



**2025 Edition**  
**Department of Texas**  
**Marine Corps League**  
**Administrative Procedures**



**DEPARTMENT OF TEXAS  
MARINE CORPS LEAGUE**

28 June 2025

From: Department of Texas  
To: Distribution List

Subj: DEPARTMENT OF TEXAS ADMINISTRATIVE PROCEDURES

Ref: 2024 Edition of the National Administrative Procedures  
2024 Edition of the Department Administrative Procedures

1. **Purpose.** These Department Administrative Procedures provides guidance concerning the function and organization of the Department of Texas Marine Corps League (TXMCL). The primary goal of these Administrative Procedures is to supplement the Department Bylaws and to ensure that TXMCL is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. The 2024 Edition of the Department Administrative Procedures are hereby canceled this date.

2. **Background.** At the 2025 Department Convention held in Pflugerville, TX, the Department Administrative Procedures were amended to ensure that the TXMCL is following all local, state, and national legal requirements. These Department Administrative Procedures state the responsibilities incumbent upon all TXMCL members and state the requirements that will ultimately facilitate the mission of the League.

3. **Goal.** The goal of the Department Administrative Procedures is to provide the TXMCL leadership with effective resources and guidance to ensure that Detachments, Districts, and the Department are successful and relevant to the membership. These Administrative Procedures and the Department's Bylaws set the specific guidelines and requirements for all TXMCL members to follow.

4. **Ratification.** These Department Administrative Procedures were presented to all members at the 2025 Department Convention held in Pflugerville, TX. There was a motion and a second by qualified delegates to accept and approve the Department Administrative Procedures. Discussion phase was opened, and all questions or changes were made. The Department Administrative Procedures were ratified/approved by majority vote of all members present at the 2025 Department of Texas Convention on Saturday, 28 June 2025.


5. **Effective Date of Department of Texas Administrative Procedures.** These Administrative Procedures were effective on 28 June 2025, the last day of the 2025 Department of Texas Convention as required by the 2024 Department Bylaws, Section 1105.

6. **Reviewed and Approved:**

*Tony Poletti*

[Tony Poletti \(Sep 16, 2025 20:19:28 CDT\)](#)

Department Commandant



Department Sr. Vice Commandant

Respectfully Submitted:

*Rose Conkwright*

[Rose Conkwright \(Sep 26, 2025 09:28:01 CDT\)](#)

Department Judge Advocate

Approved:

*Bruce Rakfeldt*

[Bruce Rakfeldt \(Oct 1, 2025 11:19:21 EDT\)](#)

National Judge Advocate

DISTRIBUTION:

Department Bylaws, Article XI, Section **1110**

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER ONE: General

**Section 1000. Name and Purpose.** The name of the body corporate is the **DEPARTMENT of TEXAS, MARINE CORPS LEAGUE**, a non-profit corporation founded in 1969. It is a subsidiary organization of the National Marine Corps League, 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 principal PO Box of the TXMCL shall be selected by the Department Paymaster (or Adjutant/Paymaster) and posted on the Department web page, or at such other place or places as the Department Board of Trustees may select in the best interests of its membership.

**Section 1010. Department Seal.** The corporate seal of the Department of Texas Marine Corps League shall be round in shape, made of four rings, the fourth and outer ring being a thick golden rope, the third ring next inward ring being a thin red circle, the second ring next inward ring being a thicker black ring, the center ring has the Texas flag colors in the shape of Texas centered as the background surrounded by red with the Lone Star in the upper left section outside of the state shape and inside the red, lower left on the red is a double set of blue bonnet flowers with leaves and on the lower right on the red is a single set of blue bonnet flowers with leaves, on the top half of the shape of Texas is a gold replica of the United States Marine Corps Emblem and on the lower half of the shape of Texas is a gold replica head of a longhorn cow with the horns spreading from the middle of the black ring on the left to the middle of the black ring on the right, dividing the gold words “DEPARTMENT OF TEXAS” and “MARINE CORPS LEAGUE” in the black ring.



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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Section 1015. Policy.

- A. The supreme power of the Department of Texas shall be vested always in its membership functioning through Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Department of Texas.
- B. The Department of Texas 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 Texas members 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.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TWO: Department Conventions

**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.** The time and place of each Department Convention shall be decided by a rotation schedule as outlined in Enclosure (11).

- A. If a detachment wishes to host a Convention outside of the set rotation schedule, the detachment must submit a request to the Convention Committee Chairperson.
  - 1. The Convention Committee Chairperson must obtain approval from the district or detachment scheduled to host the convention in the requested year. If approved, the Convention Cyle will be adjusted so that the districts will switch places in schedule.
- B. Each Detachment Commandant shall be provided electronic notification by the Department Convention Committee of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.
- C. Each district or detachment must still meet all the requirements outlined in Section 2065.

**Section 2010. Procedures.** Immediately preceding the convening of each Department Convention, the Department Commandant will determine and establish the sequence and procedures that the business of the Convention shall be conducted, provided such determination is in conformity with the Department Bylaws and Administrative Procedures.

**Section 2015. Rules of Order.** The Department Bylaws and Administrative Procedures shall govern the procedure and conduct of each Department Convention. The Parliamentary Authority for Conventions shall be *Robert's Rules of Order Newly Revised*, in accordance with Section 425 of the Department Bylaws.

**Section 2020. Registration.**

- A. All attendees will pay the approved Registration or Advance Registration Fees for the Department of Texas, MCL Convention. Each properly registered attendee will receive a Convention Program and Convention Badge. Advance Registration fees must be received at Hosting Detachment address identified by the Department Convention Committee. Guests may pay the registration fee if desiring to participate in the hospitality room (hospitality room available to registered participants over the age of 21 only). There shall be no additional fees to attend a Department Convention.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

- B. Advance registration fees shall be ten (\$10.00) dollars provided that such fee, is received at the Hosting Detachment address, identified by the Department Convention Committee, not later than deadline set by the Hosting Detachment. Otherwise, registration Fees at the Department Convention door shall be fifteen (\$15.00) dollars.
- C. In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Department's 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 or hospitality room functions of a Department Convention must be vetted by the Hosting Detachment, pay the registration fee, and be issued a Convention Badge at the convention. Vetting is done primarily utilizing the April 30th roster plus new and renewed members received through May 31st shown on Transmittals that they are in good standing and as attested by the Detachment Commandant or their duly appointed representative. (Rev 2025)
- B. Delegates, alternates and members may bring guests and if the guests desire to attend business sessions or Hospitality Room functions of a Department Convention must pay the registration fee and be issued a Convention Badge at the convention.
- C. Detachment Delegates and Alternates to the Department Convention shall be determined based on said Detachment's membership on record With the Department Credential Committee as of March 31<sup>st</sup> roster or Detachment Transmittals showing that delegate or alternate is now in good standing immediately preceding the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first ten (10) Regular members, one (1) Delegate and/or one (1) Alternate; for each additional full block of ten (10) Regular members, one (1) Delegate and/or one (1) Alternate; for a partial number of ten (10) Regular members, one (1) Delegate and/or one Alternate.
- D. Should a Detachment be in default of payments of funds from any source (including Transmittals) due the Department of Texas as of June 1st, prior to the Department Convention, such fact shall be reported by the Department Paymaster to the affected Detachment, and to the Department Convention Credentials Committee. 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.
- E. A Detachment which, as of May 31 immediately prior to the current Department Convention, has members not listed or unpaid on the March 31 roster must provide the Credential Committee copies of the transmittal showing the member is in good standing.

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- F. Notwithstanding the provisions of Administrative Procedures Section 2025 (D) above, no paid member in good standing may be deprived of his individual vote at a Department Convention.
- G. Convention Badges may only be claimed by that individual.

**Section 2030. 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 for its consideration.

**Section 2035. Voting.**

- A. Except as otherwise provided in these Bylaws, fifty (50) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.
- B. Each Delegate complying with AP Section 2025 is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment's delegates does not exceed the Detachment's membership strength. Such Delegates or Alternate in the absence of a Delegates present at the time of voting may, on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full voting strength (number of Detachment members in good standing per most current National Roster.)

Example: A detachment has 58 members in good standing  
1 paid delegate = 10 votes  
5 paid delegates = 50 votes  
6 paid delegates = 58 votes (maximum count)

- C. A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (D) below.
- D. In the event of a challenge by a registered Delegate to the stated vote of his Department, the roll call vote of each Detachment of said Department shall be called. Upon the calling of each Detachment so registered, a Delegate of each Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast the vote on behalf of that Detachment.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Section 2040. Nominations.**

- A. Each nomination for an elective Department office shall be made from the floor on the day of elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which elected. **NOTE:** If a member wishes to be nominated for an office but cannot be present at the time of the election they may submit a letter stating: (1) their intentions to run for office, (2) the office they wish to be nominated for, (3) if nominated that they will run, and (4) if elected they will serve loyally, faithfully, and to the best of their ability during the term to which elected.
- B. A District whose Vice Commandant's term is expiring shall caucus prior to the time of nominations and select its nominee, presenting the name of that nominee when District Vice Commandants' nominations are called for. They must be a member in good standing and reside in that District.
- C. Assistant District Vice Commandant is selected by the District Vice Commandant and ratified by the Board of Trustees.

### **Section 2045. Elections.**

- A. The election of Department Officers shall be the last order of business of the Department Convention. The election of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Jr. Past Commandant, Adjutant and/or Paymaster, Chaplain, Sgt at Arms shall be conducted in this order by a Roll Call vote. Following this procedure, the election of District Vice Commandants shall be done by caucus. Assistant District Vice Commandants shall be selected by the District Vice Commandant and ratified by the Board of Trustees.
- B. Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Past Detachment Commandants to supervise voting and correctly tally 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 (see Section 2060.C.1.) 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.

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**Section 2050. Installation.** The installation of Department Officers shall be conducted with formal ceremony at the choosing of the current Department Commandant. The Department Commandant elect shall select the Installing Officer who shall be the National Commandant, Past National Commandant, Division Vice Commandant, Division Assistant Vice Commandant, outgoing Department Commandant or Past Department Commandant. There is no protocol of selection order.

**Section 2055. Stenographic Expense.** The stenographic expense, including recording the proceedings of the Department Convention, shall be borne by the Department if Adjutant is not capable of such.

**Section 2060. Conventions Administrative Committees.**

- A. The Department Convention Administrative Committees shall be Credentials, Bylaws, Resolutions, Rules and Standing Committees.
- B. So far as is possible, the Department Commandant will request at least one (1) member of each District to serve upon a Department Administrative Convention Committees, notifying each appointee of the selection and further shall appoint a Chairperson of the committees 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.
- C. The **Duties of the Department Convention Administrative Committees** are:
  - 1. **Credentials Committee shall:** (1) the *Credentials Committee Chairperson shall be the Department Chair* during the elections, who must be a prior elected Department Officer. (2) provide the Hosting Detachment most recent Department roster plus a copy of any Transmittals bringing a Detachment member into good standing, (3) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available at the request of the chair and shall be presented as a part of the Committee's final report to the Department Convention, (4) disapprove the credentials of Delegates NOT in good standing at the time of the Department Convention.
  - 2. **Bylaws Committee shall:** receive and consider all properly submitted Department Bylaw and Department Administrative Procedure changes complying with the requirements of the Department Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either recommend to “approve” or recommend to “reject” a Bylaw or Administrative Procedure change to the Convention membership. The Committee Chairman will report the Committee's recommendations upon such changes to the Department Convention for its consideration and action.

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3. **Resolution Committee shall** receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the Department Convention for its consideration and action.
4. **Rules Committee shall** study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

**Section 2065. Requirements 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 Department Convention Committee Chairman a maximum of three (3) years and a minimum of two (2) years prior to that Department Convention Committee meeting at which consideration is desired. All bids must be received no later than 30 May, two (2) years prior to the requested year to host a Department Convention. 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 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 Conventions Committee Chairman and his Committee and will cooperate in every way, making no contracts or agreements of any nature with anyone without the prior approval of the Department Conventions Committee Chairman.
- 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 the 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 with 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.

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- 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, Military Order of the Devil Dogs (MODD), 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 Department Commandant, The Chief Devil Dog, and the Department President of the Marine Corps League Auxiliary. Complimentary rooms for the Guest of Honor and Aide.
  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 (1)).
1. That all public in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc., be wheelchair accessible.
  2. Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms.
  3. Whenever possible, one handicapped/paralyzed member will be on the Department Conventions Committee Chairman'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 (1)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.
  4. The above conditions apply to all Department of Texas meetings, Department Board of Trustees, District Conferences, and Detachment and/or Staff meetings.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER THREE: Department Staff

#### Section 3000. Composition of Department Staff.

- A. The Department Staff Officers shall be comprised of the Department Board of Trustees, Assistant District Vice Commandants, appointed Department Staff Officers, committee chairpersons, liaison officers, and Past Department Commandants.
- B. The Department Staff Roster will consist of the Department Staff Officers and the Detachment Commandants.

**Section 3005. Powers.** The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that Assistant District Vice Commandants, Staff Officers, Committee Chairmen, Liaison Officers, the Past Department Commandants, and Detachment Commandants' Councils shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees meetings.

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

#### Section 3020. Department Paymaster shall:

- A. Issue invoices and track all incoming invoices, travel expenses, deposits (credits), debts and help the Department Commandant.
- B. Maintain books and file taxes and audits.
- C. Work with Department Commandant to provide legal documents to IRS and Corporate status.
- D. Checks require Paymaster's signature (no stamps allowed).

#### Section 3025. Department Adjutant shall:

- A. Maintain the Department of Texas official Bylaws and Administrative Procedures as approved by the members at the annual State Convention. The Bylaws and Administrative Procedures will reside in the Department cloud storage account and a copy placed on the Department website.

#### Section 3030. Reserved.

#### Section 3035. Department Chaplain shall:

- A. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department Bylaws and Administrative Procedures of the Department of Texas.



## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

- B. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each Department Convention and Conference, including in such ceremony representatives of those subsidiaries that are appropriate. Memorial service shall include a list of Department of Texas members who have died during the past year which will be READ ALOUD.
- C. As the Department Chaplain receives the “Notice of Death” report from a Detachment Chaplain of a Detachment member's demise, he will forward that information to the Web Sgt. to be listed in the section entitled "TAPS."
- D. Department Chaplain will also forward a copy of the “Notice of Death” to the National Chaplain to update that members MCL status.

**Section 3040. Department Director of Conventions** shall, as Chairman of and with the Department Convention Committee, perform those duties as follows:

### **A. Department Conventions Committee**

- 1. The Department Conventions Committee shall consist of four (4) members. The Department Conventions Committee Chairman shall be the Chairman of the Department Conventions Committee.
  - (a) The first two shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees. One of the two will be the Department Director of Conventions.
  - (b) One member shall be a representative appointed by the Military Order of the Devil Dogs. The Texas Pack Leader will also serve as an adviser.
  - (c) One member shall be a representative appointed by the Marine Corps League Auxiliary Department President. The Auxiliary Department President will also serve as an adviser.
  - (d) Additionally, the Jurisdictional District Vice Commandant in whose area the ensuing Department Convention is to be held will serve as an adviser. The local Convention Chairman (District or Detachment) and the local Auxiliary will also serve as advisers.
- 2. The Committee and its Chairman shall:
  - (a) Be responsible to the Department Commandant and the Department Board of Trustees for all planning, arrangements, control, administration, and the final successful conclusion of all Department Conventions.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- (b) The Local Convention Chairman shall submit to the Department Board of Trustees, no later than January 31st following the Convention, a written report of the Convention. The report shall contain:
  - 1. A statement certifying that all bills have been paid.
  - 2. A financial accounting of the Convention Book
  - 3. The total number of rooms (living units) utilized.
  - 4. The number of people attending each social activity.
  - 5. The attendance at the banquet.
  - 6. Identify problems encountered and if resolved.
  - 7. Appropriate remarks that may be of assistance or interest to subsequent Convention Committees, or the Department Board of Trustees.
- (c) The Local Convention Chairman shall be responsible for selling ads locally. The Detachment will be responsible for the collection, creating, editing, and publishing of the program book.
- (d) Receive, consider, and report its recommendations to the Convention on each bid for a Department Convention which has been submitted, provided said bid is in strict conformity and in accordance with CHAPTER TWO, Section 2065 of the Department Administrative Procedures.
- (e) The Department Protocol Officer shall be consulted on protocol prior to and during meetings of the Department Staff and Department Conventions. The recommendations of the Department Protocol Officer shall be adhered to as is practicable.

**Section 3045. Department Protocol Officer** shall perform as a Staff Officer, coordinating staff functions and protocol duties as assigned by the Department Commandant and assuming other administrative tasks as required.

