant. Shall give every assistance to the Department Commandant, and during the absence or illness of the Department Commandant, perform the duties of that office.
 - (c) Department Junior Vice Commandant. Shall create and promulgate membership programs that will produce enthusiastic response resulting in continuous membership growth and retention of department members. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, he shall perform the duties of that office.
 - (d) Department Judge Advocate. Shall interpret the National and Department Bylaws and Administrative Procedures. He shall advise, construe, counsel, and render opinions on questions of law and procedure to the Department Commandant, Department Board of Trustees, and Detachments when so required in the manner outlined hereafter:
 - (1) At the Department Convention, upon the request of an approved Delegate, through the chair, the Department Judge Advocate shall render an opinion of law and procedure to the chair, whereupon the chair will rule on the opinion and the question, which shall be

final unless appealed by an approved delegate, whereupon the Department Judge Advocate will put the question “shall the ruling of the chair be sustained?” A “show of hands” vote of approved delegates will be called, and two-thirds (2/3) of the total vote will be required to reverse the ruling of the chair.

- (2) At the department staff meetings, the same procedure shall apply, and two-thirds (2/3) of the Department Board of Trustees present and voting will be required to reverse the ruling of the chair.
 - (3) On all questions of law and procedure pertaining to the Department of Virginia, the Department Judge Advocate shall rule in writing, mailing copies of the ruling to the parties and to the Department Commandant, and such ruling shall be binding unless and until reversed by the Department Board of Trustees or the Department Convention.
 - (4) The Department Judge Advocate shall not hold the office of Judge Advocate in his detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn in to department office.
- (e) Department Adjutant, shall be the recording secretary of meetings and affairs for the Department, and support the department officers through correspondence, documentation, written communication, media releases, and other staff assistance as may be directed by the Department Commandant. In addition the Department Adjutant shall:
- (1) Record the minutes of business meetings at all board meetings and department Conventions.
 - (2) Prepare and transcribe minutes for permanent record of department business meetings and department conventions to be placed in a binder to be maintained in chronological reverse order.
 - (3) Assist the Department Commandant in preparing agendas for all business meetings and department convention.
 - (4) Maintain and publish a Department Directory which shall contain:
 - (a) listing of Department Officers and Board of Trustees
 - (b) Past Department Commandants
 - (c) Past Marines of the Year
 - (d) all Detachment Officers by Detachment
 - (e) Department of Virginia Auxiliary Officers
 - (f) Virginia Pack Officers

- (f) Department Paymaster. Shall:
- (1) conduct a census of the total membership of the Department of Virginia, using the detachment's membership on record at National Headquarters as of 31 March immediately preceding the Department Convention, for the purpose of determining delegate and alternate delegate entitlement for the ensuing Annual Department Convention;
 - (2) serve as the Department's treasurer, and in that capacity, shall be directly responsible to the Department's Board of Trustees;
 - (3) cause to be kept all proper and necessary books for the recording of all the business of the Department of Virginia;
 - (4) receive all monies, keeping a record of their source and purpose, and shall deposit said monies, in approved and federally insured accounts, including checking and savings accounts. All monies deposited shall be in the name of the Department of Virginia, Marine Corps League, Inc. only;
 - (5) establish the fiscal year for the Department of Virginia for financial accounting purposes annually from 1 July to 30 June;
 - (6) provide such assistance as necessary to the Audit Committee to insure that the Annual Audit of the Department of Virginia will be completed on or before three (3) days prior to the Department Convention annually, and ensure that the Audit Report is completed for the Department Convention;
 - (7) provide such assistance as necessary to the Budget Committee to ensure that the Annual Budget will be completed before the Annual Department Convention;
 - (8) provide the Department Credentials Committee with a complete record of all detachment's strength, allowed on the basis of each detachment's membership strength as received by National Headquarters as of 31 March annually.
- (g) Department Chaplain. Shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by National and Department Bylaws and Administrative Procedures of the Marine Corps League. The Chaplain shall be responsible for and have charge of arranging and conducting a nondenominational memorial service at each Department Convention, including in such ceremony, representative of those subsidiaries

that are appropriate, and including the reading of Department of Virginia Marine Corps League and subsidiary members deceased during the year.

- (h) Department Sergeant-at-Arms. Shall preserve order at the Department Convention, and at Department Staff Meetings, and perform such other duties as are required by the Department Commandant. The Department Sergeant-at-Arms is empowered to deputize such Deputy Sergeant-at-Arms as may be necessary for proper performance of his duties. In addition, the Department Sergeant-at-Arms shall:
 - (1) take custody of all department property (colors, charter, gavel, bible, etc.) and shall ensure that such properties are present and in their proper place at all conventions, staff meetings, and as may be directed by the Department Commandant.
- (i) Junior Past Department Commandant. Shall be a full voting member of the Department Board of Trustees and assist the Department Commandant as may be requested in the best interest of the Department of Virginia.
- (j) Department Chief of Staff. Shall perform as a Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative duties as assigned by the Department Commandant.
- (k) Department Historian. Shall under the direction of the Department Board of Trustees, assemble and maintain a record of the Department of Virginia history and achievements.
- (k) Department VAVS Representative. It shall be the duty of the Department Veterans Administration Volunteer Service Representative to:
 - (1) Maintain close contact with the veterans Administration VAVS Staff for the purpose of keeping abreast of changes in policies and proceedings pertaining to VAVS programs.
 - (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Detachments and subsidiary units in their participation in the VAVS Program at VA Medical centers within their locale.
 - (3) Guide and instruct Detachment VAVS Representatives in the proper conduct of their functions related to the VAVS Program.

