DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

2021 Edition
Marine Corps League
Department of Texas
Administrative Procedures
From: Department of Texas
To: Distribution List

Subj: DEPARTMENT OF TEXAS ADMINISTRATIVE PROCEDURES

Ref: 2021 Edition of the Department Administrative Procedures

1. **Purpose.** These Department Administrative Procedures provide guidance concerning the function and organization of the Marine Corps League. The primary goal of these Administrative Procedures is to supplement the Department Bylaws and to ensure that the Marine Corps League is operated in accordance with the Marine Corps League’s structure and to follow all local, state, and national laws. The 2019 Edition of the Department Administrative Procedures are hereby canceled this date.

2. **Background.** At the 2021 Department Convention held in Waco, TX, the Department Administrative Procedures were amended to ensure that the Marine Corps League is following all local, state, and national legal requirements. These Department Administrative Procedures state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of the League.

3. **Goal.** The goal of the Department of Texas Administrative Procedures is to provide the Marine Corps League 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 Marine Corps League members to follow.
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4. Ratification. These Department Administrative Procedures were presented to all members at the 2021 Department Convention held in Waco, TX. There was a motion and a second by qualified delegates to accept and approve the Department Bylaws. 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 2021 Department of Texas Convention on Saturday, 26 June 2021.

5. Effective Date of Department of Texas Bylaws. These Administrative procedures were effective on 26 June 2021, the last day of the 2021 Department of Texas Convention as required by the 2021 Department Bylaws, Section 1105.

6. Reviewed and Approved:

[Signatures]

Department Commandant
Department Sr. Vice Commandant

Respectfully Submitted:

[Signature]
Department Judge Advocate

Approved:

[Signature]
National Judge Advocate

DISTRIBUTION:
Department Bylaws, Article XI, Section 1110

Rev – 2021

AP-3
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CHAPTER ONE
General

Section 1000. Name and Purpose. The name of the body corporate is the DEPARTMENT of TEXAS, MARINE CORPS LEAGUE and is a non-profit corporation incorporated by an Act of the Seventy-Fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January 1937, and approved August 4, 1937.

Section 1005. Location. The principal PO Box of the Department of Texas shall be selected by the Department 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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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 Convention

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

**Section 2005. Time and Place.** The time and place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention two (2) years in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the Department Board of Trustees.

a. In the event a Detachment which has committed itself to host a convention decides not to host such convention, then the Department Board of Trustees shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next convention.

b. Each Detachment Commandant shall be provided written 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. At the time proposed Department Convention bids and locations are presented to the Convention body for consideration, the Chairman of the Department Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in Section 265 and announce whether or not the Department Convention Committee believes that the proposed locations are acceptable, and if not, why not. If more than one (1) bid is presented, the Committee should offer a ranking based on their site visits, airline accessibility, etc.

**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.

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 via March 31st roster plus new members shown on Transmittals showing they are now in good standing as attested by the Detachment Commandant or their duly appointed representative.

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 31st 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.

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.
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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 Detachments 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.

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 a 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.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

CHAPTER TWO
Department Convention

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 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.

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 a 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.

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CHAPTER TWO
Department Convention

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 in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any Committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.

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

(1) Credentials Committee shall (1) Credentials Committee Chairperson shall be the Department Chair during the elections. (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 upon 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.

(3) Resolution Committee shall receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the Department Bylaws and Administrative Procedures and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such resolutions to the Department Convention for its consideration and action.

(4) Rules Committee shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.
Section 2065. Bids for Department Convention. Any Detachment may make a formal written bid for a Department Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the 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 than no later and 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 a Department does not approve the Detachment's bid, it must substantiate its position in writing.

c. Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket.

d. Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guests to and from normal transport terminals.

e. Assurance of a convenient Headquarters Command Post and Information Center.

f. Letters 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.

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. Complementary 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 one (1)).

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

   (2) Five percent (5%) of all hotel-motel rooms will be wheelchair accessible, with a minimum 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 one (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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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 to 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 on the Department cloud storage account and a copy placed on the Department web site.

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.
b. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each Department Conventions and Conferences, 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 either 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 Chief Devil Dog will also serve as an adviser.

(c) One member shall be a representative appointed by the Marine Corps League Ladies 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 for (Department or Detachment) and the local Ladies Auxiliary will also serve as an adviser.

(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.
(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 as 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 (2), 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.

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DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

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Department Staff

Section 3060. Department Accredited Veterans Service Officer (VSO)

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/Department 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).
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

CHAPTER THREE
Department Staff

(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)

a. As a Detachment/Department Service Officer (DSO), you have immediate access to a group of qualified veterans who may all rate some type of VA Benefits. That group is your Detachment; all are Honorably Discharged (or General Under Honorable Conditions) Marines, Navy FMF Corpsman, or Navy FMF Chaplains who deserve to have all their benefits explained to them. To assist your Detachment members, you need to become a Detachment or a Department Service Officer. Listed below is a brief description of the necessary steps and description of a Detachment/Department Service Officer (DSO). (Not a National Position.)

(1) Seek the approval of your Detachment/Department Commandant.

(2) Provide in writing a letter from your Commandant recommending you for the position of Detachment/Department Service Officer.

(3) Be a regular member of Detachment/Department.

(4) Take a Veteran Service Officers training.

(5) Complete VA Application for Accreditation as Service Organization Representative (VA Form 21).

(6) Connect with a County Veterans Service Officer (CVSO) or State Veterans Service Officer (SVSO) who holds a cross-accreditation with the Marine Corps League to process your Veterans’ paperwork.

(7) If your local County or State office does not have a Veterans Service Officer (VSO) who is cross accredited, have them complete a VA Form 21 and provide certification of their training and letter from their supervisor to and the National Director of Veterans Service (HQ MCL) for “cross-accreditation” processing.

(8) If you are in an area with a Marine Corps League (MCL) National accredited Veterans Service Officer (VSO), i.e., Michigan or Ohio, you will pass paperwork to an MCL Nationally accredited Veterans Service Officer (VSO) for processing.
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(9) Ensure you are on the mailing list for County and State Veterans Job Fairs; Veterans Outreach programs and workshops as well as education and job opportunities for Veterans.

(10) Create a library of pertinent VA forms and then begin to schedule meetings with each of your detachment members to determine their individual needs.

(11) Ensure that your Detachment/Department Commandants are aware of your need to maintain a concurrent training program and to establish a budget allowing you to complete required continuing education every three years.

(12) Must always follow the rules and requirements prescribed by the Marine Corps League.

(13) Please direct any questions to National Director of Veterans Services at Marine Corps League National Headquarters.

Section 3070. Department Historian shall, under the direction of the Commandant, assemble and maintain a record of the Marine Corps League 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 four (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 member in good standing of the Marine Corps League.