**Section 3050. Department Editor Marine Corps League Publication** shall, under the direction of the Department Commandant, have supervision and control of the editing and printing of the Marine Corps League publications.

**Section 3055. Reserved.**

**Section 3060. Department Accredited Veterans Service Officer (VSO).**

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

A. As a Department Accredited Veterans Service Officer (VSO), you must have the sponsorship of a State or County Veterans Affairs (VA) to gain access to the VA intranet to process claims. You will be responsible to process claims within the Marine Corps League (MCL) that are forwarded or presented to you by a Detachment Service Officer (DSO) in your area. You will be expected to complete all paperwork and follow up with the Veteran at all stages of the process. You will provide quarterly reports of cases you are working. To qualify to be a Department Accredited Veterans Service Officer (VSO), you must: (Not a Department Position.)

1. Seek the approval of your Department Commandant.
2. Provide in writing a letter from your Commandant recommending you for the position of Department Veterans Service Officer.
3. Must be Regular member of the Department of Texas, Marine Corps League.
4. Complete Veteran Service Officers training and provide resume of prior experience.
5. Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).
6. Secure an office at the VA to meet with Veterans, provide hours and contact information.
7. Send all the above to MCL National Headquarters to the National Director of Veterans Service.
8. Complete Training, Responsibility, Involvement and Preparation of Claims (TRIP) training.
9. Pass a background check by Office of Personnel Management (OPM).
10. To maintain your accreditation, provide a quarterly report of Contact with Veterans and their progress to the Department and MCL National.
11. If any grants or monies are received, an annual audit/financial review must be performed, and copies given to MCL Department and MCL National Headquarters.
12. Complete continuing education training every three (3) years and send copies along with a new Form 21 to National Director of Veterans Services (HQ MCL).
13. Be prepared to assist National Headquarters in continuing education classes for the Detachment/Department.
14. Will always follow the rules and requirements prescribed by National Marine Corps League.

**Section 3065. Detachment/Department Service Officer (DSO).** Refer to National Administrative Procedures, Section 3065.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

**Section 3070. Department Historian** shall, under the direction of the Commandant, assemble and maintain a record of the TXMCL history of achievements.

**Section 3075. Department Sergeant-at-Arms** shall preserve order at Department Conventions and perform such other duties as are required by the Department Commandant. The Department Sergeant-At-Arms is empowered to deputize such Deputy Sergeants-At-Arms and Field Music as may be necessary for the proper performance of their duties.

**Section 3080. Department Director of Public Relations** shall act as the Public Relations and Press Officer for the Department Organization and perform such other duties as are assigned by the Department Commandant.

**Section 3105. Standing Committees and Duties.** The Department Standing Committees and their duties are as follows:

- A. **Department Budget and Finance Committee.** It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Mid-Winter Staff Meeting and convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League. Department Paymaster shall be the chair of this committee.
- B. **Department Americanism Committee.** The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure two (2) for guidelines.)
- C. **Department Awards and Citations Committee.** Shall have the responsibility of recommending to the Department Staff, Awards and Citations. All recommendations for Department Awards (unless specified in another manner) will be referred to the Committee, which shall certify that the recipient is worthy of said Award. The Committee shall have a Chairman and at least three (3) other members. (See Enclosure (4) for guidelines.)

**D. Department Marine of the Year Society.**

**1. Composition**

- (a) The Department Marine of the Year Society shall be comprised 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.
- (c) Each member must be a regular member in good standing of the Marine Corps League.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

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

- (a) Letters of Nominations will only be accepted from a Detachment.
- (b) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for Department Marine of the Year, was approved by the detachment by a majority vote. In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.
- (c) Each nomination submitted shall be placed in a sealed envelope and addressed to: "President, Department Marine of the Year Society."

Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, Department Marine of the Year Society, c/o (address identified on Department web page), at their address at that time, and postmarked no later than 31 May, preceding the Department Convention, at which the nominee is to be judged.

- (d) ***The Society will not accept any nominations which were not submitted and/or received at (address identified on Department web page) as is stipulated herein.*** (See Enclosure Four).
  - (e) If no nomination is received by the date indicated above, there will be no Department Marine of the Year awarded for that year.
3. **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 all sealed. The letters shall remain sealed until the Society meets at the Department Convention.
  - (b) Judge each nominee received from the Detachments,
  - (c) Attest by signature of each member of the Society present that the nominee was judged.
  - (d) Return, to the Department Marine of the Year Society President its respective envelope and sealed, the resume of each nominee.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **4. Responsibilities.**

- (a) The Department Marine of the Year Society is responsible for the following:
  - 1. Presenting the Marine of the Year recipient at the closing banquet of the Convention.
  - 2. Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the Department Convention.
- (b) The Department Marine of the Year Society President will assist the Department Marine of the Year Society in the following manner:
  - 1. Accept all nominations which are submitted in accordance with the requirements of this section.
  - 2. When the nomination is received at the Department Headquarters, the Department Marine of the Year Society President will ensure the following process will be followed:
    - Date received by Department Marine of the Year Society President
    - Progressive number in order received
    - Initials of the Department Marine of the Year Society President
  - 3. Deliver to the Society President at the Department Convention all nominations which were received at National Headquarters. The Society will:
    - No less than five (5) lines on which the Society members shall attest by signature that the nomination was considered
    - Date the Committee returned the sealed envelope to the Department Marine of the Year Society President
    - Date the Department Marine of the Year Society President (by Certified Mail, Return Receipt Requested) returned the nomination to submitter
  - 4. Ordering and purchasing of the Marine of the Year Award.
- (c) The Department Marine of the Year Society shall meet annually during the Department Convention and may meet during the Department Board of Trustees' Mid-Winter Staff Meeting if necessary.
  - 1. No meeting of the Department Marine of the Year Society shall be called during an open session of the Marine Corps League's Department Convention or the Department Board of Trustees' Staff/Training Conference.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- (d) 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 V of the Marine Corps League National Bylaws.

E. **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 Department Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the Department Convention for its consideration and action.

1. The Committee will be comprised of up to six (6) members and a Chairman.
2. Department Judge Advocate will be the Chairman of the committee
3. Committee will be chosen by the Committee Chairman

F. **Honorary Past Department Commandants.**

1. The title Honorary Past Department Commandant may be awarded at the Department Convention only.
  - (a) The title Honorary Past Department Commandant may be bestowed upon a Regular Member of the Marine Corps League who has, over an extended number of years, performed conspicuous service to the Marine Corps League on a Department level for the benefit of all Departments, Detachments, and members of the League.
  - (b) Recommendations shall be made in writing to the current Department Commandant to refer to a vote of the Past Commandants Board. Current Commandant will be the tie breaking vote.
2. Marines and FMF Navy Personnel that have been awarded the title Honorary Past Department Commandant may wear the red cover with a gold crown of a Past Department Commandant, with the lettering "**HONORARY PAST DEPARTMENT COMMANDANT**" and the year awarded inscribed on the right side, parallel to the headband.
3. An Honorary Past Department Commandant is not, by virtue of the title, a member of any committee or board of the Marine Corps League.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

**Section 3110. Advisory Councils and Duties.** The Advisory Councils and their duties are as follows:

- A. **Past Department Commandants' Council.** The Past Department Commandants' Council, an integral part of the Department Staff, and composed of all Past Department Commandants and chaired by the Junior Past Department Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this Council to:
1. As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
  2. Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and/or system for recommendation to the Department Board of Trustees for its consideration.
  3. Meet semi-annually during the Department Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.
  4. Can collect or receive donations to support its objectives, i.e., Grave Markers for deceased Past Department Commandants.
- B. **Department Commandants' Council.** The Department Commandants' Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this Council to:
1. Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Headquarters, Department Board of Trustees, and other components.
  2. Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, National Headquarters, and the Department Board of Trustees.
  3. As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
  4. Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and systems for recommendation to the Department Board of Trustees for its consideration.
  5. Meet semi-annually during the Department Convention and the Department Fall Conference, at the call of the Department Senior Vice Commandant, following which a Council report will be rendered.



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

**Section 3115. Appointed Officers, Chairmen, and Committee Members Term.** All appointed Department Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office or person is charged.

**Section 3120. Department Board Voting.** Each Department Board Member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the Department Judge Advocate. Between Department Conventions, the Department Board of Trustees is empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone.

- A. All regular or special business meetings requiring a YES, or NO vote shall be handled routinely by the Department Adjutant. The Department Adjutant will call each Department Board of Trustee's name for their respective YES or NO vote. The Department Adjutant or the designated recorder will record each Board members' vote. If the Board of Trustee is not present, he/she will be listed as not present, did not vote.
- B. All business meetings by teleconferencing requiring a YES or NO vote shall be handled routinely by the Department Adjutant. The Department Adjutant will call each Department Board of Trustee's name for their respective YES or NO vote. The Department Adjutant or the designated recorder will record each Board members' vote. If the Board of Trustee is not on the teleconferencing call, they will be listed as not present, did not vote.
- C. All business conducted by telephone requiring a YES or NO vote shall be handled routinely by the Department Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
  - 1. Upon request by a Department Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.
  - 2. The Department Adjutant shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each Department Board of Trustees Member.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- D. All business conducted by email requiring a YES or NO vote shall be handled routinely by the Department Adjutant. An email will be generated with the subject for discussion to all Department Board of Trustees Members. If a motion is made, it will be sent from the person making the motion to “Reply All” in the original message for discussion. A second Board Member can likewise “Reply All” to second the motion. Any Board Member may “Reply All” for discussion. Upon having a motion and a second, the Department Commandant can call for a vote using “Reply All” in the email chain. Each Board Member votes YES, NO, or ABSTAIN by “Reply All” in the email chain. The Department Adjutant or designated representative will tally all votes and “Reply All” with the tally information. If a Board of Trustee does not respond with a vote within five (5) days, they will be listed as did not vote.
- E. The results of each e-mail, teleconferencing and telephone balloting shall be made available to the Department Board of Trustees within five (5) business days after compiling of the vote.

**Section 3125. Expenses.** The Department of Texas shall reimburse the Department Board of Trustees (and others as determined by the Board) for expenses incurred at the discretion of the Board of Directors. All expenses must be pre-approved and original receipts attached to the expense report.

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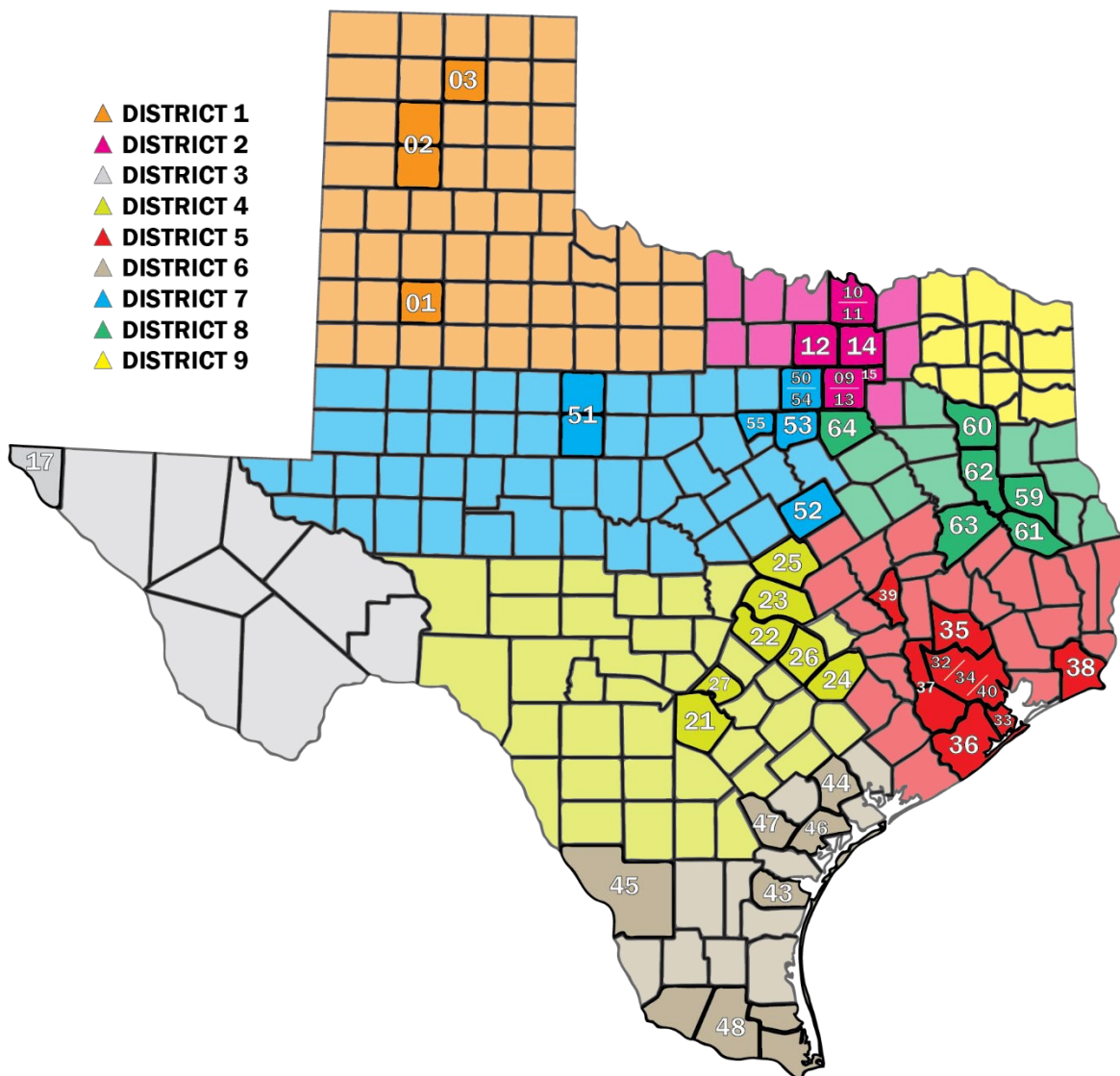
# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## CHAPTER FOUR: Districts

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

**Section 4005. Powers.** The function of Districts is administrative only. No District will adopt Bylaws or assess dues. Only expenses authorized in advance by the Department Board of Trustees for a District will be paid by the Department. The duties and authority of the Department Vice Commandants of the Districts and the Assistant District Department Vice Commandants are covered in the Department Bylaws, ARTICLE VI, Section 625 E.