SECTION 215 – VACANCY. The order of succession to the Office of Department Commandant shall be (1) Department Senior Vice Commandant and Department Jr. Vice Commandant. In the event of vacancies on the Department Board of trustees, the Department Commandant, with the advice and consent of the remaining board members, shall appoint a successor to fill the remaining unexpired term of an office. Should a vacancy occur in an appointed office, a committee chairmanship, or as a committee member, the Department Commandant shall fill such vacancy as soon as practicable. All such appointments are subject to the subsequent approval by the Department Board of trustees.

SECTION 220 – BOARD MEETINGS. The Department Board shall meet semiannually during the months of February or March and October (to be known as the Spring or Fall Staff Meeting) at a location chosen in advance by the Department Time and Place Committee, and approved by the Department Board of Trustees.

- (a) The conduct of business at all Department Board meetings and Department Conventions shall be governed by the national and department Bylaws and Administrative Procedures. Parliamentary reference shall be the current edition of Roberts Rules of Order (Newly Revised).

SECTION 225 – QUORUM. The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

SECTION 230 – VOTING. Each Department Board meeting shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain on all matters wherein an official opinion has been rendered by the Department Judge Advocate.

- (a) Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, or by mail, telephone, fax, or email.
- (b) All business by mail, telephone, fax, or email requiring a yes or no vote, shall be handled routinely, the Department Adjutant or Adjutant/Paymaster who will provide identical ballots to all board members or asking the identical question if conducting a vote by telephone. The Department Adjutant or Adjutant/Paymaster shall mail identical copies of the tallies to each Board of Trustees member.
- (c) The results of each mail or telephone balloting shall be made available to the Department Board of Trustees within (5) business days after compiling of the vote. The results of such vote, in detail for the information of the membership, shall be published at the next staff meeting after the vote and the Department Convention.

BYLAWS
ARTICLE THREE
DEPARTMENT

SECTION 300 – BYLAWS. The Department Convention shall adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the national Bylaws and Administrative Procedures.

SECTION 305 – OFFICERS. The Department shall have such elected and appointed officers as required by its Department Bylaws. The standard Report of Officers and Installation of Department Officers shall be sent to National Headquarters so as to arrive before 31 July annually.

SECTION 307 – ELIGIBILITY OF OFFICERS. All officers serving in elected or appointive offices shall be members in good standing in the Department of Virginia. Associate members may serve in appointive offices only, in accordance with Article Six, Section 600 (b) of the National Bylaws.

SECTION 310 – MEETINGS. A Department Convention shall be held each year between May 1 and July 15. The Department Charter or copy, the National Colors, the Marine Corps League Colors, the MIA-POW Colors, and a Bible shall be displayed at all business meetings.

SECTION 315 – FREEDOM OF ACTION. Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures the Department Convention and or Department Staff Meeting shall be free to take such action and engage in such activities as are not in violation with federal, state, county, or municipal law or ordinances.

SECTION 320 – BONDING. All department officers handling department monies shall be bonded. The Department Commandant and the Department Paymaster or Adjutant/Paymaster are covered under a blanket bond held and paid for by National Headquarters (Article 8, Section 815 of the National Bylaws applies).

BYLAWS
ARTICLE FOUR
DETACHMENTS

SECTION 400 – NAME. No detachment shall be named in honor of a living person.

SECTION 405 – BYLAWS. Each detachment shall adopt Bylaws and Administrative Procedures, which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate.

SECTION 410 – OFFICERS. Officers, both elected and appointed, shall be selected by the detachment members as they desire. Each detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The detachment shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster, or an Adjutant/Paymaster, and such other officers as it deems necessary.

SECTION 412 – ELIGIBILITY. All officers serving in elected or appointed offices shall be members in good standing in the detachment in which they are elected to serve. At the will of the detachment, associate members may serve in appointive offices only, in accordance with Article Six, Section 600 (b) National Bylaws.

SECTION 415 – MEETINGS. The Detachment Charter or copy, the National Colors, and a Bible shall be displayed at all business meetings.

SECTION 420 – QUORUM. Each detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

SECTION 425 – TRUSTEES. The elected officers of a detachment shall be its Detachment Board of Trustees. However, a detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a one year term as a member of the Board of Trustees.

SECTION 430 – ELECTION OF OFFICERS. Each detachment shall hold an annual election of officers between October 1 and May 15:

- (a) Installation shall be conducted no later than the last day of the month subsequent to the election.
- (b) Report of officers and installation must be forwarded to the Department Adjutant or Adjutant/Paymaster within fifteen (15) days of the installation.

SECTION 435 – MEMBERS.