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

   (a) Letters of Nominations will 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."

   (d) 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 post marked no later than 20 April, preceding the Department Convention, at which the nominee is to be judged.

   (e) The Society will not accept any nominations which was not submitted and/or received at (address identified on Department web page) as is stipulated herein. (see Enclosure Four (4).
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(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.

(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

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(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.

(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's 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 committees

(3) Committee will be chosen by the Committee Chairman

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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, FMF Corpsmen, and FMF Chaplains 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.

**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, 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 Department 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 National Convention and the Mid-Winter Board meeting, at the call of the Department Senior Vice Commandant, following which a Council report will be rendered.

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.

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 in at the discretion of the Board of Directors. All expenses must be pre-approved and original receipts attached to the expense report.
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:
### CHAPTER FOUR

#### Districts

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<td>Victoria</td>
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<td>Laredo Detachment #895</td>
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<td>Web County</td>
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<td>46</td>
<td>Mike Loosemore Det. #1167</td>
<td>Woodsboro</td>
<td>Refugio County</td>
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<td>Bee County Detachment #1442</td>
<td>Beeville</td>
<td>Bee County</td>
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<td>48</td>
<td>Rio Grande Valley Det. #1456</td>
<td>Harlingen</td>
<td>Starr/Hidalgo/Cameron/Willacy County</td>
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### District 7 – Comprised of:

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<tr>
<th>Number</th>
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<th>Location 1</th>
<th>Location 2</th>
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<tr>
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<td>Tarrant County Det. #731</td>
<td>Fort Worth</td>
<td>Tarrant County</td>
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<td>Maj. John Keith Wells #1472</td>
<td>Abilene</td>
<td>Taylor/Jones Counties</td>
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<td>52</td>
<td>Heart of Texas Det. #975</td>
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<td>McLennan County</td>
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<td>Comanche Peak Det. #1297</td>
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</tbody>
</table>
Section 4015. UNASSIGNED. Detachments may be added or removed from the map and list as required without a Department Administrative Procedure amendment.
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 $5.00 per new member or renewal.

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 aides.

b. It shall be the responsibility of the Installing Officer to sign, date, and forward the Report of Officer Installation, within the time frame as specified in Section 940(a)(1) of the Department Bylaws. (See Enclosure Five (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 AP Chapter Two, Section 2025c 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 of 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.

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CHAPTER FIVE
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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CHAPTER SIX
Detachments

(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 thereon 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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CHAPTER SIX
Detachments

(1) National Headquarters shall provide each new Detachment with one (1) copy of the current Ritual and two (2) copies of the current and up-dated National Bylaws and one copy of the Guidebooks for Detachment Officers. These documents shall be mailed to the Southern Department Commandant simultaneously with forwarding the new Charter to the Southern Division National Vice Commandant for signature. The jurisdictional Department Commandant or his/her designee shall insure 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 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 the Department and/or National Headquarters shall be forwarded with a standard Transmittal form immediately to the Department Paymaster for processing (See: Enclosure Six (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.
CHAPTER SIX
Detachments

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.

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 Article IX, Section 940(a)(1) of the Department Bylaws. (See Enclosure Five "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 Department Administrative Procedures, Chapter II, 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 Department 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 knowingly accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.

b. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Chapter Seven, Section 7005, Department 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 Department 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 Seven to the National Bylaws and 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 any and all rights to the former municipality.

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) 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.

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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 the 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.

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 a 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) 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.
CHAPTER SIX
Detachments

(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 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 is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

(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.
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
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

CHAPTER TEN
MISCELLANEOUS

Department of Texas adheres to National Administrative Procedures, Chapter Ten (with the addition of:)

Section 10000. Fund Raising

f. 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 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 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.
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).

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

Maximum aid paid to a member per NDR event will be up to $1,000, at the discretion of the board of Trustees, and max lifetime aid per member is $2,000.

The request must be forwarded / submitted by their Detachment Commandant and approved by the Department Commandant and Senior Vice Commandant. In case or 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 where they live 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.

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.

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.

Additionally, the Commandant may request a $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.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

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Department of Texas adheres to National Administrative Procedures

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Department of Texas adheres to National Administrative Procedures
(with the addition of:

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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

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.

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
Enclosure (2)

- 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 captains identifying the event and the individuals in the photograph.

The Entry Book should include events over an entire 12-month period from June 1st to May 31st 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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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**
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
UNIFORM CODE - MARINE CORPS LEAGUE

Department of Texas adheres to National Administrative Procedures, Enclosure (3)

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MARINE CORPS LEAGUE AWARDS

Department of Texas adheres to National Administrative Procedures, Enclosure (4)
(with the addition of:)

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 member 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.
Enclosure (4)

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.**

<table>
<thead>
<tr>
<th>NEW MEMBERS NAME</th>
<th>NEW MEMBERS NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>13</td>
</tr>
<tr>
<td>2</td>
<td>14</td>
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<tr>
<td>3</td>
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<td>21</td>
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<td>10</td>
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<tr>
<td>11</td>
<td>23</td>
</tr>
<tr>
<td>12</td>
<td>24</td>
</tr>
</tbody>
</table>

Note: If new member was recruited to a Detachment other than the recruiter’s home Detachment, add 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
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 of Texas Marine Corps League Chaplain
Recommended by: Any Member of the Department of Texas Marine Corps League
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 of Texas Marine Corps League 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 Department of Texas Marine Corps League 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.
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
### Marine Corps League
#### Department of Texas
**Detachment Activity Report**

<table>
<thead>
<tr>
<th>Month</th>
<th>Year</th>
<th>Detachment Name</th>
<th>Detachment #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jul</td>
<td>2019</td>
<td></td>
<td>1456</td>
</tr>
</tbody>
</table>

#### Activity

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date</th>
<th>Level</th>
<th>Number of Members Present</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>0</td>
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</tr>
</tbody>
</table>

**How Activities are Scored**

<table>
<thead>
<tr>
<th>Level Event</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Detachment Level Event</td>
<td>5 pts + 1 point per participant</td>
</tr>
<tr>
<td>Division Level Event</td>
<td>15 pts + 1 point per participant</td>
</tr>
<tr>
<td>Department Level Event</td>
<td>10 pts + 1 point per participant</td>
</tr>
<tr>
<td>National Level Event</td>
<td>20 pts + 1 point per participant</td>
</tr>
</tbody>
</table>
### Charitable Donation Given to:

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Amount</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cam Posey</td>
<td></td>
<td></td>
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</table>

#### How Donations are scored

<table>
<thead>
<tr>
<th>Donations</th>
<th>Points per $100</th>
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</thead>
<tbody>
<tr>
<td>Cam Posey</td>
<td>10</td>
</tr>
<tr>
<td>Other</td>
<td>5</td>
</tr>
</tbody>
</table>