**Section 4010. District Alignment.** The Districts of the Department of Texas are:



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

DETACHMENT	CITY	COUNTY
<b>A. District 1 – Comprised of:</b>		
01 – South Plains Detachment # 519	Lubbock	Lubbock County
02 – Roan Creek Detachment # 992	Amarillo	Potter/Randall Counties
03 – Hawthorne Detachment # 1349	Stinnett	Hutchinson County
04 – Open		
05 – Open		
06 – Open		
07 – Open		
08 – Open		
<b>B. District 2 – Comprised of:</b>		
09 – Big “D” Detachment # 316	Dallas	Dallas County
10 – Texoma Detachment # 929	Dennison	Grayson County
11 – LCpl Jacob R. Lugo Det. # 1300	Dennison	Grayson County
12 – North Texas Detachment #862	Lake Dallas	Denton County
13 – Captain John Yancey Det. # 631	Dallas	Dallas County
14 – LCpl Jacob D. Hayes Det. # 1426	Fairview	McKinney County
15 – Lake Ray Hubbard Det. # 1465	Rowlett	Rockwall County
16 – Open		
<b>C. District 3 – Comprised of:</b>		
17 – Dean Hawkins Detachment # 323	El Paso	El Paso County
18 – Open		
19 – Open		
20 – Open		
<b>D. District 4 – Comprised of:</b>		
21 – Alamo Detachment # 315	San Antonio	Bexar County
22 – Cen-Tex Detachment # 318	Austin	Travis County
23 – Sgt Byron W Norwood Det. # 1022	Georgetown	Williamson County
24 – Colorado Valley Det. # 1028	La Grange	Fayette County
25 – Louis Wayne Qualls Det. # 1249	Temple	Bell County
26 – Lost Pines Leathernecks Det. # 1384	Bastrop	Bastrop County
27 – Open		
28 – Open		
29 – Open		
30 – Open		
31 – Open		

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### E. District 5 – Comprised of:

32 – McLemore Detachment #4	Houston	Harris County
33 – Galveston County Det. # 668	Galveston	Galveston County
34 – Albert Angel Avalos Det. # 671	Houston	Harris County
35 – Eastex Detachment # 779	Conroe	Montgomery County
36 – Brazoria County Detachment # 982	Angleton	Brazoria County
37 – Sgt. James R. Tijerina Det. # 1295	Katy	Fort Bend/Waller Counties
38 – 1 <sup>st</sup> Sgt Joyce Venable Det. # 1382	Port Arthur	Jefferson County
39 – Brazos Valley Detachment # 1391	Bryan	Brazos County
40 – Sgt M J Marty Gonzalez Det. #1485	Cypress	Harris County
41 – Open		
42 – Open		

### F. District 6 – Comprised of:

43 – Coastal Bend Detachment # 430	Corpus Christi	Nueces County
44 – Jack Ringel Detachment # 540	Victoria	Victoria County
45 – Laredo Detachment # 895	Laredo	Web County
46 – Mike Loosemore Det. # 1167	Woodsboro	Refugio County
47 – Bee County Detachment # 1442	Beeville	Bee County
48 – Rio Grande Valley Det. # 1456	Harlingen	Starr/Hidalgo/Cameron/ Willacy Counties
49 – Open		

### G. District 7 – Comprised of:

50 – Tarrant County Det. # 731	BedfordTarrant County	
51 – Maj. John Keith Wells Det. # 1472	Abilene	Taylor/Jones Counties
52 – Heart of Texas Det. # 975	Waco	McLennan County
53 – Longhorn Detachment # 1069	Crowley	Johnson County
54 – Cowtown Detachment # 1480	Fort Worth	Tarrant County
55 – Comanche Peak Det. # 1297	Granbury	Hood County
56 – Teufelshunde of Texas Det. # 1392	Haslet	Tarrant County
57 – Open		
58 – Open		

### H. District 8 – Comprised of:

59 – Pineywoods Detachment # 1189	Nacogdoches	Nacogdoches County
60 – Rose City Detachment # 1354	Tyler	Smith County
61 – Lufkin Detachment # 1362	Lufkin	Angelina County
62 – Jacksonville Detachment # 862	Jacksonville	Cherokee County
63 – Houston County Detachment # 1433	Crockett	Houston County
64 – Ellis County Detachment # 1452	Ennis	Ellis County
65 – Open		
66 – Open		
67 – Open		
68 – Open		

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### I. **District 9** – Comprised of:

69 – Longview Detachment # 959	Longview	Gregg County
70 – LCpl Shane L. Goldman Det. # 1278	Mineola	Wood County
71 – Hopkins County Det. # 1357	Sulfur Springs	Hopkins County
72 – Sgt. Jay Hoskins Det. # 1364	Paris	Lamar County
73 – Open		
74 – Open		
75 – Open		

**Section 4015. Unassigned.** Detachments may be added or removed from the map and list as required without a Department Administrative Procedure amendment.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER FIVE: Department

**Section 5000. Formation.** Department of Texas was chartered in accordance with National Bylaws, Article VIII, Section 800.

**Section 5005. Powers.** Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

**Section 5010. Department Dues.** The Department of Texas dues are \$7.00 per new member or renewal. New members joining between March and June shall pay \$5.00.

**Section 5015. Installation of Department Officers.**

- A. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Division Vice Commandant or Assistant Vice Commandant, the Department Commandant or a Past Department Commandant. The Installing Officer shall select the necessary aids.
- B. It shall be the responsibility of the Installing Officer to sign, date, and forward the Report of Officer Installation, within the time frame specified in Chapter 5, Section 5015 b. of the National Administrative Procedures. (See Enclosure (5) for instructions on completing the Report of the Officers and Installation.)

**Section 5020. Default.** When a Detachment is in default of payment of monies from any source (including Transmittals) due Department of Texas or National Headquarters or fails to submit its Detachment Report of Officers Installation as of June 1, prior to the ensuing Department Convention, such fact shall be reported by the Department Adjutant to the Department Convention Credentials Committee. The Detachment and its officers who do not comply with CHAPTER TWO, Section 2025 C., will not be recognized at the Department Convention.

**Section 5025. Charter Suspension, Revocation.** When a Detachment Charter is suspended or revoked, the Department of Texas Board of Trustees upon written authorization by the Department Commandant, certified by the Department Judge Advocate, shall have the authority to assume the custody of all the affected Detachment assets, both real and personal. These properties and assets shall be turned over to the Department Judge Advocate. The affected properties and assets will devolve to the control of the Department Board of Trustees until a new Detachment is reformed. If reformed within one year, the affected properties and assets revert to the newly formed Detachment. After one year, it becomes the property of the Department.

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

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER SIX: Detachments

**Section 6000. Charter.** A Detachment may be organized, chartered, and instituted in the following manner:

- A. A standard charter application form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. (See National Bylaws Article IX, Section 900.
  1. No charter application shall include the name of a person who is not eligible for regular membership as is required by Article IX, Section 915 of the Department Bylaws.
  2. No charter application shall include the name of a current member of an existing Detachment who has not received the approval of transfer as is required in CHAPTER SEVEN, Section 7005 of the National Administrative Procedures. Any individual who signs the charter application who is currently a regular member of the Marine Corps League, either as a Member-at-Large or a Regular member of an existing Detachment, must provide a Request for Transfer Form (See: CHAPTER SEVEN, Section 7005 of these Administrative Procedures), to be attached to the charter application. In the case of a regular member seeking to become a Dual Member in the new detachment, they must be shown on the membership dues transmittal form as a NEW DUAL MEMBER.
    - (a) Only the first part of the Request for Transfer Form will be completed for Members-at-Large. The first and second parts will be completed for regular members of an existing detachment. The third part is not required for charter application purposes.
  3. The charter application form must be accompanied by a completed membership dues transmittal forms (See enclosure 6 of these Administrative Procedures) listing all persons signing the charter application and must include the required Department and National per capita dues and fees for each new member.
    - (a) The dues and fees shall be paid with a separate remittance check for the applicable dues and fees due to the Department (if any) and National.
  4. The Organizing Officer will sign both the Charter Application and the Membership Dues Transmittal forms.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

5. When accurately completed, both the charter application and the dues transmittal forms shall be forwarded to the Department Paymaster who shall ascertain that all persons who have signed the charter application are listed on the Dues Transmittal Forms and that all necessary transfer forms are attached to the charter application. The Department Paymaster shall also ascertain that the proper dues have been submitted. The Department Paymaster shall retain an appropriate copy of the charter application and dues transmittal forms, accept the appropriate Department dues (if any) and shall certify to the Department Commandant that they have reviewed the charter application form and dues transmittals and that to the best of their knowledge and belief such forms are accurate, and all dues paid. If the charter application and/or dues transmittal forms are not complete or accurate, the Department Paymaster shall immediately notify the organizing officer for such corrections as may be necessary. Review of charter applications and related documents shall be handled in as expeditious manner as possible.
  6. Upon review, if accurate and all dues have been received, the Department Paymaster shall immediately forward the charter application and remaining copies of the Dues Transmittal Forms along with a check for National Dues [hereinafter "application packet"] to the Department Commandant. The Department Commandant shall review the application packet and shall indicate their approval or disapproval thereon over their signature. The Department Commandant shall then immediately forward the application packet to the appropriate Southern Division National Vice Commandant.
  7. The Southern Division National Vice Commandant shall review the application packet and shall indicate either approval or disapproval over their signature and expeditiously forward the application packet to the National Commandant at National Headquarters for processing.
  8. If either the Department Commandant or the Division National Vice Commandant recommend that the charter not be approved, such officer shall provide a detailed written explanation for the recommendation not to approve the charter, which explanation shall be forwarded with the application packet to the National Commandant.
- B. Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation(s) and may approve or disapprove such application. If approved, the National Commandant shall grant such Charter. The Charter shall be signed by the National Commandant, countersigned by the National Chief Operating Officer, the appropriate Division National Vice Commandant and the Department Commandant where a Department exists. There shall be affixed to each Charter the official seal and ribbon of the Marine Corps League.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

1. National Headquarters shall provide each new Detachment with one (1) copy of the current Ritual and two (2) copies of the current and updated National Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Southern Department Commandant simultaneously forwarding the new Charter to the Southern Division National Vice Commandant for signature. The jurisdictional Department Commandant or his/her designee shall ensure that the documents are delivered to the possession of the new Detachment.
- C. The Charter shall be presented with an appropriate ceremony at an open public meeting.
- D. Each new Charter, before framing, shall be signed by each member who signed the charter application.
- E. Failure of the Department Paymaster, Department Commandant or the National Division Vice Commandant to act with promptness in processing and forwarding an application for a Charter, or signing a Charter as outlined above in this section, shall make such Officer liable to disciplinary action as set forth in Chapter Nine of these Administrative Procedures if such failure is brought to the attention of the National Board of Trustees.
- F. Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants by the National Commandant if a recommendation for approval is made to the National Commandant by the Department Commandant and/or Division National Vice Commandant. A Charter issued under this provision is subject to all requirements of the Department Bylaws, ARTICLE IX, Section 900.

**Section 6005. Authority.** Each Detachment shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies including such Bylaws and Administrative Procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.

**Section 6010. Dues.** Each Detachment shall fix the amount of its annual membership dues. Annual dues shall include the Department and National per capita dues and fees. All per capita dues and fees which are due to the Department and/or National Headquarters shall be forwarded with a standard Transmittal form immediately to the Department Paymaster for processing (See: Enclosure (6)). The Department Paymaster shall immediately remit to the National Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

### **Section 6015. Installation of Detachment Officers.**

- A. The Detachment Commandant elect shall select an Installing Officer of their choice. Such information shall be forwarded to the Department Commandant for their approval.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- B. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant, an elected Department Officer, a Past Department Commandant, the Detachment Commandant or a Past Detachment Commandant.
- C. It shall be the responsibility of the Installing Officer to sign, date and forward the Report of Officer Installation within the time frame specified in Chapter 6, Section 6015 C. of the National Administrative Procedures. (See Enclosure (5) "Report of Officer Installation" Form.)

**Section 6020. 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. The minimum number required is three regular members with one being an elected officer.

**Section 6025. Default.** A Detachment which is in default of monies from any source (including Transmittals) due the Department of Texas or National Headquarters and such debt has not been satisfied as required by Chapter 2, Section 2025 D. or fails to report its Detachment's Report of Officers Installation as of June 1, prior to the Department Convention such fact shall be reported to the Department Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the Department Convention.

### **Section 6030. Members.**

- A. Each Detachment shall be the sole judge of its membership, providing said person meets the parameters of National Bylaws ARTICLE V, Section 515. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation\* for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership, any person whose name has been stricken from the rolls of the Marine Corps League. (Rev 2025)

**Note \* - "Supervised Probation"** includes Veterans who have entered into the system with the Veterans Treatment Court. Applications from Veterans who are in the Veterans Treatment Court shall not be accepted under the NBL and NAP. The primary goal with the Veterans Treatment Court is for Veterans to get the help they need. Once the Veteran successfully fulfilled the requirements from the Veteran's Treatment Court, the Veteran's application may be accepted for membership in accordance with the National Bylaws (NBL) and Administration Processors (NAP) of the Marine Corps League. (New 2025)

- B. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's rolls except for cause (CHAPTER NINE, National Administrative Procedures) or by that member requesting transfer (CHAPTER SEVEN, Section 7005, National Administrative Procedures).

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- C. An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in ARTICLE V, Section 515 A. of the Department Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in CHAPTER SEVEN, Section 7005 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure (7) of the National Administrative Procedures.

**Section 6035. Bonding.** Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. The Marine Corps League Inc. must be named as an "Additional Insured" in each policy and must also be "Held Harmless" in an addendum to such policies.

**Section 6040. Additional Detachment.** When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

- A. Municipality - from Black's Law Dictionary: A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries.

**Section 6041. Change of Location of a Detachment.** A Detachment which desires a change of meeting place must submit a request to the Department Commandant for approval.

- A. If a Detachment permanently moves its location within the limits of any municipality wherein another Detachment exists, the written consent of any existing Detachment shall accompany an application for change to the Department Commandant. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such a move. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The Action of the National Board of Trustees shall be conclusive. Should the move be accepted, the Detachment which has moved gives up all rights to the former municipality.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

- B. A Detachment may temporarily move its location of meeting to another municipality for up to three (3) months, upon approval of the Department Commandant, without altering the primary municipality designation of the Detachment. The Department Commandant will confer with any existing Detachments in the affected municipalities. Any change of location outside of the primary municipality of a Detachment for more than three (3) months may alter the official municipal designation of the Detachment.

### **Section 6045. Charter Suspension, Revocation.**

- A. The charter of a Detachment may be suspended or revoked for:
  - 1. The persistent failure to maintain a minimum of fifteen (15) regular members in good standing;
  - 2. The persistent failure to promptly forward funds due to the Department or National body;
  - 3. Acts and conduct bringing the Marine Corps League into public disrespect;
  - 4. Willful violation of National Bylaws and Administrative Procedures;
  - 5. The violation of Federal, State, or Municipal laws or ordinances;
  - 6. Other activities detrimental to the good name of the Marine Corps League.
- B. The suspension or revocation of charters may be consummated by a Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the Department Bylaws and Administrative Procedures in a manner considerate of the well-being and good name of all concerned.
- C. When a Detachment Charter is suspended or revoked, the Board of Trustees of the Department shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question.
- D. The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during such period, and the new Detachment retains the old Detachment name, ALL properties and assets will be returned. After one (1) year, the properties and assets will revert to the Department. The Charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Section 6050. Charter Voluntary Surrender.

- A. The Charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon the determination that it is no longer practical to maintain said detachment, the Detachment Board of Trustees shall immediately notify the Department in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:
1. Call a Special Meeting of the detachment by giving written notice of such special meeting to all members of the detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all detachment members at least fourteen (14) days before the regular meeting date.
  2. Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there is not a minimum of fifteen (15) regular members of the detachment who remain ready, willing, and able to carry on the detachment, then:
    - (a) The Detachment shall immediately notify, in writing, the Department of the Detachment's vote to voluntarily surrender its Charter.
    - (b) The Detachment shall determine from each member of the detachment, where such member desires to be transferred to upon the surrender of the Detachment Charter.
    - (c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven of the Department Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 7005 of the Department Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.
    - (d) If a member of the detachment fails to indicate where such member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member- At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six of the Department Bylaws and Administrative Procedures.
    - (e) The Detachment shall, to the extent that assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.
    - (f) Upon acceptance of the surrender of its Charter, if the Detachment is incorporated, the Detachment shall take such action as it is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

3. No surrender of a Detachment charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.
- B. Upon acceptance of the surrender of the Detachment charter by the Department Commandant shall upon written authorization of the National Commandant, certified by the National Chief Operating Officer, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities.
- C. After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed during that period. Should a new Detachment be formed during such period, and the new Detachment retains the old Detachment's name, all properties and assets will be returned to the Detachment upon the written authorization of the National Commandant, certified by the National Chief Operating Officer, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the Department and will then become the property of the Department. The Department shall return the surrendered Detachment charter to National Headquarters which charter shall then be placed in the archives.
- D. All ceremonial rifles must be accounted for and disposed of by the surrendering Detachment as set forth in the issuing agreement and regulations (Title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the Detachment's possession.

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**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**CHAPTER SEVEN: Members**

**Refer to National Administrative Procedures, CHAPTER SEVEN.**

**CHAPTER EIGHT: Subsidiaries and Subordinates**

**Refer to National Administrative Procedures, CHAPTER EIGHT.**

**CHAPTER NINE: Grievance and Discipline**

**Refer to National Administrative Procedures, CHAPTER NINE.**

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### CHAPTER TEN: Miscellaneous

#### Section 10000. Fund Raising.

- A. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §A.
- B. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §B.
- C. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §C.
- D. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §D.
- E. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §E.
- F. Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10000 §F.
- G. **Fund Raising at Conventions, Conferences, and Meetings.** Fund Raising at Department Conventions shall be governed by the Hosting Detachment, Conferences and Meetings, any-and-all fund raising shall be under the control of the Hosting Detachment. No other Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Hosting Detachment.

**Section 10005. Respect.** Refer to National Administrative Procedures, CHAPTER SEVEN, Section 10005.

#### Section 10010. Resolutions, Submitting and Processing.

- A. **Resolutions.** The resolution must be typewritten with an original and three (3) copies or typed in a memo format and attached to an email. It must be received and registered with the Department Adjutant no later than May 15, prior to the Department Convention at which action thereon is desired. The Adjutant will maintain a copy, forward of the proposal to the Web Sgt. for placement onto the Department website, send a copy to Resolution Committee, for the Committee's consideration and recommendations, send a copy to the Department Commandant and Judge Advocate and return a copy to the sender confirming it has been received and acted on.

**Section 10015. Authorization.** Refer to National Administrative Procedures, CHAPTER TEN, Section 10015.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Section 10020. Amendments.