- (a) Each detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600, of the National Bylaws. No detachment may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League.
- (b) Once accepted as a member in good standing by the detachment membership, that member shall not be removed from the detachment's roll except for cause in accordance with Chapter 9, National Administrative Procedures or by that member requesting transfer in accordance with Section 710, National Administrative Procedures.

SECTION 440 – BONDING. All detachment officers handling detachment monies shall be bonded. The Detachment Commandant and Detachment Adjutant/Paymaster, or Paymaster, as applicable, are covered under a "blanket" bond held and paid for by National Headquarters (Article 8, Section 815 of the National Bylaws applies).

BYLAWS
ARTICLE FIVE
MISCELLANEOUS

SECTION 500 – MEMBERSHIP ELIGIBILITY. Only persons who meet the requirements of Article Six, Section 600 of the National Bylaws shall be eligible for membership in the Department of Virginia.

SECTION 505 – MEMBERSHIP APPLICATIONS. Any person eligible for membership in the Marine Corps League and the Department of Virginia shall complete a standard application form, to include the signature of the applicant, and present the application, along with the required dues, to a sponsoring member of the Marine Corps League.

- (a) Application for membership shall be processed as required by Article Six, Section 605 of the National Bylaws.

SECTION 510 – INCORPORATION. The Department of Virginia, including detachments, which engage in services or business, either profit or non-profit, or which use the name of the Marine Corps League shall be incorporated in accordance with Article Seven, Section 700 of the National Bylaws.

SECTION 520 – EMPLOYEE IDENTIFICATION NUMBER (EIN). The Department of Virginia, including detachments, shall obtain, and maintain their own EIN number under the Marine Corps League's Group Exemption Number 0955. The department or any detachment shall not utilize the EIN number of the national organization.

SECTION 525 – AMENDMENTS.

- (a) The Department Bylaws and Administrative Procedures shall be revised, amended or repealed by a majority vote of the properly registered and approved delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Judge Advocate no later than March 1 prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals shall be in typewritten form, and will be in the exact wording intended.
- (b) To avoid possible confusion, each submission will address only one section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other sections; the changed or corrected wording of those sections will be included in the single submission.

- (c) The Department Judge Advocate will distribute copies of each proposal, without personal comment, to each existing Detachment Commandant, each member of the Board of Trustees and each Past Department Commandant no later than April 1 prior to the Department Convention at which the proposal is to be considered.

SECTION 530 – EFFECTIVE DATE. Each revision, amendment or repeal of a provision of the Department Bylaws/or Administrative Procedures which are approved at a Department Convention, as outlined in Section 525, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved.

SECTION 535 – DEPARTMENT BYLAWS DISTRIBUTION. Each Detachment Commandant, each member of the Board of Trustees, and each Past Department Commandant shall be provided with two (2) copies of the Department Bylaws and Administrative Procedures or published changes thereafter each time they are printed. The Department of Virginia Bylaws and Administrative Procedures are to be made available to any member, in good standing, of the Department of Virginia upon request, at no charge.

DEPARTMENT OF VIRGINIA

Marine Corps League



2002 EDITION

ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES
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ADMINISTRATIVE PROCEDURES
CHAPTER ONE
GENERAL

SECTION 100 – NAME AND PURPOSE. The name of the corporation is the Department of Virginia, Marine Corps League and is a non-profit corporation. The purpose for which the corporation is formed are as outlined in Chapter One, Section 100, National Administrative Procedures.

SECTION 105 – CORPORATE SEAL. The corporate seal of the Department of Virginia shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words “Department of Virginia” around the top and “Marine Corps League” around the bottom within a border of two narrow rings, with a star centered between the words “Department and “Marine” and a star between the words “Virginia” and “League”. (See enclosure four (4)).

SECTION 110 – POLICY.

- (a) The supreme power of the Department of Virginia shall be vested always in its membership functioning through delegates at all department conventions; executive administrative powers only will be delegated to its Board of Trustees or to individual members of the Department of Virginia.
- (b) The Department of Virginia 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 Virginia 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 115 – ORGANIZATION. The constituted bodies of the organization shall be

- (a) The department organization shall be known as the Department Convention, Marine Corps League.
- (b) Subordinate local organizations located anywhere in the boundaries of the Commonwealth of Virginia, to be known as detachments.

ADMINISTRATIVE PROCEDURES
CHAPTER TWO
DEPARTMENT CONVENTION

SECTION 200 – MEETINGS. The Department Convention shall be convened once each calendar year between May 1 and July 15, unless prevented by national emergency or other unpreventable cause.

SECTION 205 – TIME AND PLACE. The time and place of each Department Convention shall be decided by the delegates present and voting at a Department Convention one (1) year in advance minimum, provided that, in an emergency, the present and voting delegates may assign this duty to the Department Board of Trustees.

- (a) In the event a detachment which has committed itself to host a convention (between conventions) decides not to host such convention, then the Department Board of Trustees shall automatically assume the executive duty of selecting an alternate location. Without requirement of above referenced vote; this action is subject to ratification at the next business meeting.
- (b) Each detachment shall be provided written notification by the hosting detachment of the date and location of each pending convention at least sixty (60) days prior to the opening date of the convention.