**Total** 0

### New Members

<table>
<thead>
<tr>
<th>Date</th>
<th>Recruited by</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

#### How to Score New Members

<table>
<thead>
<tr>
<th>New Member</th>
<th>Points per New Member</th>
</tr>
</thead>
</table>

**Total** 0

Page 2 of 3
Enclosure (4)
(Downloadable Form on Department Web Site)

Marine Corps League
Department of Texas
Detachment Activity Report

<table>
<thead>
<tr>
<th>Name</th>
<th>Eagle Scout Certificates Presented</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>0</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submitted by:</th>
<th>Date</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Activities 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Donations 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Membership 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total 0</td>
</tr>
</tbody>
</table>

Submitted by Phone number:

[Submit]  [Save Form]
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:

a) Sons, Daughters, Grandchildren and Great Grandchildren of Marines who have lost their lives in the line of duty;

b) Sons, Daughters, Grandchildren and Great Grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;

c) 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 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;

Enclosure (4)
(Downloadable Form on Department Web Site)
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

5. Completion of the application on the reverse side of this page.

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 or by contacting the Department Commandant.

This instruction document and application form is also downloadable at www.txmcl.org.

Enclosure (4)
(Downloadable Form on Department Web Site)
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Department of Texas Marine Corps League
CAM POSEY MEMORIAL SCHOLARSHIP FUND

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: __________________

Number of children in family: Under 18 years of age: _______ Over 18 years of age: _______

Date of graduation from High School: ________________________________

Address: ___________________________________________
Street City State Zip Code

Name and address of Institute of Higher Education that applicant plans to attend: ________________________________

Have you been accepted by this Institute of Higher Education? _________
( Please attach a copy of the letter of acceptance or a receipt for registration fees paid.)

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 the Department of Texas Scholarship Committee Chairman. Address and contact information can be found on the Department of Texas web site www.texasmcl.org or by contacting the Department Commandant.
Enclosure (5)
(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)

Installing Officer’s Name and Title
Installing Officer Signature

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

<table>
<thead>
<tr>
<th>OFFICE</th>
<th>MB#</th>
<th>PROFILE ID</th>
<th>INCUMBENT (Include NAME &amp; ADDRESS)</th>
<th>EMAIL</th>
<th>PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commandant</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Senior Vice Commandant</td>
<td></td>
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<tr>
<td>Junior Vice Commandant</td>
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<tr>
<td>Judge Advocate</td>
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<tr>
<td>Junior Past Commandant</td>
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<tr>
<td>Adjutant</td>
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<tr>
<td>Paymaster</td>
<td></td>
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<tr>
<td>Chaplain</td>
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<tr>
<td>Sgt.-At-Arms</td>
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<tr>
<td>Marine-4 Life</td>
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</tbody>
</table>

Date, Time & Place of Detachment Meetings

Detachment Renewal Dues (This amount is the total of Detachment, Department & National dues)

(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: jdfoster@mcleague.org

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NOTE:

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

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.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (6)
(Downloadable Form Located on Department Website)
Enclosure (6)
The membership transmittal

MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL CODES

L: Life Member
N: New Member Paying Full Dues Between the July 1st and the last day of February
NAM: New Associate Member Paying Full Dues Between the July 1st and the last day of February
R: Renewal of a Regular member
RAM: Renewal of an Associate Member
NDM: New Dual Member Paying Full Dues Between the July 1st and the last day of February
N*: New Member Paying Reduced Dues Between the March 1st and the June 30th.
NAM*: New Associate Member Paying Reduced Dues Between the March 1st and June 30th.
NDM*: New Dual Member Paying Reduced Dues Between the March 1st and June 30th.
R/I: Reinstatement of a member. Must have been expired by at least one year.
CON: Change of name.
T: Transfer proper form filled out and signed must accompany the transmittal.
DEL: Delete This can only be done with members who are passed the two year drop point or with accompanying letter stating to terminate membership signed by the member.

*For Members who are joining between March 1st and June 30th of each year.

NEW

NOD: Notice of Death entered on a transmittal / complete all boxes including Date of Death.
A 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.
COAO: Change of address fill in address before change.
COAN: Change of address fill in new address.

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 / or requested.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

Enclosure (7)
(Downloadable Form Located on Department Website)

Marine Corps League
Request for Transfer

Section 1. (to be completed by the transferring member.)

______________________________ Member # ____________

PLM # ____________________________________________

(**Applicable**)

Address __________________________________________

City ____________________________________________

State __________________ Zip. __________ Phone ______

Email Address ____________________________ (if you have an email)

I hereby request that my membership as a Regular Dual Associate Member at Large be transferred to __________________________

(from __________________________)

Signature __________________ Date ___________

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

The above member is ___ good standing or ___ 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 commodent.)

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 ___________________________.

Department of ____________________________ (Detachment name and number.)

Signature __________________ Date ___________

Instructions:
1. Complete section 1 & 4 if applicable) of the form the form end for words to current Detachment Commodent. Detachment Commodent signs and forwards to gaining Detachment Commodent. Gaining Detachment forwards to Department with Due’s Transfer and Remittance to National Headquarters.

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Rev – 2021

AP-68
Marine Corps League

Notice of Death

_________________________ of the ________________________

(Deceased Name) (Detachment Name)

Detachment #________, Department ________ Marine Corps League, did answer higher Final

Earthly Roll Call on ________________________________.

(Center of County)

The deceased is survived by ____________________________________________

(Relations Name) (Relationship)

who resides at ________________________________________________________,

__________________________ ________________________________

(Address) (City)

__________________________ ________________________________

(Birth Date) (Birth)

Membership Number_____________ PTM 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 _________________________

(Chairman or Chaplain)

Email Address: ______________________________________

Instructions:

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 Teletransmit.

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For official use by the Marine Corps League. All other use is prohibited.
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 Administrate Procedure as currently written as it is now.

PROPOSED BYLAW CHANGE

Proposed revision, amendment or repeal as how proposer wants it written.
1. PREFACE.
   a. Any Detachment (Det) can and should consider hosting the Department (Department) Convention/Conference (Conv/Conf).
   b. The following guideline is intended to assist the Det in submitting a bid and hosting a Department Conv/Conf.
   c. This guide is not all-inclusive but designed to assist and make the planning process easier.