- A. The Administrative Procedures may 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 Adjutant no later than sixty (60) days prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form, and will be in the exact wording intended. Submission should be sent via Certified U.S. Mail or by other carriers where Certified delivery may be verified, and a Return Receipt may be requested or attached to an email in a Word Document format (.DOC). It must be received and registered with the Department Adjutant no later than sixty (60) prior to the Department Convention at which action thereon is desired. The Adjutant will maintain a copy and return a copy to the sender confirming it has been received and acted on.

1. At the discretion of the Adjutant (or Adjutant/Paymaster) in lieu of triplicate copies by mail, electronic submission is acceptable. Additionally, electronic copies may be sent to the Detachment Commandants.

**Section 10025. Effective Date.** Each revision, amendment, or repeal of a provision of the Department Administrative Procedures which are approved at a Department Convention, as outlined in the Department Bylaws, ARTICLE XI, Section 1105, and does not provide for an effective date will become effective upon the close of the Department Convention at which it is approved.

**Section 10030. Department Administrative Procedures Distribution.** The current edition of the Department Administrative Procedures along with any published changes shall be posted on the Department website for access and review by all members of the TXMCL, the Department BOT, MCL Auxiliary, and the Military Order of the Devil Dogs Texas Pack. Changes approved at the Department Convention each year shall be posted to the website once completed.

### Section 10035. Reserved.

**Section 10040. Violation.** Any member who violates the precepts of the Department Bylaws or the Administrative Procedures of the TXMCL is subject to the provisions of CHAPTER NINE, Grievance and Discipline, as stated in the National Administrative Procedures.

**Section 10045. Natural Disaster Relief Fund.** Department of Texas will maintain a line item in the budget to provide aid to Marine Corps League, Department of Texas members titled Natural Disaster Relief Fund (NDR).

- A. To qualify, the members must be in good standing at the time of the incident.
- B. They must be able to show they suffered damages and have expenses in excess of requested amount due to a natural disaster.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

- C. Maximum aid paid to a member per NDR event will be \$1,000, at the discretion of the Board of Trustees, and max lifetime aid per member is \$2,000.
- D. The request must be forwarded/submitted by their Detachment Commandant and approved by the Department Commandant and Senior Vice Commandant. In case of disagreement between the two, the Judge Advocate will be asked to render a decision to break the tie. A Member at Large in good standing at the time of the NDR will submit their request to the District Vice Commandant for the area that they live in to be forwarded to the Department. It is the responsibility of the Detachment Commandant or District Vice Commandant to vet the requests before sending them in for approval.
- E. The request is a written document with the individual's name and membership number. It will include a brief description of the problem and have attached any pictures or other documents to support their request.
- F. The NDR will be funded with \$40,000 currently in the Department of Texas account. The \$40,000 was acquired as part of the \$50,000 sale of the Zapata property when the Zapata Detachment lost their charter. Additional funds must be voted on at the future State Conventions. Additionally, all future funds donated due to a natural disaster within the Department of Texas would be placed into the account as would donations from detachments and individuals.
- G. Additionally, the Commandant may request \$1,000 be sent to another Department to provide support for Natural Disaster Relief in other parts of the country. This must be approved by two other elected officers and submitted to the Board of Trustees.

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

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**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (1)**



## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (2) AMERICANISM PROGRAM**

Entry Rules: May be submitted as a Bound Book, a Scrapbook, or an Album.

All entries must be hand-delivered to the Department Convention. If a member of the Detachment will not be present, another Marine Corps League (MCL) Member may be designated to deliver the entry.

- All Entries will be returned after the awards are announced at the Convention.

- All Detachments and Departments may enter and are encouraged to do so.

Documentation will be provided each year on the Department Website specific instructions for submission for that year including Department Americanism Chairperson's contact information.

Suggested Titles: "(Name) Detachment Diary  
"Department of (Name) Diary"

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Awards: Nine (9) Plaques awarded according to membership strength.

- Category 1 - 15-49 Members 1st, 2nd, & 3rd Place

- Category 2 - 50-79 Members 1st, 2nd, & 3rd Place

- Category 3 – 80 and over Members & Over 1st, 2nd, & 3rd Place

Top Award: Gil Gray Award with Plaque. Awarded to the top entry regardless of category.

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Suggested Contents of the Entry Book:

- Installations – New members or Detachment

- Marine Corps Balls – Parades – Veteran Days Activities – Memorial Day Activities

- Christmas Parties – Toys for Tots – VAVS Activities

- Youth Activities – Young Marines of the Marine Corps League – YPF – Boy Scouts

- School or Sports Activities – Respect for Flags Classes – Veteran's Appreciation

- MCL Membership & Recruiting Programs

- MCL Social Events – Historical Events

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (2) AMERICANISM PROGRAM**

- Participation with other Veterans Organizations – Support of other Organizations
- Events that may be included are not limited to this list.

Include photographs, newspaper articles, and other documentation for each event cited in the Entry Book. All items should include the date and all photographs should include captions identifying the event and the individuals in the photograph.

The Entry Book should include events over an entire 12-month period from June 1<sup>st</sup> to May 31<sup>st</sup> of the current year only and published on the individual year's documentation. To include all activities that the Detachment hosted, supported or participated in, to further patriotism in their local state or national communities.

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DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (2)  
AMERICANISM PROGRAM

**Americanism Section Criteria**

**Detachment Name:** \_\_\_\_\_ **#:** \_\_\_\_\_

**Department of Texas State Convention** \_\_\_\_\_ **(year)**  
**Membership Strength:** \_\_\_\_ **(All Members)**

The Americanism books will be organized in ***SECTIONS*** with the appropriate documentation. Each **Section** will have a cover sheet explaining the contents of that **Section**. Not all Detachments will cover every **Section**.

**The Detachment Commandant and Americanism Chairman MUST sign this page.** This will be the **first** page in your book.

Your Americanism book must be delivered to the Americanism Chairman or turned in at the MCL Registration Desk set up by the sponsoring Detachment **NO LATER THAN NOON ON FRIDAY** of the Convention, with judging to take place the same afternoon.

Books will be available for pick up after the Americanism Awards are presented at the MCL Business Meeting on Saturday.

\_\_\_\_\_  
**Detachment Commandant**

\_\_\_\_\_  
**Detachment Americanism Chairman**

**THIS FORM MUST BE THE FIRST PAGE  
OF YOUR SUBMISSION**



# **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

## **Enclosure (2)**

**Section 1 - PARADES OR SPECIAL EVENTS TO CELEBRATE NATIONAL HOLIDAYS**

**Section 2 – HONOR GUARDS/FUNERAL DETAILS**

**Section 3 - YOUTH**

**Section 4 - AMERICANISM PROGRAMS**

**Section 5 – CHARITY DRIVES**

**Section 6 - ASSISTING VETERANS**

**Section 7 - SCHOLARSHIPS**

**Section 8 - THE DETACHMENT  
(Chaplains of Four Chaplains & Programs for Veteran Children)**

**Section 9 - CONVENTIONS AND MID-WINTER RALLIES**

**Section 10 – MILITARY EXPOS/LEGISLATIVE CORRESPONDENCE**

**Section 11 – HELPING MARINES**

**Section 12 - DETACHMENT**

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (3)**

**UNIFORM CODE - MARINE CORPS LEAGUE**

**Refer to National Administrative Procedures, Enclosure (3)**

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (4) MARINE CORPS LEAGUE AWARDS**

**Refer to National Administrative Procedures, Enclosure (4)  
with the addition of:**

#### **DEPARTMENT RECRUITER OF THE YEAR AWARD**

The Department of Texas will present a Department Recruiter of the Award to the Department member that recruits the most members for that year. The reporting period includes the time between May 1 through April 30 prior to the Department convention. To be eligible for the Department of Texas Recruiter of the Year Award, a Department of Texas Recruiter of the Year nomination form must be received by the Department of Texas Junior Vice Commandant/Awards Chairman by 15 May. Late entries will be disqualified.

The Marine Corps League, Department Recruiter of the Year Medal, with certificate, will be presented to the Department Recruiter of the Year at the Department Convention.

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (4) DEPARTMENT RECRUITER OF THE YEAR FORM (Downloadable Form on Department Web Site)



**Department of Texas Marine Corps  
League**  
**Recruiter of the Year Nomination Form**  
**1 May 20\_\_\_\_\_ - 30 April 20\_\_\_\_\_**



Date\_\_\_\_\_

Member's (Recruiter) Name\_\_\_\_\_ Membership Card #\_\_\_\_\_

Detachment Name\_\_\_\_\_ Number\_\_\_\_\_ District #\_\_\_\_\_

Must be submitted with Detachment Signatures.

NEW MEMBERS NAME	NEW MEMBERS NAME
1	13
2	14
3	15
4	16
5	17
6	18
7	19
8	20
9	21
10	22
11	23
12	24

Note: If new member was recruited to a Detachment other than the recruiter's home Detachment, add that Detachment's number following the member's name.

This is to certify that \_\_\_\_\_ recruited \_\_\_\_\_ new members for the 12 month period  
beginning 1 May 20\_\_\_\_\_ and ending 30 April 20\_\_\_\_\_.

\_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Paymaster

Send completed form to Department Junior Vice Commandant/Awards Chairman

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4)

#### Joe Vickery Award

**Joe Vickery Award:**

The Department of Texas Marine Corps League Joe Vickery Award is awarded annually to a Detachment Chaplain for Distinguished Service to the Marine Corps League.

**Plaque:** Joe Vickery Plaque

**Awarded by:** Department Chaplain

**Recommended by:** Any Member of the TXMCL

**Presented at:** The Department Convention **Nominations for the Joe Vickery Award: Must be received by May 1st**

Nominations for this award should be submitted to the Department Chaplain. The nomination shall be made in letter form, either typed or legibly handwritten, and may contain pictures or other documentation of the service of the nominee.

*Awarded to any Department of Texas Detachment Chaplain who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Joe Vickery.*

#### Harry Bruce Award

**Harry Bruce Award:**

The Department of Texas Marine Corps League Harry Bruce Award is awarded by the Department Commandant.

**Plaque:** Harry Bruce Plaque

**Awarded by:** Department Commandant

**Recommended by:** Department Commandant

**Presented at:** The Department Convention

*Presented to a Department of Texas Officer, either elected or appointed, who has served the TXMCL with distinction and honor above and beyond the call of duty and who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Harry Bruce.*

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4)

(Downloadable Form on Department Web Site)

### ACTIVITIES AWARD

The Department of Texas Awards Committee will present awards to detachments in recognition of their activities for the Good of the League and for membership recruiting. The preliminary means of measurement for the awards shall be the **Monthly Membership and Activity Report** forms submitted by detachments. Reports should be sent to the Chairman of the Awards Committee (Department Senior Vice Commandant) and copies should be sent to the Department Commandant. Reports should be sent monthly but may be sent in aggregate so long as all reports are received by the Committee Chairman by May 15th. The reporting period for the activities include the time between May 1 through April 30 prior to Department Convention. Awards will be presented at the Department Convention. Presentation of the awards will be made by categories of detachment sizes (which is the total number of ALL – regular plus associate – paid up members) as follows:

#### CATEGORY ONE: (15-49 Members)

- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

#### CATEGORY TWO: (50-79 Members)


- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

#### CATEGORY THREE: (80 or more Members)


- 1st Place: Plaque
- 2nd Place: Certificate
- 3rd Place: Certificate

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**Enclosure (4)**  
**ACTIVITIES AWARD**



DEPARTMENT OF  
**TEXAS**  
MARINE CORPS LEAGUE

Conventions & Conferences -
News & Events -
About Us -
Resources -
Programs -
Contact Us -
My Account -


Training

All Forms/Docs

Activity Reports

Docs Transmittals

Detachments

Program Docs

Uniforms

Americanism

Awards

Bylaws & Administration Procedures

Conventions & Conferences

Configure Registration

Report Guidelines

Microsoft Excel (Preferred)

Google Sheets

PDF (Not Preferred)






# Welcome

The Department of Texas Marine Corps League is comprised of 48 detachments across the state.


Find Your Local Detachment

Make a Donation



DEPARTMENT OF  
**TEXAS**  
MARINE CORPS LEAGUE

LATEST NEWS



We're offline  
Leave a message

## Department of Texas

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**Enclosure (4)**  
**ACTIVITIES AWARD**

**Copy of Monthly Activity Report**

File Edit View Insert Format Data Tools Extensions Help

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I1K1 | fx DETACHMENT

	I	J	K	L	M	N	O	P	Q	R
1	<b>DETACHMENT</b>			Form Revised: 6/30/2025 10:12:51		<b>TOTAL SCORE</b> 0	<b>TOTAL DONATIONS</b> \$0.00	<b>TOTAL EAGLE SCOUTS</b> 0	<b>TOTAL COMMUNITY ACTIVITY HOURS</b> 0	<b>TOTAL VOLUNTEER HOURS</b> 0
2						Current Estimated Texas Value of Each Volunteer <a href="#">https://independent.org</a>				
3						Do not enter hours for administrative or detachment/board me				
4	<b>REPORTING PERIOD:</b>			<b>SUBMITTED BY:</b>						
5	Year	2025-2026		PHONE:						
6	Month			DATE:		*Required, **Activities & Eagle Scouts ONLY, ***Donations				
8	Score	*Date	*Category	Subcategory	**Activity Level	**Number of Members	***Donation Amount	Number of Eagle Scouts	Community Activity Hours	Total Volunteer Hours (calculated)
9	0									0
10	0									0
11	0									0
12	0									0
13	0									0
14	0									0
15	0									0
16	0									0

+ ≡ Activity Report ▼ 2025 Value of Volunteer Time Report ▼

[illegible]



## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (4)**

#### **CAM POSEY MEMORIAL SCHOLARSHIP FUND**

The Cam Posey Memorial Scholarship Fund grants scholarships to qualified individuals to attend college within the State of Texas in the order of need and preference. The amount of the Cam Posey Scholarship will be determined by the Committee Chair with the funds available, number of applicants and be divided equally. The Paymaster will provide the Cam Posey Committee Chair who then makes a recommendation to the Board of Trustees for approval vote.

The Cam Posey Memorial Scholarship Fund grants scholarships to qualified individuals in the order of need and preference as follows:

1. Sons, Daughters, Grandchildren and Great Grandchildren of Marines who have lost their lives in the line of duty;
2. Sons, Daughters, Grandchildren and Great Grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
3. Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary, any honorably discharged Marine and Sons, Daughters, Grandchildren and Great Grandchildren of Marines who have lost their lives in the line of duty, in need of vocational training.

**Note 1:** All decisions of the Scholarship Committee are final and will not be subject to review.

**Note 2:** If you have a 4-year degree you need not apply as this scholarship; it is not for post graduate work.

#### **Requirements for obtaining a scholarship:**

1. A letter from the applicant's high school concerning the student's ability, with a transcript of grades and a recommendation as to further education;
2. A letter from the applicant with a brief life history, choice of studies, and college preference. Any connection with the Marine Corps League or United States Marine Corps, if any, should be noted;
3. Applicant must submit a handwritten essay of approximately 250 words on the subject of "Americanism";
4. Proof of the applicant's acceptance in an institute of higher education (preferred) or a letter from the applicant's high school counselor stating intent;
5. Completion of the application on the reverse side of this page.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (4)

(Downloadable Form on Department Web Site)

#### Information required on application for renewal (for prior recipients):

1. Letter requesting renewal (deadline for submission is May 1, annually);
2. Copy of last semester grades;
3. Proof of acceptance in an institute of higher learning.

#### **THE DEADLINE FOR SUBMISSION OF THE APPLICATION OR RENEWAL REQUEST IS MAY 1, ANNUALLY**

Mail the completed application/renewal request letter by **MAY 1**, annually, to the Department Scholarship Chairman. Address and contact information can be found on the Department of Texas web site [www.txmcl.org](http://www.txmcl.org) or by contacting the Department Commandant.

*This instruction document and application form is also downloadable at [www.txmcl.org](http://www.txmcl.org).*

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (4)

(Downloadable Form on Department Web Site)

### CAM POSEY MEMORIAL SCHOLARSHIP FUND APPLICATION

*Attach Photograph Here*

Full Name of Applicant: \_\_\_\_\_

Address: \_\_\_\_\_  
Street/Rural Route/PO Box City State Zip Code

Telephone: ( ) \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Marital Status: \_\_\_\_\_

Name of Marine by which applicant is eligible: \_\_\_\_\_

Detachment Name: \_\_\_\_\_ Auxiliary Unit Name: \_\_\_\_\_

Brief statement of military service of qualifying Marine: \_\_\_\_\_

Profession or occupation of father: \_\_\_\_\_

Profession or occupation of mother: \_\_\_\_\_

Date of graduation from High School: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip Code

Have you been accepted by this Institute of Higher Education? \_\_\_\_\_  
(Please attach a copy of the letter of acceptance)

What special recognition, if any, did you receive for academic excellence in High School? List all Honors or other Awards. (Please attach additional pages as necessary.) \_\_\_\_\_

List your extracurricular activities in High School. Include participation in athletics, publications, school plays, debate, club work, band, choir, Student Council, etc. List any offices you held or any special recognition you received. (Please attach additional pages as necessary.)