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 for the conducting of business at the convention, provided such determination is in conformity with the National and Department Bylaws and Administrative Procedures.

SECTION 215 – RULES OF ORDER. The National and Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. Parliamentary reference for conventions shall be the current edition of Robert's Rules of Order Newly Revised.

- (a) The Convention Rules of Order shall be read aloud at the start of each convention by the Department Judge Advocate. However, a motion by a registered and approved delegate to suspend the reading of the Rules of Order may be made, and passed by a majority vote of registered delegates present, (See enclosure three (3)).

SECTION 220 – REGISTRATION.

- (a) All approved and certified delegates, delegates-at-large, and alternates shall possess a paid up membership card and pay the appropriate registration fees upon registering with the Convention Credentials Committee.
- (b) Registration fees at the Department Convention shall be six dollars (\$6.00). Advance registration fees shall be five dollars (\$5.00) provided that such fee, accompanied by properly executed official credential forms, is received by the Department Paymaster or Adjutant/Paymaster 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) shall 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.

SECTION 25 – INSTALLATION. The installation of department officers shall be conducted with formal ceremony at the closing of the Department Convention. The Department Commandant-elect shall select the installing officer, as directed in Section 410(a) of the Department Administrative Procedures.

SECTION 230 – CONVENTION ADMINISTRATIVE COMMITTEES. The duties of the Department Convention Administrative Committee are:

- (a) Credentials Committee: Shall (1) examine the credentials of each delegate, delegate-at-large and alternate delegate; (2) determine that each member desiring to register possess a current membership card; (3) compile a continuing list of all registered and approved delegates, delegates-at-large, and alternates. The list shall be available upon request of the chair and shall be presented as 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.
- (b) 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 majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the committee. The committee chairman will report the committee's recommendations to the Department Convention for its consideration and action. The Department Judge Advocate shall be the chairman of the committee.

- (c) 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 majority vote, shall either approve or disapprove all properly registered resolutions considered by the committee. The committee chairman will report the committee's recommendations upon such resolutions to the Department Convention for its consideration and action.
- (d) Rules Committee: Shall study the rules of the convention employed at prior convention(s) and determine the need for any additional rules or revisions thereof, for recommendation to the convention for application during that specific convention.
- (e) Bids for Department Convention: Any detachment may make a formal bid for a Department Convention. Such bid shall be filed with the Time and Place Committee a minimum of one (1) year or more in advance of said convention requested.

ADMINISTRATIVE PROCEDURES
CHAPTER THREE
STANDING COMMITTEES

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

- (a) Budget and Finance Committee – It shall be the duty of the Budget and Finance Committee to prepare and present to the Department Convention a financial program and budget for the conduct of business and affairs of the department for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the department.
 - (1) The Budget and Finance Committee shall consist of a minimum of three (3) members.
 - (a) The Department Paymaster or Adjutant/Paymaster shall be the chairman of the committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

- (b) Time and Place Committee – It shall be the duty of the Time and Place Committee to receive and examine all bids for the ensuing years convention and staff meetings. Bids for the convention shall be submitted in accordance with Section 230 of the Administrative Procedures.
 - (1) The Time and Place Committee shall consist of a minimum of three (3) members.
 - (a) The Department Senior Vice Commandant shall be the chairman of the Committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

- (c) Awards and Citations Committee – Shall have the responsibility of recommending to the department staff, awards and citations for use by the Department of Virginia. All recommendations for national and Department Awards (unless specified in another manner) shall be referred to the committee which shall certify that the recipient is worthy of said award. (See enclosure four (4) of the national Bylaws and Administrative Procedures for guidelines).
 - (1) The Awards and Citations Committee shall consist of a minimum of three (3) members.
 - (a) The Department Junior Past Commandant shall be the chairman of this committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

- (d) Membership and Retention Committee – It shall be the duty of the Membership and Retention Committee to conduct a program to retain the membership of the department and to further its growth through the organization of new detachments.
 - (1) The Membership and Retention Committee shall consist of a minimum of three (3) members.
 - (a) The Department Junior Vice Commandant shall be the chairman of this committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

- (e) Nominating Committee – Shall present to the convention a proposed slate of officers for the ensuing year.
 - (1) The Nominating Committee shall consist of a minimum of three (3) members.
 - (a) The Department Senior Vice Commandant shall be the chairman of this committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

- (f) Audit Committee – It shall be the duty of the Audit Committee to examine the financial records of the department annually, to be completed on or before three (3) days prior to the Department Convention.
- (1) The Audit Committee shall consist of a minimum of three (3) members.
 - (a) A Detachment Commandant appointed by the Department Commandant with the advice and consent of the Department Board of Trustees shall be the chairman of this committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.
 - (2) The chairman of this committee will report to the convention on the state of the finance of the department and results of the Annual Audit.
 - (3) The chairman will insure that the annual written Audit Report is complete and signed by all members of the Audit Committee and presented to the Department Commandant at the convention. (See enclosure one (1)).
- (g) Marine of the Year Society
- (1) Composition
 - (a) The Department Marine of the Society shall be composed of all past recipients of the Department Marine of the Year Award in attendance at the Annual Convention.
 - (b) The society shall have no less than three (3) members present.
 - (c) The incumbent Department Marine of the Year will be the Society President until a new Marine of the Year is selected at the next Department Convention.
 - (d) Each member must be a member in good standing of the Marine Corps League and the Department of Virginia.
 - (2) Nominations – A letter of nomination for the Department Marine of the Year Award shall be submitted in the following manner:
 - (a) letters of nomination will only be accepted from a detachment.