2. KEY INDIVIDUALS AND RESPONSIBILITIES.

   a. Department
      i. **Department Convention Committee Chairman** - Shall with the Convention Committee perform those duties outlined under the Administrative Procedures Chapter Two, Section 2065 of the Department Bylaws and Administrative Procedures.
   b. Detachment
      i. Detachment Conventions Committee Chairman: Conducts all meetings and supervises the total effort of the committee. Responsible to the Det Commandant and Department Conventions Committee Chairman.
      ii. Detachment Conventions Committee Co-Chair: Assists the Chairman, conducts meetings in the absence of the Chairman, handles special assignments.
      iii. Detachment Conventions Committee Secretary: Keeps minutes of all meetings, as well as copies of all contracts.
      iv. Detachment Conventions Committee Treasurer: Receives all funds, pays all bills (should be paid by check, keeps copies of all contracts).
      v. Detachment Conventions Committee Activities: Acts as liaison with Department Convention Committee and Hotel and plans convention activities.
      vi. Suggested Committees:
          1. Detachment Floral Committee: Arranges for corsages and other flowers that may be needed other than those for the memorial services, makes table decorations.
          2. Detachment Program Book Committee: Responsible for soliciting ad sales, selects a printer, helps printer in the layout of the book.
          3. Detachment Fundraising Committee: Selects the prizes which are to be
raffled or auctioned, has the tickets printed and distributed, keeps track of who has tickets and how many.

4. Detachment Headquarters Committee: Provides information on restaurants, shopping, churches, hospitals, local transportation, location of events, meeting rooms, etc.

5. Detachment Memorial Committee: Selects the location site where the Memorial Service is to be held (a large meeting hall is acceptable), obtains flowers and candles for the service, works with the Department Chaplain in the selection of music if needed.

6. Detachment Devil Dog and Flea Liaison: Works closely with the Pack Dog Robber and Big Flea to ensure that their needs are met (areas for growls, meetings, and initiations should be made available).

7. Detachment Event Committee: Keeps track of who has registered and paid for the events that you have planned, has tickets printed for these events, distributes tickets to members as they arrive, handles seating arrangements.

8. Detachment Publicity Committee: Responsible to notify the news media of the convention and to assist them in any coverage they wish to provide.

9. Detachment Transportation Committee: Works closely with Activities Chairman to obtain transportation for all tours, picks up all dignitaries, provides transportation for emergencies, picks up any last-minute items (should have access to a van or large type vehicle).

10. Detachment Food and Beverage Committee: Responsible for selecting the Caterer for the Banquet and vendors to solicit or purchase beverages.

11. Detachment Protocol Committee: Responsible for coordination of all aspects of VIPs attending the Conv/Conf. This includes but not limited to Distinguished National/Division Officers, other Service Officers, and guests visiting our Departments/ Detachments.
3. **TIMELINES FOR SUBMISSION OF BID PROPOSAL FOR THE Department CONVENTION AND OR CONFERENCE.**

   a. Recommend beginning 18 months prior to the Department Conv/Conf date.
   b. Must conform to all items listed in the Bylaws and Administrative Procedures Sect. 2065
   c. Recommended Timeline for developing and submitting a Bid Proposal.

<table>
<thead>
<tr>
<th>Conference</th>
<th>Convention</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>May</td>
<td>January</td>
<td>Form a Detachment Committee and meet with Vendors</td>
</tr>
<tr>
<td>June</td>
<td>Feb</td>
<td>Meet with Vendors and Draft a rough Proposal</td>
</tr>
<tr>
<td>July</td>
<td>Mar</td>
<td>Present to Detachment Members continue revising the Draft</td>
</tr>
<tr>
<td>Aug</td>
<td>Apr</td>
<td>Detachment vote approval and Finalize the Proposal. Submit to Department</td>
</tr>
<tr>
<td>Sept</td>
<td>May</td>
<td>Submit Bid Proposal Not Later Than (NLT) the 15th of the month.</td>
</tr>
<tr>
<td>Oct</td>
<td>June</td>
<td>Department Convention Committees reviews and submits to the Board of Trustees</td>
</tr>
<tr>
<td>Oct</td>
<td>June</td>
<td>Detachment presents their Bid Proposal to the Conv/Conf Attendees. Conv/Conf Attendees vote on the Detachment to Host the site</td>
</tr>
</tbody>
</table>

4. **SPECIFIC REQUIREMENTS TO IDENTIFY AND PLAN FOR (NO SPECIFIC ORDER OR PRIORITY LISTING):**

   a. Fundraising Plan:
      i. Only the Host Detachment and Department Auxiliary are authorized to fundraise during the Conv/Conf.
      ii. If another Detachment or outside vendor wishes to participate, they must receive authorization from the Host Detachment.
      iii. Auction/Raffles: Ensure the winner is responsible for shipping cost.
      iv. Host Detachment members selling souvenirs.
      v. Select prizes that will appeal to both male and female attendees.

   b. Vendors:
      i. Optional.
ii. Invite other Service Organizations
iii. Veteran friendly companies to display and sell their products.

c. Theme for the Conv/Conf:
   i. Contact the Department Commandant and ask if there is a theme.
   ii. Use the theme throughout on the name tags, banquet/meet and greet tickets, and program book.
   iii. Creativity is limitless.

d. Hotel:
   i. Identify:
      1. Rooms: Regular and disability accessible.
      2. Express check in for VIPS and co-located near elevator.
      3. Restaurants in the hotel and in close proximity (price of food, quality of food, and quality of service).
      4. Free Breakfast as defines as a “hot breakfast” to include expecting eggs, bacon, sausage, potatoes, SOS, etc..
      5. Elevators.
      6. Check in/out time and service.
      7. Bellhop service.
      8. Parking: Parking should be free and valet parking is available.
      9. Gift Shop:
      10. Weight room, sauna, and swimming pool.
      11. Transportation to and from the hotel: Cost and hours of operation.
      12. Plan on hosting a Department Commandant and Department Convention Committee Conv/Conf Site visit. Hosting Detachment is responsible for Lodging.
      13. Complimentary Room Requirements:
         a. Department is responsible for complimentary rooms for any National/Division MCL/Auxiliary and or VIPs.
         b. Hosting Detachment is responsible for the complimentary rooms:
            i. Department Commandant.
            ii. Auxiliary President.
            iii. Guest of Honor.
            iv. Local VIPs (Hosting Detachment invitation).
         c. Host Detachment provides welcome baskets containing snack foods such as cheese, crackers, fruit, and/or a bottle of wine is delivered to the VIP guest rooms.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

e. Meeting rooms
   i. Hotel:
      1. Work on gratis, size of the rooms.
      2. Comfort, audio visual support, wheelchair access, wi-fi, microphones, and seating arrangement.
   ii. Convention Center (If not available at Hotel):
      1. If the Hosting Detachment is utilizing a Convention Center separate from and not associated with the Hotel require the same support and meet the requirements of room set-up. (See equipment list par 15.a.ii and room requirement 5.1.iii.1-4).
      2. In addition, this will require a separate contract and negation for the price.
   iii. Hotel Room Requirement (For planning purposes.)
      1. Thursday: No open session meetings during this day. Small number of attendees will arrive during the day and will be mostly the Department Staff. Number of rooms will be less than 30 to 40.
      2. Friday: Delegates will begin to arrive to attend Committee meetings and Devil Dog/Flea meetings. In addition, the Friday Meet and Greet will also draw more Delegates. Plan or about 40 to 60 rooms to be checked.
      3. Saturday: Main Business day and the commuter attendees will arrive this Day. Due to the Banquets, plan on 20 to 30 rooms additional rooms to be used.
      4. Sunday: Check out. Department Commandant may have a Sunday meeting with his new staff.

