

2018 DOOR PENINSULA DETACHMENT 1130
ADMINISTRATIVE PROCEDURES
2 March 2019

Chapter One

Section 100. Authority. The 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 105. Dues. The 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 One (1)). The Department Paymaster shall immediately remit to the National Chief Operating Officer those transmittal forms and such funds which are due to the National Headquarters.

Section 110. Installation of Detachment Officers

- a. The Detachment Commandant elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.
- b. The Installing Officer 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 submit it to the Detachment Adjutant. The Adjutant must then forward the Report of Officer Installation within the time frame specified in Article IX (9), Section 9040 of the National Bylaws. (See Enclosure Two (2) "Report of Officer Installation" Form.)

Section 115. Quorum. The Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

Section 120. Default. If the Detachment is in default of monies from any source due National and such debt has not been satisfied as required by National Administrative Procedures, Chapter II, Section 2025(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention such fact shall be reported to the National Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the National Convention.

Section 125. Members

- a. The Detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. The Detachment, however, may not 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. The Detachment may not accept for membership any person who has been convicted of a crime where the victim is a child. The Detachment shall not 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, National Administrative Procedures) or by that member requesting transfer (Chapter Seven, Section 7005, National Administrative Procedures).

c. An Associate Member in good standing in the Detachment who subsequently qualifies as a Regular Member as set forth in Article V, Section 515(b) of the National Bylaws, upon vote of the Detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 7005 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him or her 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 130. Bonding. The Detachment Commandant, Detachment Adjutant/Paymaster or Paymaster, as applicable and Officers authorized by the Detachment Commandant 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. In accordance with the terms of the League's Commercial General Liability Policy, the "Coverage Territory" includes the United States of America (including its territories and possessions), Puerto Rico and Canada. The same holds true for the Bonding Policy. Existing off-shore Detachments and all newly forming off-shore Detachments will be responsible for securing their own Commercial General Liability Policy and Officer Bonding Policy. 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. A "Summary of Coverage's" and a copy of the policies must be submitted to National Headquarters annually by all off-shore Detachments indicating that the referenced insurance policies are current.

Section 135. 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. Note: 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 140. Charter Suspension, Revocation

a. The charter of the 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 National body;
- (3) Acts and conduct bringing the Marine Corps League into public disrespect;
- (4) Willful violation of National Bylaws and Administrative Procedures;
- (5) The violation of Federal, State, or Municipal laws or ordinances;
- (6) Other activities detrimental to the good name of the Marine Corps League.

b. The suspension or revocation of the Charter 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 National Bylaws and National Administrative Procedures in a manner considerate of the well-being and good name of all concerned.

c. If the Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department, or where a Department is non-existent, the jurisdictional National Division Vice 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 jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees upon receiving, from the jurisdictional National Division Vice Commandant, such assets and liabilities which are in his custody.

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 that 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 145. Charter Voluntary Surrender

a. The Charter of the 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 the Detachment, the Detachment Board of Trustees shall immediately notify its jurisdictional Department, or if a jurisdictional Department is non-existent, its National Division Vice Commandant 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 jurisdictional Department, or where such Department is non-existent, the jurisdictional National Division Vice Commandant, of the Detachment's vote to voluntarily surrender its Charter.

(b) The Detachment shall determine from each member of the Detachment, where such member desires to be transferred to upon the surrender of the Detachment Charter.

(c) The Detachment shall prepare for each such member the standard application for transfer form as set forth in Enclosure Three (3) pursuant to the provisions of Chapter Seven, Section 7005 of the National 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 One (1).

(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 jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Division Vice Commandant, such jurisdictional Department or jurisdictional Division National Vice 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 jurisdictional Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities.

However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional Division National Vice Commandant of said Detachment.

c. After satisfying the legitimate liabilities of the surrendering Detachment, any Detachment properties and assets will be held by the jurisdictional 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 that 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 jurisdictional Department and will then become the property of the jurisdictional Department. The jurisdictional Department shall return the surrendered Detachment charter to National Headquarters which charter shall then be placed in the archives. However, if a jurisdictional Department is non-existent, the National board of Trustees shall hold any Detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional Department except that at the end of the one (1) year period, the Detachment properties and assets shall revert to National Headquarters and will then become the property of National.

d. All ceremonial rifles must be accounted for and disposed of by the 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.

CHAPTER TWO

Members

Section 200. Initiation. All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual and be presented the official membership card and lapel pin of the Marine Corps League; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

Section 205. Membership Transfer. Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining Detachment and of the losing Detachment. (See enclosure Three (3)).

- a. Members-At-Large must be certified as members in good standing by the National Chief Operating Officer.
- b. The losing Detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining Detachment. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing Detachment's Judge Advocate and Department Judge Advocate for their files.
- c. The gaining Detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the member's request for transfer into their Detachment. This vote must take place within thirty (30) days of receipt of the request form. If the request for transfer is disapproved, the Detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining Detachment's Judge Advocate, the losing Detachment's Judge Advocate and the Department Judge Advocate for their files.

Section 210. Death of a Member of the Marine Corps League

- a. Upon notification of the demise of any member, the Detachment Chaplain shall Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
- b. Without delay the Adjutant shall:
 - (1), Report the death of the member directly to both the National Chaplain and Department Chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.
 - (2) Utilize the "Notice of Death" form. See Enclosure Four (4) or the forms available from National Headquarters or the MCL National website. Four copies of this form will be prepared: One copy will be retained. The remaining copies will be forwarded to the Department Chaplain. The

Department Chaplain will retain a copy and forward the balance to National Headquarters "ATTN: Membership". National Headquarters will forward a copy to the National Chaplain.

c. It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant with assistance of the Detachment Chaplain and Adjutant/Paymaster shall develop a plan to notify Detachment members in a timely manner.