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Note to Applicant:** Please insure that all required documentation is attached to this Application. Forward Application and all required documents to: *Scholarship Committee, c/o Department Adjutant Paymaster. Contact info on the Department website.*

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DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (5)  
Report of Officer Installation  
(Downloadable Form Located on Department Website)



# Marine Corps League

## Report of Officer Installation – Detachment

Detachment

Federal EIN

Incorporation ID No.

Date of Incorporation

(Date of Election)

(Place of Installation)

(Installation Date)

Detachment Mailing Address

(Installing Officer's Name and Title)

(Installing Officer Signature)

**Note: The Officer must be installed to be listed on this form.**

OFFICE Elected / Appointed	MBR#	PROFILE ID	INCUMBENT (NAME)	EMAIL	PHONE
Commandant					H C
Senior Vice Commandant					H C
Junior Vice Commandant					H C
Judge Advocate					H C
Junior Past Commandant					H C
Adjutant					H C
Paymaster					H C
Chaplain					H C
Sgt-At-Arms					H C
Marine 4 Life					H C
					H C

Date, Time & Place of Detachment Meetings

Detachment Renewal Dues (This the amount of Detachment Due Only).....

Department Renewal Dues (This the amount of Department Due Only).....

(Submitted By)

(Title)

(Signature)

(Date)

**Instructions:**

- 1) Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster, retaining a copy for detachment records.
- 2) Department Adjutant/Paymaster sends a copy to the Membership Supervisor and Division NVC, retaining a copy for department records. Membership Supervisor is JD Foster. Email: jfoster@mcleague.org

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (5) Report of Officer Installation

***NOTE:***

*All detachments must conduct an installation of officers each year between October 1<sup>st</sup> and May 1<sup>st</sup> with a report forwarded to Department NLT May 1<sup>st</sup>. Department needs to transmit to National NLT May 31<sup>st</sup>.*

*It is the responsibility of the Detachment Adjutant/Paymaster or the Adjutant to have Report of Officer Installation prepared for the Installing Officer at the time of the installation.*

*It is also the responsibility of the Detachment Adjutant/Paymaster of Adjutant to forward the report to the Department Paymaster.*

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (6)

### Membership Dues Transmittal & Change Notification Form (Downloadable Form Located on Department Website)

There are two versions of the Dues Transmittal Form:

**Long Form (recommended):** 51 transactions possible per transmittal

#### Information Page

TRANSMITTAL FORM		Detachment #
Detachment Number:		
Detachment Name:		
Department:	Texas	
Division:	Southern	
Detachment Paymaster Name:		
Det. Paymaster Address Line 1:		
Det. Address Line 2:		
Det. Paymaster City:		
Det. Paymaster State:		
Det. Paymaster Zip:		
Det. Paymaster Email:		
Det. Paymaster Phone:		
<hr/>		
Dept. Paymaster Name:	Greg Sumner	
Dept. Paymaster Email:	adjutantpaymaster@txmcl.org	
Dept. Paymaster Phone:	(956) 358-3227	
<hr/>		
Transmittal Date:		
Transmittal #:		
<hr/>		
Detachment Signature:	Department Signature:	
	Department Date Received:	
	National Date Received:	
<hr/>		
TO: National Adjutant/ Paymaster, P.O. Box 1990, Stafford VA 22555-1990		
VIA: Department Adjutant/Paymaster, 1616 E Griffin Pkwy PMB #233 Mission, TX 78572-318		
PLEASE READ CAREFULLY		
1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.		
2. <b>PAY ONLINE (button below)</b> or Enclose <b>ONE CHECK</b> payable to <i>Department of Texas Marine Corps League</i>		
a. (If submitting two checks to separate National/Dept. make <b>BOTH CHECKS PAYABLE TO DEPARTMENT</b> )		
3. Include Date of Birth for all NEW applicants (mandatory for Life Members).		
4. Attach ORIGINAL-SIGNED APPLICATION and/or TRANSFER FORMS (APPLICATIONS or TRANSFER cannot be processed without attached forms). <u>New Members cannot be processed at National Headquarters without a copy of the application</u>		

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (6) Membership Dues Transmittal & Change Notification Form

Long Form

Payment Page

### TRANSMITTAL FORM

Detachment # \_\_\_\_\_  
Transmittal # \_\_\_\_\_

DEPARTMENT DUES: \$ 0.00

DEPARTMENT CHECK#: \_\_\_\_\_

**PAY ONLINE**

NATIONAL DUES ONLY (CODES)	COST PER MEMBER	QUANTITY	TOTAL
N(NEW)	25.00		\$ 0.00
NAM(NEW ASSOCIATE)	25.00		\$ 0.00
R(Renewal)	20.00		\$ 0.00
RAM(Renewal Associate)	20.00		\$ 0.00
RDM(Renewal Dual)	20.00		\$ 0.00
R/I(Reinstate)	20.00		\$ 0.00
NDM(New Dual Member)	25.00		\$ 0.00
N*(NEW March 1st-June 30th)	15.00		\$ 0.00
NAM* (NEW March 1st-June 30th)	15.00		\$ 0.00
NDM* (NEW March 1st-June 30th)	15.00		\$ 0.00
L (35 and under)	1000.00		\$ 0.00
L (36-50)	800.00		\$ 0.00
L (51-64)	600.00		\$ 0.00
L (65-84)	400.00		\$ 0.00
L (85 and over)	100.00		\$ 0.00
CARDG	20.00		\$ 0.00
CARDP	10.00		\$ 0.00
TOTAL:			\$ 0.00

NATIONAL CHECK#: \_\_\_\_\_

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (6) Membership Dues Transmittal & Change Notification Form

### Long Form

Transactions Pages: 3 Transactions x 17 Pages = 51 Transactions per transmittal

TRANSMITTAL FORM									
Detachment # <input type="text"/> Transmittal# <input type="text"/>									
MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)		FIRST		MI		# OF YEARS PAYING
PLM#	**	STREET ADDRESS (OR PO BOX #)			CITY	ST	ZIP +4	PRIOR EXPIRATION	
PROFILE ID#	E-MAIL ADDRESS		TELEPHONE NUMBER			DATE OF BIRTH/DEATH			
HQ NOTES									
MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)		FIRST		MI		# OF YEARS PAYING
PLM#	**	STREET ADDRESS (OR PO BOX #)			CITY	ST	ZIP +4	PRIOR EXPIRATION	
PROFILE ID#	E-MAIL ADDRESS		TELEPHONE NUMBER			DATE OF BIRTH/DEATH			
HQ NOTES									
MEMBER#	CODES	HQ USE ONLY	LAST NAME (JR, ETC)		FIRST		MI		# OF YEARS PAYING
PLM#	**	STREET ADDRESS (OR PO BOX #)			CITY	ST	ZIP +4	PRIOR EXPIRATION	
PROFILE ID#	E-MAIL ADDRESS		TELEPHONE NUMBER			DATE OF BIRTH/DEATH			
HQ NOTES									



# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (6) Membership Dues Transmittal & Change Notification Form

Short Form: Only 6 transactions

MARINE CORPS LEAGUE									
MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM									
FROM: DETACHMENT #					DETACHMENT #				
TO: National Adjutant/Paymaster, P.O. Box 1990, Stafford VA 22555-1990									
VIA: Department Adjutant/Paymaster, 1616 E Griffin Pkwy PMB #233 Mission, TX 78572-318									
PLEASE READ CAREFULLY					Date:				
1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.					Transmittal #				
2. <b>PAY ONLINE</b> (button below) or Enclose <b>ONE CHECK</b> payable to <i>Department of Texas Marine Corps League</i>					Start new sequence on July 1 each fiscal year				
(If submitting two checks to separate National/Dept. MAKE BOTH CHECKS PAYABLE TO DEPARTMENT)					with the 2-digit fiscal year-end a hyphen and the				
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).					transmittal number. For example on July 1,				
4. Attach <b>ORIGINAL-SIGNED APPLICATION FORMS</b> TO TOP COPY (applications cannot be accepted without attached					2023, the first transmittal would be: 24-01				
application forms).									
5. If you have more than six members renewing at one time. Please use the <b>LONG FORM</b> transmittal.									
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc.)	FIRST	MI	# of Years Paying			
PLM #	<input type="checkbox"/>	**	STREET ADDRESS (or PO BOX #)	CITY	ST	ZIP + 4	Prior Expiration		
PROFILE ID #	E-MAIL ADDRESS			TELEPHONE NUMBER	DATE BIRTH / DEATH				

NATIONAL DUES ONLY		Check #	
R	Renewal \$20.00	\$	0.00
N	New Member \$25.00		0.00
RAM	Renewal Associate \$20.00		0.00
NAM	New Associate \$25.00		0.00
RDM	Renewal Dual \$20.00		0.00
NDM	New Dual \$25.00		0.00
N*	March 1st-June 30th \$15.00		0.00
NAM*	March 1st-June 30th \$15.00		0.00
NDM*	March 1st-June 30th \$15.00		0.00
Life Member by age:			0.00
L	35 and under \$1000		0.00
L	36 to 50 \$800		0.00
L	51 to 64 \$600		0.00
L	65 to 84 \$400		0.00
L	85 and over \$100		0.00
National Dues \$			0.00

Department Dues		DETACHMENT PAYMASTERS NAME/SIGNATURE	
Check #			
Total \$	0.00	TRANSMITTAL RETURN EMAIL	
Received at Department		ADDRESS	
Date:		CITY ST ZIP + 4	
Received at National HQ (Date/Time Stamp)		DEPARTMENT PAYMASTERS NAME Greg Sumner	
		EMAIL PHONE NUMBER adjutantpaymaster@txmcl.org 956-358-3227	

T= Transfer  
R/=Reinstate Use R section of dues summary  
FILL OUT ALL FIELDS AND SEND TO DEPARTMENT PAYMASTER w/ FEES  
DEPARTMENT PAYMASTER FORWARD TO HEADQUARTERS  
\*For members who join between March 1st and June 30th of each year.

**PAY ONLINE**

Shaded area are for National HQ use only.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (6) Membership Dues Transmittal & Change Notification Form

Both versions include a reference sheet that explains the various codes to use.

#### **CODES:**

**N(NEW): New Member Paying Full Dues Between the July 1st and the last day of February**

**NAM (NEW ASSOCIATE): New Associate Member Paying Full Dues Between the July 1st and the last day of February**

**R(RENEWAL): Renewal of a Regular member**

**RAM (RENEWAL ASSOCIATE): Renewal of an Associate Member**

**RDM (RENEWAL DUAL MEMBER): Renewal of a Dual Member**

**NDM (NEW DUAL MEMBER): New Dual Member Paying Full Dues Between the July 1st and the last day of February**

**N\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Member Paying Reduced Dues Between the March 1st and the June 30th.**

**NAM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Associate Member Paying Reduced Dues Between the March 1st and June 30th.**

**NDM\*(NEW MARCH 1<sup>ST</sup>-JUNE 30<sup>TH</sup>): New Dual Member Paying Reduced Dues Between the March 1st and June 30th.**

**L: Life Member**

**T: Transfer proper form filled out and signed must accompany the transmittal.**

**COAN: Change of address fill in new address.**

**COAO: Change of address fill in address before change.**

**R/I: Reinstatement of a member. Must have been expired by at least one year.**

**DEL: Delete** This can only be done with members who are passed the two years drop point or with accompanying letter stating to terminate membership signed by the member. This letter must be signed by the Department, Division Vice Commandant, and National Commandant.

**NOD: Notice of Death entered on a transmittal / complete all boxes including Date of Death. A copy of the Notice of Death form must be included. Note, IF using NOD code fill in DATE BIRTH / DEATH actual date of death. This does not change the process the Chaplains presently use. It is meant to supplement.**

**CON: Change of name.**

**CARDG: Replacement of a Gold Life Member Card.**

**CARDP: Replacement of the Plastic Membership Card.**



**\* \* :** If you have no updates to a members contact information (Address/Phone/Email) You can check this box and leave those boxes empty.

**PROFILE ID = Unique number / identifier assigned to a specific MCL Member in the membership database**

**Can be found on you Detachment copy of roster sent to you by the Department Paymaster.**

# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (7) Request for Transfer (Downloadable Form Located on Department Website)

### Marine Corps League

#### Request for Transfer

**Section 1** (To be completed by the transferring member.)

\_\_\_\_\_  
(Member Name) Member # \_\_\_\_\_

PLM # \_\_\_\_\_  
(If Applicable)

Address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Email Address \_\_\_\_\_

(Write None if you don't use email.)

I hereby request that my membership as a ☐ Regular ☐ Dual ☐ Associate ☐ Member at Large

be transferred to \_\_\_\_\_

(Detachment name and number.)

from \_\_\_\_\_

(Detachment name and number, member at large leave blank.)

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Section 2** (To be completed by the losing detachment's commandant, does not apply to a Member at Large.)

The above member is in ☐ good standing or is ☐ delinquent.

Membership expiration date is \_\_\_\_\_.

The member ☐ is or ☐ is not indebted to this detachment. (If indebted explain on reverse side.)

Transfer of this member is ☐ approved or ☐ disapproved.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Detachment \_\_\_\_\_

**Section 3** (To be completed by gaining detachment's commandant.)

I have reviewed the foregoing information and hereby ☐ approve or ☐ disapprove the transfer of this member.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Detachment \_\_\_\_\_

**Section 4** (For Dual Members only.)

I certify that I am a Dual Member and I hereby request that my voting rights for Department and

National Conventions be transferred to \_\_\_\_\_,

(Detachment name and number.)

Department of \_\_\_\_\_.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Instructions:**

1) Complete section 1 & 4 (if applicable) of the form the form and forward to current Detachment Commandant. Detachment Commandant signs and forwards to gaining Detachment Commandant. Gaining Detachment forwards to Department with Dues Transmittal Form. Department forwards Transfer and Transmittal Forms to National Headquarters.

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (8) Notice of Death (Downloadable Form Located on Department Website)

### Marine Corps League

#### Notice of Death

of the   
(Member Name) (Detachment Name)

Detachment # , Department  Marine Corps League, did answer his/her Final Earthly Roll Call on .  
(Date of Death)

The deceased is survived by ,   
(Relation's Name) (Relationship)

who resides at ,   
(Address) (City)

,   
(State) (Zip)

Membership Number  PLM Number  (If Applicable)

Remarks:

*A sympathy card will be sent if this notice is received within sixty (60) days from the date of death, unless otherwise requested.*

Date

Submitted by   
(Detachment Chaplain)

Email Address

**Instructions:**

**Email to Department Chaplain**

- 1) Detachment Chaplain fills out the form then sends a copy to the Department Chaplain retaining a copy for detachment records.
- 2) Department Chaplain sends a copy to the Marine Corps League National Headquarters and National Chaplain retaining a copy for department records.
- 3) Detachment Paymaster must attach this form when submitting a Notice of Death via Transmittal.

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# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (9)

### **Bylaws and Administrative Procedures Change Format**



DATE: Date

FROM: Name of Proposer

TO: Department of Texas Adjutant

SUBJECT: Modification to Section xxx of the Department By-Laws (or Administrative Procedures)

#### **EXPLANATION of PROPOSED REVISION:**

Write out explanation and reason for of proposer's revision, amendment or repeal of current Bylaw or Administrative Procedure.

#### **AS IT IS NOW**

Show current Bylaw or Administrative Procedure as currently written as it is now.

#### **PROPOSED BYLAW CHANGE**

Proposed revision, amendment or repeal as how proposer wants it written.

Available for download on the Department Website: [Click Here to Download](#)

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**Enclosure (10)  
CONVENTION/CONFERENCE PLANNING GUIDE**

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SECTION 5: PLANNING FACTORS .....	AP-76
SECTION 6: BID PROPOSAL AND CONVENTION/CONFERENCE ROTATION .....	AP-80
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SECTION 8: ENTERTAINMENT PLAN.....	AP-82
SECTION 9: ACTIVITIES COMMITTEE .....	AP-83
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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10) SECTION 1: PURPOSE**

As with National and Southern Division, the Department does not have a budget nor the manpower to support hosting a Convention. For this reason, we must rely upon the Detachments of Texas to Host the Convention or Conference.