e. Hospitality Plan:
   i. Location.
   ii. Type and size of the room.
   iii. Security after hours.
   iv. Hours of Operations.
   v. Staffing: Bartenders that are TABC Licensed.
      1. Your bartenders must have TABC license, and you cannot charge for the liquor.
      2. The placement of a “donation jar” and or a “tip jar” is an implied statement you are charging for the beverages.
   vi. List of items to stock and serve.

g. Banquet:
   i. Develop a Banquet Program (optional).
ii. Identify a Caterer and ask to sample the meal at an event the Caterer is catering.

iii. Identify if the caterer will include 10% over the ticket count for unexpected last minute ticket purchases.

iv. Identify the drop-dead date to confirm the meal count.
   1. Offer a beef, chicken, and have a few vegetarian options.
   2. Suggested meal ticket price $35 per person. Negotiate with the Caterer to keep the meal below $20 so the Host Detachment can make money to offset the convention cost.
   3. Check with the Caterer if the bill includes sales tax (if applicable) and extremely important, ensure the gratuity is included in the contract.
   4. Suggest the Hosting Detachment to set aside 10 to 20 meals for Attendees who register late or decide to stay for the banquet.

v. Ensure the catering bill includes the sales tax (if applicable) and gratuity in the contract.

vi. Complimentary Meals:
   1. Department is only responsible for banquet tickets for any National/Division MCL/Auxiliary and or VIPs and spouses.
   2. Hosting Detachment is responsible for the Banquet and Meet and Greet tickets for:
      a. Department Commandant and spouse
      b. Auxiliary President and spouse
      c. Guest of Honor and spouse
      d. Local VIPs

h. Registration:
   i. Fees: There is only one fee for the Attendees to pay called a registration fee (as per Ch 2 sect 235.d.5 of the June 24, 2017 By Law, Administrative Procedures, with changes 1-10).
   ii. Forms:
      1. Department Delegate Form (Department design).
      2. Conv/Conf Registration (Hosting Detachment design):
         a. MCL.
         b. Auxiliary.
      3. Banquet/Meet and Greet (Hosting Detachment design).
      4. Program Ad Purchase (Hosting Detachment design).
      5. Program Agenda (Hosting Detachment design).
      6. Auxiliary Agenda (Hosting Detachment design).
7. Souvenirs Purchase (if applicable) (Hosting Detachment design).
8. Instructions for hotel registration (Hosting Detachment design).

iii. Registration Process:
1. Hosting Detachment Actions:
   a. Develop a registration plan.
   b. Set up times and develop a schedule for the Paymaster and additional members to expedite the check in process.
   c. Practice a registration flow pattern to expedite the registration process for attendees.
   d. Equipment:
      i. Computer and Printer.
      ii. Cash box.
      iii. Admin supplies.
      iv. Table and chairs.
      v. Extension cords.
2. Electronic Registration:
   a. There are numerous websites such as Formsite (https://www.formsite.com/) that can be used, manage, and provide receipts during the registration process.
   b. Using an electronic registration process, will minimize input errors, automatically tabulate the values, produce receipts, and make the accountability process easier for the Paymaster.
3. USPS:
   a. Individuals are required to print the forms, complete the forms, and mail the registration packet to the Hosting Detachment.
   b. Once the Hosting Detachment receives the completed form, it must be transcribed onto a worksheet to for accountability and be manage.
4. Each Detachment is required to complete the Delegate Registration Form.
   a. This form will be mailed to the Host Detachment for action.
   b. The Host Detachment will process internally and forward a copy to the Department Credential Chairman for action. (See par 12 for the example of the Delegate Form).
iv. There are five categories of Attendees:
   a. MCL Delegate
   b. MCL Alternates
   c. MCL Associates
   d. Auxiliary Delegate
   e. MCL Guest

v. Goodie Bag:
   1. Contents of the bag.
      a. Recommend:
         i. Program
         ii. Agenda, map of the hotel, and or the convention center.
         iii. Paper and pens.
         iv. Snacks.
         v. Souvenirs.
         vi. Local literature of the area.
         vii. Tourism info.
         viii. Anything the Hosting Detachment wishes to add.
   2. Credentials/Name Tag:
      a. Creativity, style, and design is limitless.
      b. Tie in with the theme if applicable.
      c. Name Tag:
         i. Name.
         ii. City/State.
         iii. Detachment/ Auxiliary.
         iv. Position.
   3. Banquet Tent Card:
      a. Logo.
      b. Name.
      c. Type of Meal
   4. Meet and Greet Tickets:
      vi. Coordination with Department, Auxiliary, Devil Dogs, and Fleas:
         1. Contact the Commandant and Staff, President of the Auxiliary, Devil Dogs and Fleas for specific requirements.
         i. Conference Room:
            i. Regardless of if the Conference rooms are collocated in the hosting hotel or offsite at a Convention Center it is critical to identify the meeting room requirements and assignments.
            ii. Coordinate with Department Convention Committee for guidance.
iii. The following is a guide for room requirements and subject to change:
   1. Thursday:
      a. Room to allow the Department Commandant to hold his Commandants Mast (a form of meet and greet). Could be co-located in the Hospitality Room if large enough to hold around 15 to 30 or more.
      b. A Hospitality Room (Suite) for Social Call.
   2. Friday:
      a. A standalone committee room that will suffice 30 individuals, with podium, sound system, and computer projector.
      b. A second Committee room to support training classes and other unexpected meetings.
      c. A room that can hold 225 individuals, with podium, sound system, internet connectivity, and computer projector.
   3. Saturday:
      a. A standalone committee room that can hold 30 individuals, with podium, sound system, and computer projector.
      b. A second committee room to support training classes and other unexpected meetings.
      c. Main conference room to hold 225 individuals, with podium, sound system, and computer projector.
      d. Banquet Room to hold at least 250.
   4. Sunday:
      a. A standalone committee room that can hold 30 individuals, with podium, sound system, and computer projector.