- (b) all letters of nomination shall contain a statement of certification from the Detachment Commandant and Adjutant (or Adjutant/Paymaster) stating the nominee, for the 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 (or Adjutant/Paymaster). In the event the nominee is the Detachment Adjutant (or Adjutant/Paymaster) the letter of nomination shall be signed by the Department Commandant and Senior Vice Commandant.
 - (c) each nomination submitted shall be placed in a sealed envelope and addressed to “President, Department of Virginia Marine of the Year Society”, and forwarded to the Department President by first class mail, and shall be post marked not later than May 15th prior to the Department Convention.
- (3) Contents – All letters of nomination shall contain the following:
- (a) state that the nominee has been a member in good standing for a minimum of two (2) years and has maintained a minimum of 75% attendance rate at detachment meetings.
 - (b) has held, or is holding, an elective or appointed office in their detachment or the department.
 - (c) has been a past or is a present detachment “Marine of the Year”.
 - (d) has participated in community service (Toys for Tots, Young Marines, VAVS, Little League, etc.) in the past two years.
 - (e) has attended Department Staff Meetings or has attended at least one (1) Department Convention as a delegate from their detachment in the past two (2) years.
 - (f) the Society shall not accept any nomination which was not submitted or does not contain the stipulated information herein.
- (4) Duties – The Department Marine of the Year Society shall:
- (a) the president of the Department Marine of the Year Society shall receive all letters of nomination from the detachments, insuring they

are sealed and remain sealed until the Society meets at the Department Convention.

- (b) judge each nominee received from each detachment of the Department of Virginia, and attest by signature of each member of the Society present, that the nominee was judged.
- (5) Responsibilities – The Department Marine of the Year Society is responsible for the following:
- (a) the President will chair all meetings of the Society.
 - (b) in the event that the President of the Society is unable to perform the duties of the president due to absence, illness, or any other reason, the Junior Past President, in succession, shall perform the duties of that office.
 - (c) the President shall inform all Detachment Commandants, by first class mail, the correct mailing address to which to submit their Department Marine of the Year nomination.
 - (d) return to the Detachment Commandant, by first class mail, the resume of each nominee with the required signatures affixed.
 - (e) read the nominee’s resume before presenting the Department Marine of the Year recipient at the closing banquet of the Convention or in lieu of a banquet at the closing of the Convention.
 - (f) presenting the Department Marine of the Year Award to the recipient at the next Department Staff Meeting.
 - (g) ordering and purchasing the Marine of the Year Award.
- (6) The Department Marine of the Year Society shall meet during the Department Convention.
- (a) No meeting of the Department Marine of the Year Society shall be called during an open session of the Department’s Convention or any Department Staff Meeting.
- (7) 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 1987 Edition of the Marine Corps League’s National Bylaws, as amended.

(h) Scholarship Committee

- (1) Name – The name of the Department of Virginia scholarship shall be the “Dick Branich Memorial Scholarship”.
- (2) Eligibility – Scholarship shall be awarded based on the following criteria:
 - (a) son, daughter, grandchild, stepson or stepdaughter of a Marine who lost his/her life in the line of duty or
 - (b) son, daughter, grandchild, stepson or stepdaughter of a Department of Virginia Marine Corps League or Marine Corps League Auxiliary member in good standing or
 - (c) a member in good standing in the Marine Corps League Young Marine Program with two (2) years honorable service and obtain a grade of corporal or higher or
 - (d) be a Virginia resident (**this eligibility item was stricken at the approval of the 05/2004 Department Convention. Virginia residency was deleted via pen and ink change**).
- (3) Requirements – All applicants shall comply to the following requirements:
 - (a) complete and sign the application and insure all the required supporting documents are enclosed in a single package. (See enclosure two (2)).
 - (b) provide letter of recommendation from the following:
 - (1) High School Students: A high school administrator and a faculty member,
 - (2) Jr. ROTC: A high school administrator and Jr. ROTC staff member.
 - (c) transcript of student’s entire high school grades to date.
 - (d) proof of acceptance by an educational institution of higher learning or a recognized trade school prior to awarding of scholarship.