The purpose of Enclosure 10 is to standardize the policies, procedures, and techniques to assist individual Detachments interested in hosting the Department Convention/Conference. It is designed to target the first time Hosting Detachment by providing the requirements that must be met to host the Department Convention/Conference.

This enclosure is designed to support both the Convention and the Conference. (Henceforth referred to as “Convention”.) The timeline and tasks are the same except for the end date. The Dept Convention is in June whereas the Dept Conference is in October.

It will cover most requirements and although both events have basically the same prerequisite, each accomplishes a separate Mission. The focus of the Convention is League Business, Elections, and Awards while the focus of the Conference is Training. The difference is the meeting room requirements. Large for the Convention and several smaller rooms with only one big main room.

Initially the Detachment must form a Core Team consisting of the Detachment Commandant, Senior Vice, Junior Vice, Judge Advocate, and the Paymaster to determine the feasibility and the possibility of hosting a Convention. The Core team needs to become familiar with this Enclosure and to understand the numerous requirements and responsibilities needed for a successful Convention.

Guided by Enclosure 10, the Committee will conduct research to determine the feasibility to host a Convention. For example, if a Detachment submits their Bid Proposal for the 2026 Convention, it must be submitted no later than May 30 and presented at the 2024 June Department Convention. This would be a two-year planning cycle and the preferred method. Or a Detachment can use a one-year planning cycle which requires their Bid Proposal for 2026, to be submitted no later than May 30 and presented at the 2025 Convention.

Once awarded the Bid, the Detachment Core team will transition into the Detachment Convention Committee lead by a designated Chair. Additionally, due to their creativity, the Committee may identify additional requirements to support the Convention Plan.

Education and Training are the keys to success. Reading and reviewing Enclosure 10 is the foundation to achievement. There are several individuals on the Department Staff who have produced their Detachment Convention and possess a wealth of working knowledge and business experience. Detachments need to contact those individuals and ask questions after reading this Enclosure. Meetings can take place through Zoom Conferences, phone calls, and/or face-to-face meeting to assist the Detachment’s consideration to Host.

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 2: ROLES AND RESPONSIBILITIES**

##### **Department Commandant**

1. The Department Commandant (Dept Cmdt) is responsible for the execution of the Marine Corps League and the Dept Business at the Convention.
2. Provides intent and guidance to the Dept Staff and Detachment.
3. Develops the agenda and identifies the Guest of Honor.

##### **Department Senior Vice Commandant (Dept Sr Vice Cmdt)**

1. Responsible for the oversight and the execution of the Convention.
2. Reports on all aspects of the development of the Convention plans.
3. Monitors the progress and will assist the Dept Convention Chair as required.

##### **Dept Convention Chair**

1. Provides support and is the Dept Technical Advisor to the Detachment Convention Planning Team.
2. Monitors the progress of the Convention plans and reports to the Dept Sr Vice Cmdt on all aspects of the Convention.

##### **Dept Web Sgt.**

1. The Dept Web Sgt. maintains the Convention Web Site.
2. Responsible for populating the Convention page.
3. Utilizes the Dept Convention Electronic Registration Program.

##### **Detachment (Det) Cmdt**

1. Develops the Convention plan based on the Dept Cmdt's intent and guidance.
2. Works with the Dept Cmdt to develop the agenda and identify the Guest of Honor.
3. Invites the Guest of Honor if requested to do so by the Dept Cmdt.
2. Must identify a Det Convention Chair.
  - a. Identify someone in the Det that has experience and planning skills.
  - b. A recommendation may be the Det Sr Vice.
  - c. Submit the name to the Dept Convention Chair.
3. Submit monthly report on progress and an After-Action Report to include Lessons Learned to Dept by Sept 30.
4. Suggestion, keep a journal and record major events, action required, and problems as they develop. It will make drafting the After-Action Report to include Lessons Learned report easier.

##### **Det Convention Planning Team**

- a) They are responsible for and must familiarize themselves with all aspects of Convention Planning.
- b) Review the National and Dept Admin Procedures plus Enclosure 10.
- c) Maintain lines of communication with the Dept Staff.
- d) Submit at least one Convention Situational Report each month and more when required for the Dept Convention Chair. Send a "CC" copy to the Dept Cmdt and Dept Sr Vice.
- e) Establish timelines.
- f) Should not work in a vacuum and ask questions and seek technical advice from the Dept.

##### **Det Paymaster:**

- g) Establish a Budget Category to maintain income received, expenditures, and profit/loss totals.



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 3: SOURCE REFERENCES

1. If you have not established an account with the National and/or Dept Websites, you may not be able to access all available resources. Talk with your Det Cmdt and/or Paymaster for details.
2. There are two source references located on the TXMCL.ORG website and under the menu structure: Resources > Forms/Docs > Bylaws & Admin Procedures >
  - a) Primary Source: Enclosure 10, Department of Texas Administrative Procedures
  - b) Secondary: National Administrative Procedures
    - i) Provides broad support
3. TABC Certificate:
  - a) Provides the link to have your Hospitality Suite Servers trained and certified.
  - b) [https://www.tabccertificationprogram.com/?cmpcode=search&targetid=kwd-24701484531:loc-4126&msslkid=abf06920d6841f5705330d3d2b47da3c&utm\\_source=bing&utm\\_medium=cpc&utm\\_campaign=TABC%20Certification%20%7C%20Alcohol%20%7C%20WS&utm\\_term=tabc%20certification&utm\\_content=Texas%20TABC](https://www.tabccertificationprogram.com/?cmpcode=search&targetid=kwd-24701484531:loc-4126&msslkid=abf06920d6841f5705330d3d2b47da3c&utm_source=bing&utm_medium=cpc&utm_campaign=TABC%20Certification%20%7C%20Alcohol%20%7C%20WS&utm_term=tabc%20certification&utm_content=Texas%20TABC)
4. Sales Tax Information:
  - a) <https://comptroller.texas.gov/taxes/publications/96-122.php>

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 4: RESPONSIBILITIES OF DETACHMENT HOST COMMITTEE**

1. Choose a target year for the Convention you wish to host.
2. Establish a Core Working Group to explore the possibilities of hosting the event.
3. Throughout this Enclosure, the example target date will be the 2026 Convention. By using the two-years planning cycle (Henceforth referred to as the “24-month cycle”), you would submit your Bid Proposal before May 30 and make your presentation at the 2024 Dept Convention.
4. The hosting Det must do the following before submitting a bid to the Department membership:
  - a) Fully review this Enclosure, ask questions, and begin the initial research process to determine the feasibility to host.
  - b) Meet with your local Visitor’s Bureau, the Chamber of Commerce, “Visit[your City]” (for example “VisitGalveston”), and other agencies to determine if there are any conflicts with the dates (third or fourth weekend of the month) that would impact hotel availability and/or rates during June (Convention) or Oct (Conference).
5. Public Relations Plan:
  - a) Maximize Social Media.
  - b) Utilize your Dept and Det Facebook and Web pages.
  - c) If you do not have these pages, create one and send a friend request to the Dept FB page.
  - d) If you do not have a Web Page, consider establishing one.
  - e) Prepare a Press release for local media outlets to use.
  - f) Create and use QR Codes (Quick Response Bar Code):
    - i) They allow Smart Phones to access information not listed in the Program Book.
    - ii) Easy to create and upload files for members to access,
    - iii) After the QR Code is scanned by a smart phone, the individual can easily access documents in the QR Code Folder.
    - iv) Examples:
      - (1) Convention Agenda.
      - (2) Copy of the Convention Rooms Floor plans and location.
      - (3) Copies of Restaurants, Bars, Events, and other activities near the hotel.
      - (4) Weblinks and other pertinent resources.
    - v) Frees up valuable pages in the Program Book that can be used to sell Ads.
6. Dept Convention Web Site:
  - a) Individual Registration (online and mail in registration).
  - b) Delegate Registration (Only for the Convention and online and mail in registration).
  - c) Hotel Venue Information.
  - d) Ad Purchases.
  - e) Agenda.
7. Program Book: See Section 10.
8. Contact local Visitor’s Bureau:
  - a) Begin planning at least 24 months (recommend 30 months) from the actual target Convention date.
  - b) Research the agencies and requirements to apply for your local Hotel Occupancy Tax Funds.
  - c) Local Visitor Bureaus may be able to assist as the negotiator for the hotel/convention center.
  - d) Identify local attractions in your area, seek out military discounts, negotiate discounted prices, and put together fun packages and interesting events for the attendees and families.
9. Contact the local motor chair company:
  - a) Negotiate prices and ensure information is placed on the Local Host Committee website, Dept Convention page, QR Code, and other links so attendees can reserve a chair.
  - b) You are only providing a service as the attendees are responsible for the cost.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 4: RESPONSIBILITIES OF DETACHMENT HOST COMMITTEE

10. Use your Non-Profit 501(c)4 Status to save on Sales Tax for goods and services:
  - a) Certain items can be tax exempt, for example sales tax, food, admin supplies, and services (like serving staff), are exempt.
  - b) Room Tax and alcohol are not exempt.
  - c) Ask questions before you sign and request the procedure to use your Texas Sales and Use Tax Exemption status.
    - i) With a state sales tax of 6.5% and the possibility of additional local county/city sales tax, it is well worth the time to identify the requirements to use your Non-Profit status.
  - d) For more details visit the following weblink: <https://comptroller.texas.gov/taxes/publications/96-122.php>
11. Seek Corporate Sponsorship:
  - a) Develop a script of your Det Accomplishments for the last 5 years and make appointments to talk with the local bank, manufactured homes companies, RV centers, Dealership, local big businesses, Veterans friendly business, etc.
  - b) If they do not accept your 501 (c) (4) status, then used the MCL is a 501 (c) (3). Contact the Dept Paymaster at [adjutantpaymaster@txmcl.org](mailto:adjutantpaymaster@txmcl.org) for assistance.
12. Conference (see Section 5.5.a-c) and Banquet Room Requirements (Section 5.8).
13. Hospitality Room for Thursday Night to Saturday night. See Section 5.5.i below for details.
14. Registration Desk: See Section 5.5.g below for details.
15. Use volunteers during the convention to answer questions or to assist attendees as needed.
16. Arrange color guard and singer for the National Anthem Friday opening sessions, Saturday morning colors, and Grand Banquet on Saturday Night. See Section 5.5.f below.
17. Contact local, County, and State leaders to attend and/or send Proclamations at the opening session:
  - a) Submit a request to have the Mayor, County Commissioner, or Chamber President attend and make opening comments. They may bring a Proclamation.
  - b) Contact State and US Congress Reps for Proclamations. One may attend.
  - c) Contact the Office of the Governor and request a Texas State Proclamations.
18. Establish a Fund-Raising Committee to identify assorted options to raise funds:
  - a) Reach out to local merchants for donated prizes.
    - i) Examples:
      - (1) Raffles (ensure they conform to Texas restrictions)
      - (2) Auctions (live and silent)
      - (3) Cakewalk (option switch liquor for the cakes)
  - b) Talk with outer Det as to their fundraising activities.
19. The above list is not meant to be all inclusive and does not anticipate issues or changes that might arise during the planning and execution of the event; they are representation of all requirements.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 5: PLANNING FACTORS

1. Psychology of the Members attending the Convention:
  - a) Computer Friendly Members: Prefer Electronic Registration
  - b) Members with Marginal to no computer skills: Prefer to register by Mail.
  - c) The Early Bird Members: Prefer to arrive on Thursday to visit with friends and will usually attend all three days to visit with friends.
  - d) Employed Members: Those who work limited to attend.
    - i) Usually attend on Fri or Sat and leave either on Fri, Sat, or Sun.
  - e) Dept MCL Auxiliary: They will usually arrive on Thursday and attend all three days.
  - f) MODD: Two Types
    - i) Growl/Gathering Centric: Arrive to attend the Growl/Gathering only and leave afterwards or stay one night and leave Sat. Not a substantial number.
    - ii) MODD Members: Will attend most if not all Sessions to include the Growl and Banquet.
2. Electronic Registration:
  - a) Computer Skills:
    - i) Computer Friendly Members: Over 85% prefer electronic registration.
    - ii) Marginal to no computer skills: Less than 15% will register by Mail.
    - iii) Plan on procedures to allow for mail in registrations and delegate registration.
  - b) Coordinate with the Dept Webmaster and begin the process of activating and accessing the Dept Convention Registration System.
3. Convention: Delegate Registration and Form:
  - a) Contact the Dept Convention Delegate Chair for guidance.
4. Hotel Rates:
  - a) The days before COVID, the Hotels were flexible to negotiate and offer the \$100 a night.
  - b) After COVID, the Hotels have made it difficult.
  - c) Nightly Rates:
    - i) Since 2021, rates have increased up to \$136 but seem to hover around \$125. This appears to be the new normal.
  - d) Block of Rooms: Same concept for the Convention and Conference:
    - i) This number could be 40 to 80 rooms depending on the total number of rooms available in the hotel. The Hotel will base the Block on three factors (1) total rooms capacity of the Hotel (2), seasonal and/or local tourism impact, and (3) the willingness to support the Dept Convention.
    - ii) The Hotel's goal is to have the members stay all three nights in the block. Expect about 40% of our members will be inclined to stay all three nights.
  - e) Nightly Spread: Same concept for the Convention and Conference:
    - i) For planning purposes only, the theoretical room night would be 34% for Thursday night, 43% for Friday night, and 23% for Saturday night. The Dept has never collected this type of data to develop a more accurate estimation to forecast room nights. This is why the "Block" is not the real truth teller, the nightly spread is. You use both for planning purposes.
  - f) RV Park:
    - i) RVers prefer bringing their rigs when it is financially advantageous. There are about 3 to 6 members who would prefer to travel with their families and RVs to the Convention.
    - ii) It is recommended that the Det identify a local RV park with a good "star" rating to be identified as the "Convention RV Park." RV owners prefer KOA and Good Sam's RV Parks, but local Parks can be just as good.
      - (1) The only requirements most RV owners request include are (a) a pull through spot, (b) full hook ups (water and sewage), and (c) 50 amps of power. For most RV Parks, this is standard.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)



#### SECTION 5: PLANNING FACTORS

- (2) The RV owners just need the website and or phone number and they will do the rest.
- g) Liability Insurance: Contact Dept Paymaster for assistance.
- 5. Attendance:
  - a) Convention: Planning figures on average 125 to 160. These numbers represent Members, Associates, MCL Auxiliary, and MODD.
  - b) Conference: Planning figures on average 80 to 125. These numbers represent Members, Associates, MCL Auxiliary, and MODD.
  - c) General Meeting Rooms: Coordinate with the Dept Sr Vice to confirm requirement.
    - i) Look at the previous year's Convention Agendas for planning factors.
      - (1) Convention: Friday and Saturday: General Session at least 125 on average.
      - (2) Conference: Friday and Saturday: General Session at least 90 on average.
      - (3) Convention/Conference: Thursday night expect 45 on average as this is the Commandant's Mast and the "Meet and Greet" event.
    - ii) Convention: Coordinate with the Dept Sr Vice to confirm requirement and plan accordingly:
      - (1) Look at the previous year's Convention Agendas for planning factors
      - (2) Thursday: Must confirm if there are any requirement(s).
      - (3) Friday: Plan for 3 rooms for 25 per room and for the entire day at least.
      - (4) Saturday: Plan for 3 rooms for 25 and Main room(s) for 125.
      - (5) Room for Buffet. Plan 110 to attend.
    - iii) Conference: Coordinate with the Dept Sr Vice to confirm requirement and plan accordingly:
      - (1) Look at the previous year's Conference Agendas for planning factors.
      - (2) Thursday: Must confirm if there are any requirement(s).
      - (3) Friday and Saturday: Expect on average 80 to 125 with a minimum of four rooms (30 per room for training breakout sessions).
      - (4) Room for Buffet. Plan on 70 to attend.
  - d) Dept MCL Auxiliary: Contact the Auxiliary President for their requirements.
  - e) Growl: Contact the Sr Vice Pack Leader and/or Pack Leader for requirements.
  - f) Color Guard, Saturday Morning Colors, National Anthem, and Detachment Colors
    - i) Color Guard Options.
      - (1) Friday and Saturday Morning session and Saturday Evening Banquet:
        - (a) Local NJROTC/MCJROTC Unit.
        - (b) Marine Corps Reserve Unit for Color Guards support (use DD 2536 to request).
        - (c) MCL Det Color Guard Detail or local County Color Guard Detail.
    - ii) National Anthem music or if a singer has been requested.
    - iii) Use the Hotel Flagpole for Sat morning Colors. Coordinate with Hotel.
    - iv) Det Colors.
      - (1) Det bring their Colors when they arrive.
      - (2) Dept Sgt-At-Arms will position the Det Colors in the proper location.
  - g) Registration:
    - i) Identify Volunteers
    - ii) Identify a Host Committee Room and Command Center.
    - iii) Determine location and hours to set up the registration/check-in desk.
    - iv) Procedures for check in and picking up the registration packet.
    - v) Procedures for the registration of walk-in members
    - vi) Use another table for the Det sale of survivor items, any raffle items, and display items.
    - vii) Contact the Dept Auxiliary President for display table requirements.