iv. Agenda
   1. Hosting Detachment needs to contact the Department Commandant for his guidance and approval.
   2. Once the Agenda is approved add the room assignments and ensure there are no room conflicts.
   3. Once finalized, add to the Program Book and place a copy in the Goodie Bag and or Welcome Aboard Folder.

j. Liability Insurance:
   i. Notify Department Paymaster to request for Conv/Conf liability insurance. There is no charge to the Host Department.
k. Liquor Permits:
   i. You cannot sell liquor without the appropriate permits.

l. Convention Program and Sponsorship Ad Plan:
   i. Vendors:
      1. Develop a Program Book Plan.
         a. Seek out Commercial Business, Establishments, or Marine Corps League Division, Department, Division, Auxiliary, Unit, Kennel, Pound or Hide to stand out.
      2. Look at examples from past Conv/Conf and show them to Vendors.
      3. Investigate several vendors and seek bids.
      4. Determine requirement timeline to complete the printing and add in a factor of 2 or 3 weeks before the Conv/Conf date.
      5. Select a vendor.
      6. Timeline submissions of Ads to the Print Vendor:
         a. Determine a cutoff date to receive ads. This date is based on the agreement to submit the proof to the vendor.
         b. Utilize a Host Detachment individual with good computer skills. If available, this individual may be able to build the electronic program book. Work with your selected vendor for guidance.
         c. Have all ad submissions sent electronically to the Host Detachment via computer. Most preferred method.
         d. If a unit does not have electronic capability, have that unit mail the artwork to the Host Detachment. Once received, scan it and build you Ad File.
      7. Ad page size and recommended pricing:
         a. Prices are market driven.
            i. Outside Back Cover: color; $150-$200
            ii. Inside Covers: Color: $125-$175
            iii. Full page: Color/B&W; $100-$125
            iv. Half page: Color/B&W; $50-$75
            v. Quarter Page: Color/B&W; $25-$35
         b. Full color (most expensive).
         c. Combine color and B&W pages (reasonable).
         d. All black and white (least expensive).
e. Paper weight and texture (gloss or flat).

ii. Complimentary pages
   1. National Commandant.
   2. National Auxiliary President.
   3. Southern Division Vice Commandant.
   4. Auxiliary Southern Division Vice President.
   5. Department Commandant.
   6. Department Auxiliary President.
   8. Political Leaders:
      a. State Governor.
      b. Mayor of host city.
      c. County Tourism Director.
      d. President of the Chamber of Commerce of host city.

   9. Hotel Manager.
   12. Convention Room assignments.

iii. Steps for Submitting your Ad:
   1. Prepare your ad in the required size, resolution, and file format required by your printer.
   2. Submit one ad per form.
   3. Payment can be combined into 1 single payment if needed for multiple Ads.

m. Detachment Attendance Flag Streamers:
   i. Hosting Detachment is responsible for purchasing the streamer.
   ii. The Department streamer is traditionally a yellow ribbon with metallic red lettering that is 24 inches long and 2 inches wide.
   iii. Hosting Detachment can select any vendor to make the Streamer. However, the following vendor has the artwork and graphic on file.
       Monarch Trophy Studio
       POC Laurie
       16227 San Pedro Ave
       San Antonio, Tx 78232
       Phone (210) 344-3777 Fax (210) 341-4906
   iv. Order 50 streamers and no later than three months prior to the event.

n. Protocol Plan: Get with the Department Protocol Officer for guidance and assistance.
**DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES**

**o.** Presentation of the Bid:
   i. Recommend designing a Power Point Presentation to sell your plan, the venue, and attractions that are available to the attendees for their vote.

**p.** Chamber of Commerce and County Tourism Office
   i. Join the Chamber and contact the County Tourism Office.
   ii. They have a wealth of assets and capabilities.
   iii. Seek help from the Hotel, Chamber of Commerce, and County Tourism Office for assistance and resources.

5. **TIMELINES FOR SUBMISSION OF BID PROPOSAL AND TASK MANAGEMENT FOR THE Department CONV/CONF.**

   a. The following is a recommendation and as it provides the Hosting Detachment a template to manage the requirements:

<table>
<thead>
<tr>
<th>Month</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>18 to 13 months’ prior</td>
<td>Go to Par 3.c above for Bid Timeline.</td>
</tr>
<tr>
<td>12 months prior to</td>
<td>Detachment presents their Bid Proposal to the Conv/Conf Attendees for vote of approval. Make initial contact and seek guidance with the Department Commandant.</td>
</tr>
<tr>
<td>10 months prior to</td>
<td>Finalize your Hotel and Caterer Plan. Begin Communications with the Department Commandant, Sr and Jr Vice Commandants, and Paymaster. NLT coordinate with Department Commandant as to his desires for a guest speaker and other VIPs.</td>
</tr>
<tr>
<td>8 months prior to</td>
<td>Finalize your Publisher Vendor for the Convention Program.</td>
</tr>
<tr>
<td>6 months prior to</td>
<td>NLT meet with your Chamber of Commerce, local government Officials, Hotel, and Restaurants. Prepare for raffle tickets if applicable.</td>
</tr>
</tbody>
</table>
Begin Communication with the Detachment Commandants via email and USPS (those with bad or no email address).
Contact the President of the Auxiliary, Devil Dogs, and Big Flea to identify their needs at the conference/convention.

4 months prior to NLT Contact local businesses for donations
Solicit Ads and begin preparation for the convention program and credentials.
Order Attendance Streamers for Participating Detachments.
Request Welcome Letters from Department Commandant, Auxiliary President, County Supervisor, Mayor, City Council, or other government leaders.

3 months prior to NLT coordinate with Department Commandant as to his desires for a guest speaker.
Plans for early bird (arrivals) activities and Door Prizes.
Plan for Attendee’s Registration Desk.
NLT Communications with the Detachment Commandants via email and USPS (those with bad or no email address).

2 months prior to Develop Hospitality Room Plan.
Prepare Door Prizes.
Develop Goodie Bag Plan.
Design and print Banquet Tickets.
Follow-up on welcome letters from Department Commandant, Auxiliary President, County Supervisor, Mayor, City Council, or other government leaders.
Check with your Program Vendor for their timelines to get the Welcome Letters in the Program.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

1 month prior to Prepare name tags, place holders, and credentials.

2 weeks prior to Secure a safety deposit box at hotel if required.