- (e) provide a brief, handwritten, life history to include high school honors, school, community, church, extra curricular activities and goals. (Limit one (1) handwritten page).
 - (f) have a minimum of 3.0 cumulative grade point average.
 - (g) insure that your application has been completed and all required signatures affixed.
 - (h) incomplete packages will not be considered.
 - (i) all packages must be postmarked by May 15th of the award year.
- (4) Scholarship Committee – It shall be the duty of the Scholarship Committee to distribute, receive, and examine all nominee applications for completeness and eligibility. The committee shall consider all eligible applicants.
- (a) The Scholarship Committee shall consist of a minimum of six (6) members.
 - (1) The Department Junior Past Commandant shall be chairman of the committee.
 - (2) The five (5) remaining members shall be the Department Paymaster, or Adjutant/Paymaster, the elected three (3) year trustees, and a member of the Department Auxiliary.
 - (b) The committee shall observe strict adherence to eligibility and compliance.
 - (c) The decisions of the Scholarship Committee are final.
 - (d) The committee shall reserve the right to not award a scholarship.
- (5) Detachments Commandants, Paymasters, or Auxiliary Unit Presidents and Treasuries:
- (a) insure that the sponsoring member is a member in good standing of the Marine Corps League, Department of Virginia or Department of Virginia Auxiliary.

- (b) provide all of the sponsor data indicated, relationship, name member number.
 - (c) testimonials of the sponsor, detachment or unit members are not solicited, nor will they be considered by the committee.
 - (d) all applications of scholarship shall be signed by the Detachment Commandant and Adjutant/Paymaster (or Paymaster) or unit president and treasurer stating the Applicant is eligible. In the event the Detachment Commandant, Adjutant/Paymaster (or Paymaster) or unit President and treasurer is the sponsor the Senior Vice Commandant or Senior Vice President shall sign for eligibility.
 - (e) provide the detachment or unit name, number and address.
- (6) Duties – The Scholarship Committee shall:
- (a) the chairman of the Scholarship Committee shall receive all application packages from the detachments/units, insuring they are sealed and remain sealed until the committee meets before the Department Convention.
 - (b) judge each application received from each detachment/unit of the Department of Virginia, and attest by signature of each member of the committee present that the nominee was judged.
- (7) Responsibilities – The committee is responsible for the following:
- (a) the chairman will chair all meetings of the committee.
 - (b) in the event that the chairman of the committee is unable to perform the duties of chairmanship due to absence, illness, or any other reason, the elected trustee with the least amount of time remaining on their term, in succession, will chair the committee.
 - (c) the chairman shall inform all detachments/units, commandants/presidents, by first class mail, the correct mailing address to which to submit scholarship applications. The cover letter shall be attached to a scholarship application.

- (d) return to the detachments/units, commandants/presidents by first class mail, the application of each applicant with the required signatures affixed.
- (e) applicants shall be notified, by first class mail, of award or non-award prior to Department Convention of award year.
- (f) present the scholarship recipient at the Department Convention.
- (8) Scholarship Award – The Scholarship Committee shall be the sole judge of the award amount based upon funds available in the Scholarship Fund, each year.
- (9) A member in good standing, as used in this section, shall mean a regular or associate member of the Marine Corps League or Marine Corps League Auxiliary who is in compliance with Article Six (6), Section 615 of the year 1987 edition of the Marine Corps League’s National Bylaws, as amended, or Article Six (6), Section 615 of the 1994 Edition of the ladies Auxiliary Bylaws, as amended; as applicable.

Ch 6-03 (i) Newsletter Committee - It shall be the duty of the Newsletter Committee to receive and evaluate each newsletter submitted for the Department Newsletter Competition:

- (1) The Newsletter Committee shall consist of a minimum of three (3) members.
 - (a) the Department Junior Vice Commandant shall be the chairman of the committee.
 - (b) the two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.
- (2) Newsletter – Submission Of – Newsletters to be evaluated shall be Newsletters submitted from May through April of the following year.
 - (a) a minimum of four Newsletters shall be considered from each detachment that participates.
 - (b) newsletters shall be submitted to the chairman who will keep them on file until such time that the committee will meet, no later than 20 days before the Department Convention, to consider and evaluate each newsletter submitted.

- (3) Evaluation Criteria
- (a) Detachment Information – are the detachment officers listed with phone numbers, meeting place time and place included, special committee chairmanship listed, birthdays, special announcements listed, etc? (max points = 20)
 - (b) Detachment Activities – are individual events and activities (completed or planned) publicized? (max points = 10)
 - (c) Editorials – does the newsletter contain an editorial or article having to do with the State of the Corps, veterans information, historical events of the Corps, or an article that will be of interest to all members? (max points = 15)
 - (d) Department and National Information – does the newsletter contain department and/or national information? Dates times and places of Meetings or events, benefits, etc. (max points = 10)
 - (e) Calendar of Events – are future events and activities of the detachment listed? (max points = 10)
 - (f) Membership – does the newsletter promote membership and renewal efforts? (max points = 15)
 - (g) Overall Content – is the newsletter appealing to the eye; are articles accurate, complete, and easily understood; does the newsletter reflect favorably on the detachment, department, and the Marine Corps League? (max points = 20)
- (4) Awards – Awards shall be for 1st, 2nd, and 3rd place. In case of a tie, dual awards will be awarded. Most Improved Award will be awarded to any newsletter that scores fifty (50) points or more over its previous year's score.
- (5) Display – winning newsletters shall be displayed at the Department Convention of the competing year.

SECTION 305 – 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 department books, records, and other property with which the person is charged.