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 5: PLANNING FACTORS

- viii) Swag Bag Gift: Develop concept, identify possible contents, seek vendors to sponsor, visit local businesses for items and coupons, Program Guide, pen and paper, souvenirs, snacks, bottles of water, local tourist literature of the area, etc., and assemble the gift bags.
- ix) Credential Badge: Create the plan, design, and distribution plan.
- h) Refreshments during the Conference: Optional.
  - i) Identify area to set up tables to have water and other non-alcoholic beverages plus snacks.
  - ii) Coordinate with Hotel Staff. Try to get it included in the contract.
- i) Hospitality Room:
  - i) This is usually in a hotel single room or a suite. Coordinate with Hotel for options.
  - ii) Although a TABC permit is not required, ensure each Det Hospitality Servers are Certified with current certificate. You are responsible.
  - iii) See Section 3.3 above “Resource” for the TABC Certificate info web link.
  - iv) Work with one of your District Dets to host the Hospitality Suite.
    - (1) Establish a Memorandum of Understanding so both Dets understand their respective Roles and Responsibilities to support the Hospitality Room.
    - (2) The benefit is that the Convention Hosting Det passes the responsibility of the operational and logistical control to the Hospitality Hosting Partner Det.
      - (a) Hospitality Hosting Partner Det: Purchases liquor, water, sodas, snacks, set ups, and snacks. They also keep any tips and donations.
      - (b) The Convention Hosting Det coordinates with last year’s Convention Hosting Det to collect any remaining liquor to use for the upcoming Convention.
      - (c) The Convention Hosting Det should communicate and support the Hospitality Hosting Partner Det. If they do a great job or need financial help, consider providing them with a stipend check for their services.
- 6. Transportation:
  - a) Develop plans if required to support to and from the airport, local area, and to family scheduled events. Consider Uber, School Dist Buses, etc.
- 7. Convention/Conference Streamers:
  - a) Traditionally, Gold streamers with Red lettering.
  - b) Cobalt Blue, Marine (Navy) Blue and Red with Gold lettering have been used in the past.
  - c) Convention
    - i) Shape is a Gable roof top-rectangle shape streamer. 
    - ii) The Dimensions are 2.5” w x 23” long.
    - iii) The lettering is top to bottom. It consists of red lettering “Department of TX Seal at the top”, “Department of Texas”, # (anniversary), “STATE CONVENTION”, “Year”, “Hosting City”.
  - d) Conference:
    - i) Gold streamer with Red lettering.
    - ii) Shape is a rectangle shape streamer. 
    - iii) The Dimensions are 3” w x 23” long.
    - iv) The lettering is left to right.
    - v) It consists of red lettering “Department of TX Seal at the top”, “Department of Texas”, “Fall Staff Conference”, “Date and Year” (xx-xx Month Yr), “Hosting City”.
  - e) The Hosting Det must coordinate with Dept and request the Convention or Conference Streamers to be ordered at least 3 months from convening date.
  - f) The Dept Paymaster will order and pay for the Convention and Conference Streams. Here is his email address: ADJUTANTPAYMASTER@TXMCL.ORG

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 5: PLANNING FACTORS

- g) The recommended vendor is Monarch Trophy Studio, 16227 SAN Pedro Ave, San Antonio, Tx 78232, (210) 344 3777 at sales@MTSawards.com.

8. Food Plan

- a) Breakfast: It is expected that a full buffet Breakfast be included in the cost of the Hotel Rate.
- b) Lunch: On your own. Create a list of Restaurants to visit and try.
- c) Dinner: On your own. Create a list of Restaurants to visit and try.
- d) Saturday Night Banquet: Coordinate with the Dept Sr Vice to confirm requirements and plan accordingly.
  - i) The Hosting Det must develop a Banquet Plan.
  - ii) Develop Banquet Sign up procedures, VIP tables, and Floor Table Plan for reference.
  - iii) Banquet Room.
    - (1) Coordinate with Hotel and Dept Sr Vice.
  - iv) Meal:
    - (1) Ticket Price
    - (2) Consists of plate cost, labor, gratuity, and sales tax.
      - (a) Use your Tax-exempt status to save on not paying sales tax.
    - (3) Det can markup the ticket cost no more than \$10 to help offset expense.
      - (i) For example: A total plate cost of \$30 add a \$10 mark up is \$40.
    - (4) Traditionally there are three main course options: Beef, Chicken, and Vegetarian.
    - (5) Two methods to cater the meal:
      - (a) Hotel Catering:
        - (i) Must be catered by the Hotel staff and subject to their restrictions.
          - 1. Ask for the inclusive price.
      - (b) Outside Private caterer
        - (i) More flexibility and lower plate cost.
        - (ii) Ask for the inclusive price.
      - (c) Self-Served or Served at table:
        - (i) Buffet: Lower cost due to smaller labor requirement as the individual serves themselves.
        - (ii) If served at the Table expect a higher plate cost as more employees are required.
  - v) Cash Bar:
    - (a) Hotel
      - (i) Asked about restrictions.
      - (ii) If the Hotel staff provides the bartenders, there are restrictions.
      - (iii) Added cost and the Det must understand the requirements.
    - (b) Other option
      - (i) If the hotel allows you to have your own Bartender to provide the services.
      - (ii) May be required to have TABC Temp Liquor License Permit.
      - (iii) Ask questions and must understand the requirements.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 6: BID PROPOSAL AND CONVENTION/ CONFERENCE ROTATION**

1. The Bidding Process
  - a) As with National and Southern Division, the Dept does not have a budget nor the manpower to support hosting a Convention and must rely upon their Dets to Host.
  - b) Before considering the possibility of submitting a Bid Proposal, the Det must understand the timeline requirements. Dept Admin Procedures sect 2065 states that “Any Det may make a formal written bid ... three years and a minimum of two years prior to that Department Convention... All bids must be received no later than 30 May, two years prior to the requested year to host a Department Convention.”
  - c) It is highly recommended to review this Enclosure to help in the research and determination of the feasibility to host a Dept Convention.
  - d) For planning purposes, here is a 1-yr and 2-yr planning cycle for the 2026 Dept Convention.
    - i) Two-year Bid Submission Scenario (Preferred method).
      - (1) Begin research and planning between Jan 1 to Apr 30, 2024.
      - (2) Submit their Bid by 30 May 2024 with an update at the 2025 Convention.
    - ii) One-year Bid Submission scenario
      - (1) Begin research and planning between Jan 1 to Apr 30, 2025.
      - (2) Submit Bid by 30 May 2025 at the Convention.
  - e) Det Core Tm must seek the Det Membership approval to submit Bid to Dept.
  - f) Det Core Tm must be approved by the Dept Delegates to Host the 2026 Dept Convention.
2. Convention/Conference Rotation
  - a) We depend upon our Dets to host the upcoming Conventions.
  - b) As time progresses, demographics change and have a direct impact on the ability of Dets and Cities to host a Convention.
  - c) Some Dets who have hosted in the past may not be able to do so today. However, there are Dets, city/townships, and hotels that are able to host, resulting in increased opportunities.
  - d) After reviewing several documents (Qtr Rosters, Activity Reports, City Demographics, and others), the following metrics are provided.
    - i) 18 Dets are “active to very active” in their communities.
    - ii) 31 Dets have memberships of over 30 and are active in their communities.
    - iii) 16 cities/townships have held at least one Convention.
    - iv) 24 cities/townships have the capacity to hold a Convention.
  - e) The takeaway is there are core groups of Dets and cities capable of hosting a Convention.
  - f) The Dept staff will continue to ask Dets to consider hosting the upcoming year’s Convention at least 2 years out.
  - g) We must also think creatively by looking at Districts using 2 or preferably 3 Dets working together by splitting the division of labor to host a Convention.
  - h) By considering the District option and/or Dept Staff conversations, a Det can begin a deliberate planning process of 24 to 30 months out to host a Convention.
  - i) It is extremely unfair to ask a Det to host a Convention with notifications as short as 6 months when there are a number of Dets available as stated above.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 7: NEGOTIATING WITH THE PRIMARY HOTEL**

The days before COVID, the Hotels were flexible to negotiate room rates for under \$100. After COVID, the new norm is at least \$120 (just for the room, excluding taxes and fees) plus added restrictions in most cities.

1. There are two types of venues to host a Convention:
  - a) Hotels with the available rooms and conference spaces.
    - i) Most common and preferred.
  - b) Split Venue. The primary Hotel is separated by a distance from the Convention Center.
    - i) This venue was demonstrated twice by one Det and was well received.
2. Identifying the Room Requirements
  - a) The “Block” requirement.
  - b) This is a set number of rooms that is reserved or Blocked off with a required number of days that must be paid by the member while attending the Convention.
    - i) The Det must understand the Hotel’s definition/restrictions pertaining to the “Block”.
    - ii) Hotels may establish more than one block.
    - iii) As the first “Block” reaches a certain fill rate, the second “Block” will be activated. Ask the questions beforehand.
    - iv) Hotels may at a specific date take rooms away if the Attendees are not filling the “Block”. Ask the questions beforehand.
  - c) Some hotels may require that the Attendees stay all three nights for the Block rate.
    - i) This creates a problem because not all guests stay all three nights. Before you sign the contract, ask questions.
  - d) Complimentary Rooms:
    - i) Ask about Complimentary Rooms and request 4.
    - ii) Dept Cmdt, President of the Dept MCLA, Guest of Honor (if required), and Pack Leader (if required) and no others.
  - e) For planning purposes, here is a guide of Attendees requiring nightly rooms on average:
    - i) Convention: 46 Thursday, 87 Fri, and 71 Sat. These are general estimates.
    - ii) Conference: 37 Thursday, 73 Friday, and 65 Sat. These are general estimates.
    - iii) Note: If your members check in on Thursday, it is most likely they will stay all three nights.
  - f) Take Away
    - i) The Hotel will work with you to provide the best options with reasonable pricing.
    - ii) Be aware of and ask for the inclusive price of a room rate per night (room cost, all taxes and fees, breakfast, and parking (if applicable)).
    - iii) The inclusive price may be \$136 or higher. Ask questions.
    - iv) They will make their money by providing support equipment, use of their staff for the Sat Dinner, their Bar staff for the cash bar, rooms for the Auctions, and more. Ask questions.
    - v) Asked about any paperwork and/or procedures required to submit to utilize your Tax-Exempt Status.
      - (1) See Section 4.10 above for details.
    - vi) Know your needs and ask questions before you sign the dotted line!
  - g) Sign the Contract with the Hotel after the Delegates approve and accept your Bid Proposal.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 8: ENTERTAINMENT PLAN**

Each year there are two major components to the Convention. The first component is the 8 am to 4 pm block which consists of League and Dept business. Planning for the 8 am to 4 pm block is important but has remained relatively consistent throughout the years.

The second component is the 4 pm to 11 pm block. This is the entertainment portion of the plan. Although Hosting Dets may not have overtly and/or actively planned pre-COVID entertainment opportunities. There has been a greater emphasis placed upon the entertainment plan post-COVID. In addition, more Det members who have attended the National Convention are bringing back examples that are slowing being incorporated into the Dept Convention. Creativity is the key.

There are four periods to focus on. They are (1) during the day for spouses and families, (2) Thursday Night, (3) Friday night, and (4) Saturday Night.

1. During the Day of Fri and Sat: These are the Daytripper Events which have been underutilized.
  - a) Local attractions in the area to highlight that the Spouses and families are interested in.
  - b) This is an opportunity to target the families who are looking for new events to see and will result in a slight increase of members attending.
2. Thursday Night: “The Meet and Greet Night”.
  - a) This is the “Early Bird Group”. They arrive on Thursday and most leave on Sunday.
  - b) Some may go into town for dinner or look for hors d'oeuvres (finger food) at the Hotel at the “Meet and Greet” by catching up with old friends, eating something light, and have a few drinks.
  - c) This has a minimal cost as the Hosting Det Members can set up a table and bring a single or double serving of the membership’s own special hors d'oeuvres (or finger food). For example, snacks, finger sandwiches, meat and cheese trays, a Crab Dip Mold and crackers, pigs in a blanket, meatballs, little sausage wieners in a BBQ sauce, deserts, to name a few.
  - d) Creativity is the key.
3. Friday Night: This is the Primary Entertainment Night.
  - a) Live Band. Asked local Bars and Dance Hall about local talent to book. Look for a Veteran friendly group and they may offer a discount. Note: You need to listen to the band prior to the event and ensure they are talented with a variety of music offerings.
  - b) In 2022 at a Conference, a Det hired a Regional Local Band who played 70s music that was a great hit with the Attendees.
  - c) Silent Auction option.
  - d) Talent Show between sets.
  - e) Creativity is the key
4. Saturday Night
  - a) Convention: Traditionally a Banquet followed by Announcement of the Dept Marine of the Year, Associate Marine of the Year, Pack Dog of the year, and the Installation of the new Dept Officers.
    - i) Could bring in a VJ to play music and allow dancing afterwards.
  - b) Conference: Not as structured and usually a Buffet.
    - i) The setting is relaxed and can be followed with a live auction and/or entertainment.
5. Creativity is the key.

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## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 9: ACTIVITIES COMMITTEE**

This is an underutilized opportunity to not only bring more attendees for the Convention but to have the family attend as well.

For some, this will be a mini vacation.

Part of your planning decision is to look at opportunities that may or may not conflict with the projected date of the Convention.

In Tyler, Tx for example, during Oct, they have the Rose Festival. Although the Hotels may be about \$10 more a night, it is a wonderful event for the family to visit while the members are locked up in meetings. In Bastrop, they have SXSW and COTA F-1 races in Austin. There are numerous water parks that may still be open and available in addition to some communities who may celebrate Oktoberfest. Do the research, develop a list, and select a few to consider.

Contact your local “Visit(fill in your city name)”, for example “VisitGalveston”, “VisitHuntsville”, and “VisitCollege Station”, etc. to learn more about events and activities in your city.

The Committee needs to:

1. Develop a Plan.
2. Determine the types of activities in the Hosting Det City/Town area to offer.
3. Identify the times of each activity offered
4. Strategically select one or two of interest and focus on them.
5. Try and keep travel within an hour from hotel
6. Transportation will be the largest cost of the events. Use any means to keep cost the down.
7. Creativity is the key.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 10: CONVENTION ADVERTISING BOOK

1. The purpose of the Advertising Program Book is twofold.
  - a) It provides information about the speakers, the agenda, room assignments, and other items.
    - i) Dept Cmdt, Det Cmdt, MCLA President, and Pack Leader's welcome message statement.
    - ii) Contact each to request their message and artwork.
  - b) Advertisements are solicited and sold as a fundraiser to achieve the best profit margin to offset expenses incurred from the Convention.
2. Cover Page: see para 8.a below for details.
3. Before you search for a Printshop:
  - a) Review previous Convention "Advertising Program Books" (henceforth called "Program Book(s) for ideas. If you do not have any examples, contact the Dept Convention Chair or the Dept Sr Vice for the binder of Convention Program Book of examples.
  - b) Write down ideas to consider as you select an example to use when you begin discussions with the Printshops.
  - c) Keep it simple, it is not intended to be an award-winning project, but you want to produce a professional-looking Program Book.
4. Identify and visit at least 3 Printshop(s) in your area.
  - a) Inquire to look at examples of their work.
  - b) Ask questions and answer questions.
  - c) Request an estimate.
  - d) Do not overlook the Printshops in the smaller communities as they may be less expensive and produces an equal or better product.
5. Before you Sign the Contract, know the terms, requirements, what you need to provide, the timeline, and the guaranteed pickup date at least 7 days before the Convention.
6. Advertisements Cost Structure: For planning purposes only.
  - a) All pages need to be submitted in camera-ready form and the individual is responsible for producing their page.
  - b) Inside Front Cover Page (\$170 because it is the second page of the Book).
  - c) Inside Back Cover Page (\$160).
  - d) Outside Back Cover Page (\$170).
  - e) Full page ad \$125.
  - f) Half page ad (Vertical) \$75 or Half Page ad (Horizontal) \$75.
  - g) Quarter page ad \$50 and Business Cads ad \$15.
7. Anatomy of a Program Book:
  - a) Paper: Price determined by paper weight and surface area.
  - b) Color or B&W: Color is the standard
  - c) Bindings. The Saddle-stitch is the standard and least expensive.
8. Individual Pages consist of the Outer (Cover), free, and advertisements pages.
  - a) Outer Page. Consists of one sheet with 4 sides (pages).
    - i) Cover Page Front (like the front of a book)
      - (1) Suggest using an iconic picture of the Host City. In 2022, McAllen used the "American Spire of Honor" while Bastrop use the Colorado River Bridge for their Cover pages.
      - (2) Use Logo Seal of the Det and Dept of Tx. See Section 12 for examples.
      - (3) Optional Logo Seals to include the MCL, the MCL Auxiliary, and MODD Tx Pack. MCL MODD Kennel. See Section 12.
    - ii) Cover Page Front Inside: Advertisements (optional).
    - iii) Cover Page Rear Inside: Advertisements (optional).