6. CONFERENCE/CONVENTION RULES. (This is an example)

   a. Date/Time. (Base on your plan and for example)
      i. Marine Corps League Bylaws and Administrative Procedures and the Roberts Rules of Order shall prevail at all times.
      ii. Meetings will be held based on the timeline’s set for the convention, unless otherwise communicated the Sgt at Arms.
      iii. Length of meeting will be based on the content of the agenda.
      iv. Meetings typically will be held in the (TBD) room.

   b. Roles. The meeting roles are Department. Commandant, Adjutant, and Sgt at Arms.
      i. The Sgt at Arms is the go-to person for any information that applies to the general meeting.

   c. Uniform of the Day
      i. Minimum Red MCL cover
      ii. Optionally/Traditionally
         1. Meetings Friday/Saturday
            a. Refer to Enclosure three (3) of the National Bylaws and Administrative Procedures.
         2. Banquet – Formal Occasion
            a. Dress Uniform: Refer to Enclosure three (3) of the National Bylaws and Administrative Procedures.
            b. Suit/Tie
            c. Button Down Slacks, Button Down Shirt, Tie

   d. Meeting Attendance and Protocol. The meeting is managed by the State Commandant and anytime that there are topics to be discussed; courtesy to the speaker must be maintained until there is a question period.
      i. All attendees must have the Convention Name tag displayed on their shirts to enter the meeting.
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

ii. Members of the Marine Corps League who are registered as Delegates, National Officers, and Past National or Department Commandants shall have the right to speak on the floor.

iii. The “Chair” may admit visitors only after declaring the meeting under the “Good of the Order,” and again declaring the meeting “Open for Transaction of Official Business” after their departure.

iv. Upon entrance to the meeting, the Sgt at Arms must be saluted as a courtesy and request to enter the meeting

v. The Colors posted at the head of the meeting must also be saluted upon entrance and leaving the meeting.

vi. When a Point of Order is raised, the Department Judge Advocate will render an opinion and the “Chair” will make the ruling.

vii. Nominating speeches will be held to four minutes and seconds to one minute

viii. Delegates or others wishing to have the floor will rise, and when recognized, will state their name, Detachment name, and city prior to speaking.

e. Agenda: The Commandant prepared the agenda to ensure a smooth process that the agenda is followed. The agenda will focus on planning, problem solving, and decision-making agenda items over informational agenda items.

i. The agenda will include:

1. Specific meetings and locations.
2. Not all meetings need to be attended unless you are part of the committee that is holding the meeting.
3. The General Assemble will before morning Colors at 08:15 for Colors, please be in the assembled formation by 0:800 on Saturday morning.
4. The assembly for all attendees and will be in the (TBD) room at 08:30.
5. The agenda is distributed in the Convention Program book.

f. Addressing the Speaker: When addressing a speaker in a meeting please stand and pose your question when the speaker identifies you.

i. In the case of the State Commandant, he/she will be address as Sir/Mrs. Commandant, permission to address the floor.

ii. Upon giving the permission to address the floor, pose your statement or question.

iii. No Delegate shall be permitted to speak more than twice on a given issue.

iv. A time limit of three minutes will be imposed on each speaker.
g. Breaks. The facilities are a nonsmoking facility and as such, you must go outdoors to smoke.
   i. Check with the Hotel (and Convention Center if applicable) for designated smoking areas.

h. Hospitality Room. (Base on your plan and for example).
   i. Free beverages will be provided to all registered members in the hospitality room. Again, when you have finished your beverage, please place your empty container in the Trash Container.
   ii. The beverage hours for the hospitality room are TBD.
   iii. The hospitality room will always be open for anyone that want to visit and chat during the day, TBD.
   iv. Late Arrivals: When members arrive late, and need to get a nametag for the meeting, you must go to the registration desk, located in the (base on your plan). You will not be able to enter any meeting without a nametag.
   v. Visitors: (Base on your plans and for example)
      1. Visitors are welcome at the meetings, and in the hospitality room, however if they are to consume any beverages, then a registration fee of $5.00 will be required so that they have a nametag.
      2. If you do not have your nametag, beverages will not be a privilege. Spouses’ attending the convention are excluded and will automatically get a nametag.
   vi. Banquet: The Banquet is the Convention wrap-up; all attendees will have a banquet registration paid for and must have proof of the food purchase in order to be served. Each paid banquet participant will be given a food and beverage card for the banquet.
   vii. Housekeeping: The local detachment hosting this event are not housekeepers and as such, it is requested that if you bring in coffee cups, sandwich’s or anything into the meeting or hospitality room, we ask you to make sure it walks out with you or properly put it in a trash container.
7. **COMMUNICATION:**

   a. Communication:
      i. Is key and it is paramount in having a successful Conv/Conf.
      ii. Department Web Page:
         1. Submit electronic copies of registration, banquet, hotel web link, agenda, and any other correspondence required to attend the Conv/Conf.
      iii. Detachment Web Page:
         1. Upload copies of registration, banquet, hotel web link, agenda, and any other correspondence required to attend the Conv/Conf.
   iv. Correspondence to Department, Auxiliary, Devil Dogs, Fleas, VIPs, and Detachment Commandants:
      1. Communicate the Conv/Conf Plan to all and often.
         a. The biggest challenge will be invalid email and or wrong USPS addresses.
         b. Detachment email addresses: https://texasmcl.org/detachments
         c. Plan on 20% to 40% bounce back bad email address and about 5 wrong USPS addresses.
         d. Use your District (Dist) Vice Commandant to communicate to the other Dist Vice Commandants to help with bounce back addresses.
   v. Electronic:
      1. Maximize as much as possible as it is faster and more convenient.
      2. Create a Group folder to save time and batch email to all the Detachment Commandants and Department Leadership.
      3. Always “CC” your Detachment Commandant, Detachment Pay Masters, Convention Chairmen, and Dist Vice Commandant so he can send to the other Dist Vice Commandants.
      4. Begin emailing NLT May/Jan and email at least once a month through Oct/June.
      5. Recommend attaching of the registration files so Detachment can make copies and give to those who do not have or use email
vi. US Postal Service:
   1. Print your monthly email with attachments and mail to those Detachment Commandants and Paymaster.
   2. Mail copies of the emails and any attachment to the Detachment with bad email addresses.

b. After Action/Lessons Learned:
   i. To allow future Dets who considers exploring the possibility of Hosting the Conv/Conf, write up issues that went well, items not identified in the Guide, and or items that did not worked.

8. FINAL POINT:
   a. Any questions, contact the Department Convention Chairman for clarifications and assistance.
### 1. CONV/CONF CHECKLIST

<table>
<thead>
<tr>
<th>EVENT</th>
<th>CONTACT</th>
<th>Phone</th>
<th>Email</th>
<th>Complete</th>
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<tbody>
<tr>
<td>Department Commandant’s Guidance</td>
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<tr>
<td>President of Auxiliary</td>
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<td>Devil Dog POC</td>
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<td>Streamer</td>
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<td>Department Paymaster</td>
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<tr>
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<td>1st Month Detachment Communication</td>
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(Special Note: When emailing Detachment Commandants, “CC” Department Commandant, Sr and Jr Vice, Paymaster, Chaplain, JAG, Sgt of Arms, Convention Committee Chairmen, and Hosting Department Dist Vice. This will ensure all are read in on the plan and can provide input if required.)
2. Name Tag and other place card examples.
   a. Name Tag

![Department of Texas 2018 State Convention Bastrop, TX]

**Hell, we just got here!**
Major Lloyd Williams
Belleau Wood

[LINK Excel.SheetMacroEnabled.12]
"\\DESKTOP-34HMJUO\Users\Public\Documents\Marines\CONVENTI
b. Banquet Tent Ticket

This is your admittance ticket to the Saturday Evening Banquet. Stand this tent card at your place setting to be served your dinner.