ADMINISTRATIVE PROCEDURES
CHAPTER FOUR
DEPARTMENT

SECTION 400 – POWERS. Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

SECTION 405 – DEPARTMENT DUES. The Department Convention shall determine the amount of department per capita dues. All per capita dues and monies which are dues the department shall be forwarded immediately to the Department Paymaster or Adjutant/Paymaster.

SECTION 410 – 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 completed Officer Installation Report to the Department Adjutant or Adjutant/Paymaster within the time frame as specified in Article Four (4) of the National Bylaws.

ADMINISTRATIVE PROCEDURES
CHAPTER FIVE
DETACHMENTS

SECTION 500 – AUTHORITY. Each detachment shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and Bylaws and Administrative Procedures of such bodies.

SECTION 505 – 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 Dues Transmittal Form immediately to the Department Paymaster or Adjutant/Paymaster.

- (a) Dues and fees due National Headquarters and the Department shall be submitted by two (2) separate detachment checks in the amount due each entity.
- (b) Detachment checks submitted for payment to National Headquarters and the Department, for monies due shall have the signature of the Detachment Commandant and Adjutant/Paymaster (or Paymaster).

SECTION 510 – 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 shall be either the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, elected Department Officer, a Past Department Commandant, Detachment Commandant, or a Past Detachment Commandant.
- (c) It shall be the responsibility of the installing officer to sign, date, and forward the completed Officer Installation Report, to the Department Adjutant or Adjutant/Paymaster within the time frame as specified in Article Five (5) of the National Bylaws.

ADMINISTRATIVE PROCEDURES
CHAPTER SIX
MISCELLANEOUS

SECTION 600 – DEATH OF A MEMBER OF THE DEPARTMENT

- (a) Upon notification of the death of any detachment 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 a member directly to both the National and Department Chaplain, utilizing the “Notice of Death” form (available from National Headquarters).
 - (3) notify the Detachment Adjutant/Paymaster (or Paymaster) of the passing to insure that the death is reported on a standard dues transmittal and submitted to the Department Paymaster or Adjutant/Paymaster.

SECTION 605 – GRIEVANCE AND DISCIPLINE. Grievance and discipline shall adhere to Chapter Nine (9) National Administrative Procedures.

SECTION 610 – FUND RAISING.

- (a) Fund raising activities may be entered into by the Department of Virginia, Inc., its detachments and subsidiary units:
 - (1) provided such fund raising activity does not violate and federal, state, county, or municipal law or ordinance or reflect discredit upon the Marine Corps League or Department of Virginia.
- (b) Fund Raising by a Detachment – No detachment of the Department of Virginia shall conduct a fund raising project in any city, town, or county other than its own territory without first securing the approval of such other detachment.
- (c) Fund Raising by Department – The Department shall not conduct any fund raising project in any city, town, or county where there is one or more detachments, without the consent of such detachment or detachments.

- (d) Fund Raising at Department Conventions and Staff Meetings – At all Department Conventions and Staff Meetings, any and all fund raising shall be under the control of the detachment, department, or other organization that is hosting the event. No individual, groups of individuals shall be permitted to engage in any fund raising at the event without the expressed approval of the hosting detachment, department, or organization.

SECTION 615 – RESPECT.

- (a) The Bible shall be opened, placed on an alter, during all meetings of the Department of Virginia and Detachments of the Department. No disrespect to the Bible, by act or word, shall be tolerated.
- (b) The ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible, within the Department.

SECTION 620 – AMENDMENTS. Amendments to the Administrative Procedures are covered in the Department Bylaws, Article Five (5) Section 525.

SECTION 625 – EFFECTIVE DATE. The effective date of any change to the Administrative Procedures will be upon close of the Department Convention at which it was approved unless a specific date is stated.



2002
ENCLOSURES

ENCLOSURES

Annual Department Financial Audit.....Enclosure 1
Scholarship Application.....Enclosure 2
Convention Rules of Order..... Enclosure 3
Department Seal.....Enclosure 4

FROM: Chairman, Audit Committee
TO: Department Commandant
SUBJECT: Annual Department Financial Audit
REFERENCE: Department Administrative Procedures, Section 300-F

As directed by the reference, the Annual Financial Audit of the Department was conducted on

_____ / _____

The following accounts were found to be in order with the balance of:

Money Market \$ _____ Scholarship Fund \$ _____
Mutual Fund \$ _____ Certificate of Deposit \$ _____

The following accounts were found to have discrepancies:

Money Market _____
Mutual Funds _____
Scholarship Fund _____
Certificate of Deposit _____

AUDIT COMMITTEE MEMBERS SIGNATURES DATE

*(1) _____
(2) _____
(3) _____

* Chairman

(Enclosure 1)

**DEPARTMENT OF VIRGINIA
MARINE CORPS LEAGUE
DICK BRANICH MEMORIAL SCHOLARSHIP APPLICATION**

Name: _____ Age: _____ SSN: _____

Address: _____

Street City State Zip

Telephone No: (____) _____ VA Resident Yes No

Name of High School Attending: _____

Address: _____

Street City State Zip

Class Standing: _____ Size of Graduating Class: _____ GPA: _____ Jr. ROTC Grade Avg: _____