## **DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

### **Enclosure (10)**

#### **SECTION 10: CONVENTION ADVERTISING BOOK**

- iv) Cover Page Rear Outside: Marine's Hymn, Memorial Remembrance, or Advertisements.
  - b) Free Pages:
    - i) Traditional inside pages. Consist of one sheet with 4 sides (pages).
      - (1) Dept Cmdt Msg (Full Page).
      - (2) Det Cmdt Welcome Message (Full or Half).
      - (3) MCL Auxiliary President (Full or Half).
      - (4) MODD Pack Leader (Full or Half).
      - (5) Guest of Honor's biography (Full Page).
      - (6) Mayor's Message (Full Page).
      - (7) County Commissioner's Message (Full Page).
      - (8) State Politicians' Proclamations (Full Page).
      - (9) Convention Schedule (Full Page).
      - (10) Map of the Meeting Room layout (Full Page).
      - (11) Any other page should be accessed via QR Code.
  - c) Advertisements:
    - i) Traditionally inside pages. Consist of one sheet with 4 sides (pages).
    - ii) These are the money makers that are intermixed to maximize free page space.
9. A typical Program Book:
- a) Consists of 44 pages.
    - i) Outer Cover consists of one sheet with 4 pages.
    - ii) The inner sheets consist of 10 sheets or 44 total pages of free and advertisement space.
  - b) Depending on sales, the contract language agreement, and time permitted you should be able to add additional pages if sales have exceeded the agreed sheets of space.
  - c) Always push ads and expect a rush before the agreed deadline to submit the proofs.
10. Prepare a mockup of the Program Book
- a) Save each camera-ready PDF or Jpeg and use a name associated with the Ad and the page number for the document file name.
  - b) For example, "Dept Cmdt Msg page 3" or "Det 316 Full Ad page 7", or "Det 1381 Quarter Ad page 9".
  - c) Save each page onto a thumb drive.
  - d) Print a copy of each Camera-Ready Advertisement page and place in the Binder/Folder according to it the proper sequence.
  - e) This will provide a visual mock-up example of a Program Book for the Printshop.
11. What to provide the Printshop:
- a) Coordinate with the Printshop to identify all requirements.
    - i) Submit all of the requirements.
    - ii) As a suggestion, provide a Thumb drive storage device with the pages.
    - iii) A Binder/Folder with each page in sequence.
12. Ensure the Printshop and you have met all requirements to meet the delivery date.

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## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 11: CONVENTION CHECKLIST AND TIMELINE

The following table lists the majority of requirements and a in two-year planning cycle for hosting a Convention (June) or Conference (Oct). The Hosting Det may develop additional requirements. The months are for planning purposes and a recommendation.

<b>Timeline</b>	<b>Section</b>	<b>TASK TO BE COMPLETED (Not an all-inclusive list.)</b>
33 Months	1	Identify a Core Team (Det Cmdt, Sr Vice, and Paymaster) and read Section 10
33 Months	1	Begin Discussions to Host with Leadership team. Ask questions.
32 Months	4.4 / 5.4 / 6.1 / 7	Identify hotels to discuss the possibilities of hosting a Convention and ask for projected inclusive room rates.
32 Months	4.8	Contact the Visitor's Bureau to asked questions about hosting the convention.
31 Months	4.8	Ask the different municipal agencies and hotels for the point of contact agency responsible for the Hotel Occupancy Tax Grants, information. and timelines.
31 Months	4.4	Research for any weekend conflicts that may impact hotels resulting in higher room rates.
28 Months	6.1	Core Tm to develop presentation for the Membership
27 Months	4.11	Develop a script and met with local Companies for Corporate Sponsors.
27 Months	5.5.a-g	Coordinate with Dept Staff, MCLA President, and Pack Leader to coordinate requirements.
27 Months	6.1	Core Tm Proposes Bid to Det Membership for Consideration.
26 Months	6.1	Request Det Membership to vote and Host. Continued research.
25 Months	5.4 / 7	Identify the Primary Hotel and confirm Dept Room Requirements.
<b>24 Months</b>	<b>6.1 / 7</b>	<b>Present Bid Proposal to the 2024 Dept Convention to host the 2026 (example only) (2 yr planning cycle)</b>
23 Months	4.5	Develop Public Relation Plan. Establish a Facebook/Webpage page. Send Friend request to the Dept FB page.
23 Months	Encl 10	Increase the members of the Det Convention Team, roles and responsibilities and the times lines.
22 Month	7.2.f	Sign the Contract with the Primary Hotel and confirm Dept Room Requirements.
22 Months	4.7 / 10	Identify a local Print Shop and begin discussion to Print the Program Book.
21 Months	4.18	Establish Fundraising Committee to develop the Fundraising Plan.
20 Months	4.1	Paymaster to maximize Non-Profit 501 (c) (4) status by not paying sales tax.
19 Month	7	Plan for Complimentary room. Dept Cmdt, President Dept MCLA, Guest of Honor and Pack Ldr.
13 Months	2	The Dept Cmdt develops the Convention Agenda.
13 Months	4.6 / 5.2	Det Convention Chair and Web Sgt begin discussing requirements and the activation of web pages.
12 Months	8	Establish an Entertainment Committee and develop the Entertainment plan for Thursday, Fri and Sat Night.
12 Months	2	Coordinate with the Dept Cmdt about his choice for the Guest of Honor.
12 Months	5.5.c	Identity and confirm Conference, Banquet, Growl/Gathering, and Hospitality Rm Requirements.
<b>12 Months</b>	<b>2</b>	<b>Provide Update at Dept Convention</b>

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 11: CONVENTION CHECKLIST AND TIMELINE (Page 2 of 2)

<b>Timeline</b>	<b>Section</b>	<b>TASK TO BE COMPLETED (Not an all-inclusive list.)</b>
11 Months	5.8	Develop the Food plan for Thursday, Fri, and Sat.
11 Months	5.4.e	Contact RV Parks to discuss rates and select one to be the Official RV Lodging Facility.
11 Months	4.9	Contact the local motor chair company to support those who require motor chair.
11 Months	2	Dept Cmdt discusses the Convention Agenda with the Det Cmdt.
10 Months	4.6 / 5.2	Contact Dept Web Sgt to establish the upcoming Convention registration portal.
10 Months	If required	Develop Airport Plan and local transportation, taxi, Uber, Lyft, etc.
10 Months	4.6 / 5.5.g	Develop procedures for those members who prefer mail in registration.
10 Months	5.3	Coordinate with the Dept Delegate Chairmen to establish procedures for Delegate Registration.
10 Months	2	Once the agenda is approved send to the Dept Staff and Dept Web Sgt to post Convention Web Site.
9 Months	4.5.f	Create QR Code and folder containing documents that can be accessed.
9 Months	4.5	Contact local media coverage and interviews.
8 Months	4.17	Invite Local, County, State and Federal representatives to attend or send Proclamations.
8 Months	5.6	If required, event transportation, cost, pricing, and management may be required. Local school or church buses for transportation as option.
7 Months	10.7	Design Cover page for the Program Guide
7 Months	10.1 / 10.7.b	Request Dept Cmdt, Det Cmdt, Dept MCLA President, and Pack Leader messages.
7 Months	4.16 / 5.5.f	Coordinate Color Guard, singer for the National Anthem, Saturday morning colors, and Banquet.
4 Months	4.13 / 5.5.j	Begin planning, division of labor, and identifying requirements for the Hospitality Rm.
4 Months	5.7	Coordinate with the Dept Paymaster pertaining to ordering the Convention Streamers.
4 Months	5.5.g	Develop Concept, identify contents, seek sponsors, coupons, etc. for Swag Bag Gift to Attendees.
4 Months	5.8	Banquet Sign up process – Coordinate with Convention Chair for reserved tables
3 Months	4.14 / 5.5.g	Consider staff shirts and/or badges for host committee is dressed the same identifiable.
3 Months	4.14 / 5.5.g	Consider an information easel in lobby with agenda for people checking in.
2 Months	4.14-15 / 5.6	Consider having a welcoming team at the hotel with information.
2 Months		Identify key hotel personnel for contact during convention.
2 Months		Begin planning to provide gift baskets in rooms for Dept Commandant, Dept MCLA President, MODD Pack Leader, and Guest of Honor (Keynote Speaker). Restock each day.
1 Month	5.5.g	Host Committee Room/Command Center.
1 Month	5.5.g	Shirts, patches, pins, coins, Trademark Compliant, and Artwork approved logo by Dept Staff.
1 Month	5.5.g	Tables in the lobby/foyer areas must be okayed by the Det Convention Chair.
1 Month	5.5.h	Refreshments during the Conference.
<b>June</b>	<b>Encl 10</b>	<b>Dept Convention.</b>
Sept	2	Det Cmdt submits an After-Action Report and Lessons Learned to the Dept Convention Cha

## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (10)

#### SECTION 12: EXAMPLE OF LOGOS AND STREAMERS



Dept Of Tx Fall Conference  
Streamer. See Section 5.7.d for  
details.

Dept Of Tx Convention  
Streamer. See Section 5.7.c for  
details.

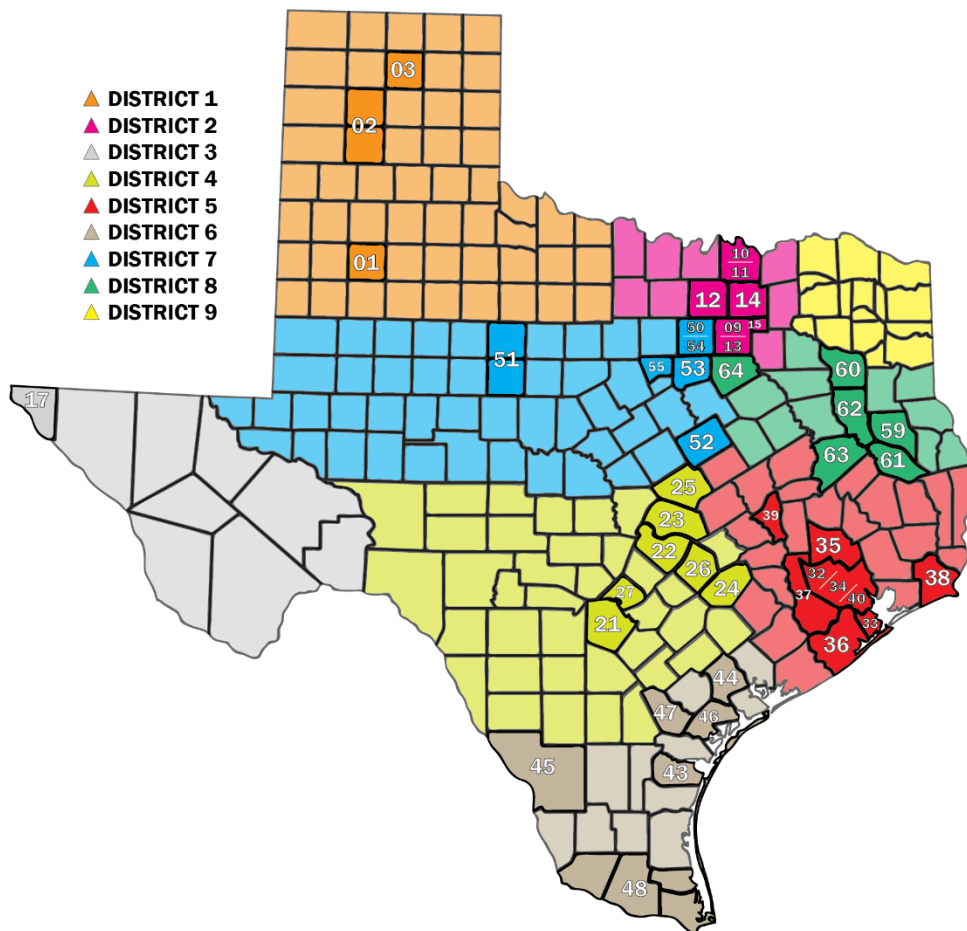


# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (11) DEPARTMENT CONVENTION CYCLE

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- Section 1: Purpose.
- Section 2: District Geography.
- Section 3: Convention Cycle.



# DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

## Enclosure (11) DEPARTMENT CONVENTION CYCLE

### Section 1: Purpose.

Previously, Detachments were asked to host the Annual Convention or Conference on a two-year cycle, but there was still a lack of bids submitted, and the Department BOT had to intervene to find a host. In 2022, the Department began discussions to encourage multiple detachments to collaborate to help spread the load. For example, in 2023 District 5 volunteered to host both the 2024 Department Convention and Conference. McLemore and Sgt Marty Gonzalez Detachments respectively took the lead for each, but other detachments in the district supported their efforts.

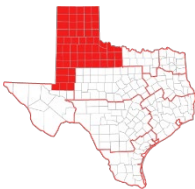
This Enclosure explains the District four-year rotation schedule for hosting of the annual Conventions and Conferences required to conduct the official business of the Department of Texas Marine Corps League. The Convention and Conference cycle (Convention Cycle) begins in 2026.

*Note: Enclosure 10 applies to any District or Detachment that hosts a Convention.*

### Section 2: District Geography.

See **CHAPTER FOUR** for complete district makeup.

**District 1:**  
Most Northern and Panhandle Tx.



**District 2:**  
DFW Metroplex region.



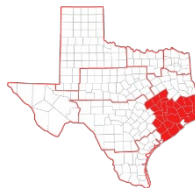
**District 3:**  
Only one Detachment in El Paso



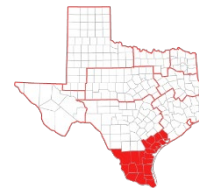
**District 4:**  
San Antonio to Temple Tx I 35 Corridor.



**District 5:**  
Houston-Galveston Metroplex, Bryan, and Port Arthur.



**District 6:**  
South Texas and Rio Grande Valley



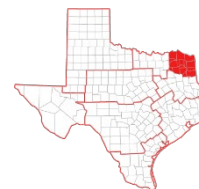
**District 7:**  
FW-Waco I 35 Corridor



**District 8:**  
Piney Woods-East Tx Region



**District 9:**  
Northeast I 30 Corridor



## DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

### Enclosure (11) DEPARTMENT CONVENTION CYCLE

#### Section 3: Convention Cycle.

Per **Section 2005**, a Detachment or District may still submit a Bid Proposal to host in a specific year, and if successful, that district will be moved to the end of the Convention Cycle.

**Example:** District 7 submits a Bid Proposal at the 2024 Convention for either the 2026 Convention and/or Conference. If District 7 wins the Bid and executes the Convention in 2026, then their next opportunity to host would be 2030.

Foregoing any bids, the following table is the established Convention Cycle through the year 2035.

Submit Yr.	Convention Yr..	Convention (Dist # / Det)	Conference (Dist # / Det)
2017	2018	4 / Lost Pines Leathernecks	4 / Alamo
2018	2019	7 / Abilene	8 / Pineywoods
-	2020	NONE/COVID	NONE/COVID
2019/2021	2021	7 / Heart of Texas	5 / Galveston
2019/2022	2022	6 / Rio Grande Valley	4 / Lost Pines Leathernecks
2022	2023	4 / Alamo	2 / Cpt John Yancey
2023	2024	5 / McLemore	5 / Sgt MJ Marty Gonzalez
2023	2025	4 / Sgt Byron W Norwood	7 / Heart of Texas
2024	2026	8	1
2025	2027	2	6
2026	2028	9	5
2027	2029	7	4
2028	2030	1	8
2029	2031	6	2
2030	2032	5	9
2031	2033	4	7
2032	2034	8	1
2033	2035	2	6
2034	2036	9	5

**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

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