2018 Convention Banquet

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BEEF

c. Meet and Greet Tickets
DEPARTMENT of TEXAS ADMINISTRATIVE PROCEDURES

3. DELEGATE REGISTRATION
Each Detachment that attends the Convention /Conference must have a delegate registration submitted to the Department Convention Credential Chairman.

CONVENTION DELEGATE REGISTRATION FORM (Continued):

<table>
<thead>
<tr>
<th>Del.</th>
<th>Alt.</th>
<th>Assoc.</th>
<th>Dual</th>
<th>Guest</th>
<th>Names Attending Circle Y/N</th>
<th>Member #</th>
<th>Exp. Date</th>
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</table>

Enclosed is check # in the amount of $ made payable to the [Department Name] to cover the registration [details].

Print Name: [Name]
Sign Name: [Name]
Delegation Convention Date: [Date]
Detachment Convention Date: [Date]
Received by Department Convention Committee: [Date]
(Copy and attached additional sheet if needed)

MARINE CORPS LEAGUE
DEPARTMENT OF TEXAS
2018 CONVENTION DELEGATE REGISTRATION FORM

FOR CONVENTION USE ONLY:
TOTAL MEMBERS: [Number]
TOTAL DELEGATES: [Number]
TOTAL VOTES: [Number]

ARTICLE ONE, Section 3:
(a) Delegates, alternates, and members desiring to attend business sessions of the Department Convention must possess a paid up membership card, plus properly executed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
(b) Delegation Delegates and Alternates to the Department Convention shall be determined on the basis of one Delegation membership strength on record for the Department in accordance with Section 2(b). The Delegation's membership strength may be adjusted upward provided a due transcription, which includes new members or which increases delegate number. Each 60 day good standing, is determined to the Department's Adjunct Meeting, along with the appropriate dues, prior to the opening of Convention. The Delegation voting strength of each Delegation shall be as follows: For the first 60 regular members, one (1) Delegate and one (1) Alternate; for each additional full block of two (2) regular members, one (1) Delegate and one (1) Alternate; for partial block of less than two (2) regular members, one (1) Delegate and one (1) Alternate. Therefore, no delegation strengths of a Delegation shall be counted including members on honorary member to such Delegation's total membership.
(Continued, on other side)
4. Example of an agenda

**AGENDA**

**THURSDAY, JUNE 21ST**
1200 – 1700  Early Bird Registration - Hampton Inn Anteroom to the Hospitality Rm, 2nd floor
1400 - 1600  MODD early Bird Registration - Hampton Inn Anteroom to the Hospitality Rm, 2nd floor
1900 – 2100  Commandants Mast (Informal Meet and Greet) - Hampton Inn Hospitality Rm, 2nd floor
1900 –2300  Hospitality Room - Hampton Inn, Hospitality Rm, 2nd floor

**FRIDAY, JUNE 22ND**
0800 – 1700  Registration – BCEC, Lobby
0800 – 0900  MODD Pack Dog of the Year Committee Meeting - BCEC, Rm 117
0900 – 1200  MODD Registration – BCEC, Lobby
0900 – 1000  MCL, Marine of the Year Society - BCEC, Rm 117
0900 – 1030  MCLA Operation Little Angel - BCEC, Rm 118/119
0900 – 1000  MCL Bylaws Committee Meeting - BCEC, Rm 105
1030 – 1130  MCLA Presidents Meeting - (Past & Present) - BCEC, Rm 118/119
1015 – 1115  MCL Board of Trustees and Dist Vice Commandants meeting- BCEC, Rm 105
1115 – 1215  MCL Commandants Council, (Open to Members) Meet Candidates for State Office- BCEC, Rm 105
1115 – 1200  Past Commandants Council – BCEC Rm 117
1200 – 1300  **LUNCH ON YOUR OWN**
1300 – 1430  Americanism Committee Meeting - BCEC, Rm 117
1300 – 1415  Break Out Session 1: MCL Leadership for Detachment Officers 2: Fundraising with examples BCEC, Rm 116
1315 – 1400  1st Time Convention attendees’ orientation – BCEC Rm 105
1400 – 1445  MODD Sign in and initiation (Open to all Devil dogs) - BCEC, Rm 105
1400 – 1700  MODD Flea Scratch - BCEC, Rm 118/119
1445 – 1700  MODD Growl (Open to all Devil dogs) - BCEC, Rm 105
1800 – 2100  Entertainment and transportation - Location TBD (TBD for $15.00 for Food and or $5 Transportation fee per person for Coppershot Distillery Downtown Bastrop)
1930 – 2300  Hospitality Room (Snacks and Drinks) - Hampton Inn, Hospitality Rm, 2nd floor

**SATURDAY, JUNE 23RD**
0745 – 0755  Formation for Morning Colors (4 ranks)
0800 – 0815  Morning Colors Outdoor in front of the BCEC
0815 – 1000  Registration - Lobby, BCEC
0830 – 0930  Combined Opening Ceremony and Memorial Service - Chapel of Four Chaplains
(Open to all members) - BCEC, Rm 105
0945 – 1200  MCL BusinessMtg (Open to all Members) - BCEC, Rm 105
0945 – 1200  MCLA Business Meeting - BCEC, Rm 118/119
1200 – 1320  **LUNCH ON YOUR OWN**
(Special Note: Women Marine Association Luncheon – Location TBD)
1330 – 1615  MCL Business Meeting - BCEC, Rm 105
1330 – 1600  MCLA Business Meeting - BCEC, Rm 118/119
1800 – 1900  Social Hour - BCEC, Rm 116/117
1900 – 2100  Banquet, Guest Speaker, Awards, Officer Installation - BCEC, Rm 105/106
2130 – 2330  Hospitality Room - Hampton Inn, Hospitality Rm, 2nd floor

SUNDAY, JUNE 24TH
0800 – 0900 Department Officers Meeting (at the discretion of incoming Commandant) - Hampton Inn, Hospitality Rm, 2nd floor

Bastrop Convention and Exhibit Center (BCEC)

5. LOGOS: (To name a few.)