Name of University, College, or Trade School You Are Planning to Attend: _____

Address: _____

Street City State Zip

Date of Enrollment: _____

Name and Relationship of Sponsor: _____

	Name	MCL/MCLA No.
Marine Who Lost Life		
In Line of Duty:	<input type="checkbox"/> Son <input type="checkbox"/> Stepson	<input type="checkbox"/> Grandson
	<input type="checkbox"/> Daughter <input type="checkbox"/> Stepdaughter	<input type="checkbox"/> Granddaughter
Dept. of VA MCL or		
MCLA Member:	<input type="checkbox"/> Son <input type="checkbox"/> Stepson	<input type="checkbox"/> Grandson
	<input type="checkbox"/> Daughter <input type="checkbox"/> Stepdaughter	<input type="checkbox"/> Granddaughter

Jr. ROTC Member: Male Female MCL Young Marine: Male Rank: _____
 No. Years: _____ Female Female: No. Years _____

Department/Unit Name: _____ No. _____

Address: _____

Street City State Zip

I understand the decision of the Scholarship Committee is final and the information contained in this application and the accompanying documentation is true and correct to the best of my knowledge.

Applicant Signature: _____ Date: _____

Detachment Commandant/
 Unit President Signature: _____ Date: _____

Detachment Adj/Paymaster/
 Unit Treasurer Signature: _____ Date: _____

(Enclosure 2)

CONVENTION RULES OF ORDER

1. The business session shall begin promptly as indicated by the agenda unless deemed otherwise by the Department Commandant. The meeting will be conducted in strict adherence to the prescribed Ritual of the Marine Corps League. All members are expected to be in attendance well in advance of the beginning of the meeting so as to preclude any delay(s) or interruption of the meeting.
2. The Bylaws and Administrative Procedures of the Department of Virginia and the current edition of Robert's Rules of Order Newly Revised shall prevail at all times.
3. All members of the Department of Virginia in good standing have a right to attend all meetings of the Department of Virginia, and shall have the right to speak in any discussion or debate. Non-Department of Virginia members may be extended the courtesy of addressing the meeting, if in the opinion of the Department Commandant, to be in the best interest of the Marine Corps League. They shall have no vote on the affairs of the Department.
4. Should the "chair" decide to admit any visitor to the meeting, it shall first declare the session to be under the "GOOD OF THE LEAGUE". After the visitor(s) purpose has been satisfied, the "chair" shall then instruct the Sergeant at Arms to escort the visitor from the room and declare that the meeting is "ONCE AGAIN OPEN FOR THE TRANSACTION OF OFFICIAL BUSINESS."
5. No member shall be permitted to speak more than twice on a question. A time limit of five (5) minutes shall be imposed upon each speaker.
6. Those officers and Detachment Commandants that are to render reports shall do so in writing with at least 25 copies of their report for general distribution. Due to time restraints, NO DETACHMENT WRITTEN REPORTS WILL BE READ ALOUD IN THEIR ENTIRETY. ALL reports are to have a time limit of five (5) minutes in duration unless so waived by the Department Commandant for just cause.
7. The "Chair" shall not accept a Call for the Question on any controversial issue until, in the opinion of the "chair", a sufficient number of speakers, representing opposing views, have been recognized and offered the opportunity to express his/her views.
8. Members desiring permission to enter or leave the meeting will do so by presenting themselves and saluting the SGT-AT-ARMS who shall be located at the "secured hatch". When the salute has been acknowledged and returned, such action will indicate permission and the requester may enter or leave.

(Enclosure 3)

9. The "chair" no matter by whom occupied shall always be addressed as "SIR COMMANDANT".
10. All in attendance shall be provided with an agenda so as to provide constant awareness of the planned and scheduled business. Any changes to the agenda will be advised to the body at the appropriate times during the meeting.
11. Should a point of order be raised, the Department Judge Advocate shall render an opinion on the point raised to the "chair". The "chair" shall then make a ruling on the point.
12. At the NOMINATION OF OFFICERS, the nominator shall be allowed five (5) minutes. Seconds on the nomination shall not be more than one (1) minute.
13. The Chairman of the Credentials Committee shall announce the attending detachments and their registered voting strength, prior to any roll call vote.
14. Any ten (10) registered and approved delegates may call for a roll call vote.
15. The Commandant shall call a five (5) minute recess, prior to any roll call vote, to allow detachments to caucus on the question.
16. The Chairman of the Credentials Committee, on any roll call vote, shall call the roll of the detachments. Should a detachment elect to pass, they will again be polled after all detachments have been called.
17. When a Delegate, Department Officer, or Past Department Commandant desires the floor, he or she shall rise and, when recognized, state his or her name, HOME DETACHMENT, and whether DELEGATE, DEPARTMENT OFFICER, OR PAST DEPARTMENT COMMANDANT. This procedure shall be followed EACH AND EVERY TIME.

**CORPORATE SEAL OF THE
DEPARTMENT OF VIRGINIA,
MARINE CORPS LEAGUE**



(Enclosure 4)