Detachment Officer Orientation

Understanding the Duties of the Detachment Judge Advocate
Judge Advocate

- Maintains the detachment National, Department and Detachment by-laws
- Understands the detachment by-laws
- Understand the detachment operating procedures
- Updates and makes changes to the by-laws and operating procedures
- Monitors all activities of the detachment and its staff ensuring that the by-laws are followed
- Maintains a point of order in all meetings
- Keeps track of all updates to by-laws and procedures and reports any updates at the detachment meeting

• Detachment Judge Advocate
By-laws

Detachment By-laws

• The adjutant is the keeper of the detachment by-laws
• The adjutant must have a hard copy of the by-laws at all the meetings for reference
• The by-laws must coincide with the state and national By-laws
Changes to the By-laws

• Changes to the detachment by-laws must be approved by the detachment membership.

• Any and all changes must be submitted to the department Adjutant for approval after approval by the detachment members at a general meeting.

• A by-law revision page with the page and date of update must become part of the detachment by-laws.

• Changes to the detachment operating procedures must be approved by the detachment membership and updated in the written procedures.
Operating Procedures

- The operating Procedures are guidelines as to how a detachment function must be done.
- The operating procedures are written for each committee with the directions on how to run the event or function.
- Every functional committee that is assigned and is a annual event must have operating procedures.
- Every detachment officer must have a written set of functional operating procedures as to how to do his or her job.
- Each set of operating procedures must be approved by the membership.
Judge Advocate Transfer of Responsibilities

- The detachment Judge advocate must ensure that the new Judge advocate understand the role of the position.
- At the monthly meeting, the Judge Advocate must report during the Officers report of any updates or changes to the By-laws.
- The Judge advocate must make sure that the meeting stays on course according to the meeting guidelines.
- Any deviation of the meeting guidelines must be stopped and a point of order established.
June 114, 2016 Detachment Minutes

Opening ceremony: Attention to Colors/Chaplains opening prayer

Special Note: The June meeting was a working meeting for the Department of Texas State convention. No official meeting was conducted on June 11, 2016

Roll call of officers:
Commandant-Present
Sr. Vice: Present
Jr. Vice: Present
Adjutant: Present

Attendees
15

Applications for membership
None

Minutes of Previous meeting
None

Correspondence
None

Report of Paymaster
None

Report of any members sick or in distress
Report of Officers
None

Report of Standing Committees

Report of Special Committees

Unfinished Business
None

New Business

Good of the League

Announcements

Closing Ceremony:
Closing ceremony was conducted and meeting ended at 18:00

Summary:
Commandant's minute

Detachment Minutes guidelines sample
By-law changes

• Bylaw changes must have a letter of approval of changes and must be part of the bylaws with the update.

• A similar page as the one on the right must be attached to the by-laws
Operational Procedures

Written Operational Procedures

The detachment operation procedures must be written to give the process of conducting the annual activity by the detachment. The event chairman must be familiar with the activity and must update the procedure with the approval of the detachment staff. The following is a sample of operation procedures:

- Toys for Tots
- Annual Fund Raiser
- VA Hospital support (VAVS Chair)
- Annual detachment Marine Ball
- Installation of Officers banquet
- Marine of the year guidelines
- Annual detachment planning/plan

- State Convention Guidelines
- Annual Detachment Picnic
- Annual Detachment Golf Tournament
- Detachment Shooting events
- Detachment Officer Training requirements
Operational Guideline Contents

• The following information must be part of the Operational Procedures.

Table of Contents General

Event Name
• Mission Statement
• Vision Statement
• Core Purposes
• Members required
• Committee Chairs and Members Committee Descriptions and responsibilities
• Estimating budget required

• Setup and Operating procedures
• End of event report.
  – Event Name
  – Accomplishment
  – Total Expenditures
  – Total Monetary returns
  – Recommendations for next event
    • Personal required
    • Financial Support Required
Annual Staff Planning

• The Detachment annual planning must include the following members.
  – Detachment elected staff
  – Detachment Paymaster
  – Detachment annual event committee chairs
  – Prior year operating budget
  – New year recommended budget

• Past year operating budget closed and used for reference. The paymaster must have this for the meeting

• The new year recommended operating budget for all events and any new events that the commandant suggests
Officer Installation Report

Each year the Adjutant must prepare the Officer Installation report.

The Report must be available when the installation takes place.

The Installing officer must sign the report and it is submitted to the department paymaster.

A copy of the report must be part of the operating procedures.
Death Notice

Anytime there is a death of a member in the detachment, a death notice must be submitted by the detachment chaplain to National through the department paymaster,

The report is very simple.
You will also have to adjust your PLM report if he/she was a life member
The procedures should be part of the detachment operational procedures.

---

**NOTICE OF DEATH**

**MARINE CORPS LEAGUE**

_League’s Name_ of the _Detachment_

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on _Date_. The deceased is survived by _Relation’s Name_ who resides at: _Relationship_ 

Street ____________________________
City ____________________________ State _______ Zip ____________

Membership No. ___________ PLM No. ______ Detachment No. ______

Comments:

Submitted By: ____________________________

Date: ___________________________________

Title: ___________________________________

Street: ____________________________

City: ____________________________ State _______ Zip ____________

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

(2) A replacement form will be sent to the individual submitting this form.

Detach and retain bottom copy. Forward balance to Department Chaplain. Department Chaplain retain bottom copy and forward balance to National Headquarters. National Headquarters will forward form to National Chaplain.
Membership Transmittal form

The Renewal and new member report is a very simple report to fill out.

A check to National and a check to State must be submitted with the report.

A PDF file of the membership dues Transmittal form is on the department web site.

4 Copies must be made of the transmittal.

3 to State and National.

1 to keep and file

This form is also used to make a change of address of a member

The transmittal instructions must be part of the operational procedures
Annual PLM Report

- The department annual PLM report is a report that will bring back funds from national on all the detachment life members.
- It is a roster of all the life members that has to be verified by the paymaster and the detachment commandant.
- Must also be part of the operational procedures.
Activity Report

- The activity report that is submitted by the Sr. Vice Commandant. A monthly submission that has to be submitted and a copy maintained by the Adjutant.
- The activity report consists of 3 Pages,
- The report can be downloaded from the department web page,
- This report must be part of the operational procedures.
“Thank you for all you do”

Semper FI