Section 215. Membership

Honorary Active Duty Member. The Detachment may, at the discretion of the Commandant, issue Honorary Membership to Active Duty Marines, FMF Corpsmen and Navy Chaplains, free of charge, for the entire tour of their active military duty. These Honorary Active Duty Members will be entitled to the rights, privileges and benefits available to a Regular Member, except for receipt of the official printed publication but will be eligible to obtain a copy of the official publication on line at no charge. In addition, members in this category will not be counted as an eligible voting delegate member in accordance with the National Administrative Procedures, Chapter Two, Section 2025, nor will this category of membership be eligible to hold an elected office in the Marine Corps League.

Section 220. Membership Application. Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Headquarters with all required dues and fees.

a. The standard application form shall include the requirement for completion of identifying information, date, administrative data as may be considered appropriate, a signature, and the following printed certification:

"I hereby certify that I am currently serving or have served honorably in the United States Marine Corps, "**ON ACTIVE DUTY**," for not less than ninety (90) days and earned the Eagle, Globe and Anchor;* or have served or am currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; or that I have served or am currently serving as a U.S. Navy Corpsmen who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) or the Warfare Device worn on the Service Ribbon, authorized for FMF Corpsmen; or have served or are currently serving as a U. S. Navy Chaplain and have earned the FMF Badge serving with Marines; If discharged, I am in receipt of a DD Form 214 or a Certificate of Discharge indicating "Honorable Service". ("Honorable Service" will be defined by the last DD Form 214 or Certificate of Discharge that the applicant received). *General Discharge under Honorable Conditions is acceptable.* By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. I hereby authorize the National Chief Operating Officer, Marine Corps League to obtain an un-redacted copy of my latest DD Form 214 from the Marine Corps custodian of Official Military Personnel Files (OMPF), and/or verification of honorable service if deemed necessary to verify my eligibility for regular membership in the Marine Corps League. I understand the DD Form 214 may contain information such as military awards, training, and character of service."

b. The standard application form received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Sponsor's Detachment.

c. The Detachment Paymaster shall read and record the application at the proper time, and determine pertinent data including name of sponsor, and the required dues and fees have been verified and are in the possession of the Detachment. The Detachment Adjutant/Paymaster must include the original signed application form with the Membership Transmittal Form when forwarding the Transmittal to National Headquarters. (If deemed necessary, a COPY of the application may be kept on file at the Detachment level) **(No applicant shall be present for that portion of the meeting in which the application is being considered.)**

d. The acceptance of applicants to membership in the Detachment is the sole province of the Detachment.

e. In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

Section 225. Membership Dues and Fees. The payment of annual National Membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

a. The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the convention. An announcement in the **Marine Corps League Magazine, Summer Issue**, will suffice as written notification.

b. An initiation fee shall be recommended by the Budget and Finance Committee. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership lapel button which shall be provided by National Headquarters.

c. All of the National membership dues and fees which are due National Headquarters are in addition to the dues of a Detachment and a Department which are authorized under the provisions of the National Administrative Procedures, Chapter Five, Section 5010 and Chapter Six, Section 6010.

d. The membership year and the annual dues shall expire on the 31st day of August of each year. **New members joining the MCL between 1 July and the last day of February will pay the full amount of the current National Dues + \$5.00 Initiation fee and will have a membership expiration date of the following year (13 or 14 months). New members joining between 1 March and 30 June, will pay ½ half the current National Dues + \$5.00 Initiation fee.** The Current Annual renewal rate will be due on the 31st day of August of each year.

Section 230. Good Standing. All members shall be considered in good standing in the Marine Corps

League,

a. Except when:

(1) Required dues are not paid and transmitted, on or before membership expiration of 31 August.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of the National Administrative Procedures.

b. In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. (See Enclosure Seven (7) National Administrative Procedures).

Section 235. Delinquent Member. A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date of 31 August.

a. Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of the dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.

b. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The member may be restored to "good standing" status through the processing of a standard application form as a renewing member and forward the applicable renewal fee as currently established. Initiation fees are no longer applicable to delinquent members. A member who is delinquent and wishes to retain the "continued membership status" shall do so by submitting the standard application form which shall be accompanied by ALL past dues which have accumulated during the entire period of the applicant's delinquent status.

c. No delinquent member may be transferred.

Section 240. Ineligible Member

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

b. If the Detachment Judge Advocate determines that the member does not have the necessary qualifications to be a member, the Detachment Judge Advocate will present a written report of his/her investigation with a draft of a disciplinary charge to the members of the Detachment. Any member of the Detachment may make a motion for disposition of the proposed disciplinary charge. If a motion to file a charge with the Department Judge Advocate is adopted, the Detachment Judge Advocate will file the charge in accordance with National Administrative Procedures, Section 9000.

c. If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

d. If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

Section 245. Life Members. Regular or Associate Members of the Marine Corps League who are in good standing (as defined in the National Administrative Procedures, Section 7030) may become **LIFE MEMBERS**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to that Detachment, Department, or National. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual dues and then Life Membership dues in each additional Detachment, if they so desire. The Life Membership fee shall be as established by the National Convention.

Age Category

0-35	\$500.00
36-40	\$400.00
41-50	\$400.00
51-64	\$300.00
65- over	\$200.00

The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded.

Section 250. Certification of Life Members. Each Detachment will annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant/Paymaster (or Paymaster) and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to a detachment until the certified listing is received at National Headquarters. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year that Detachment's quota of the interest distribution shall remain in the blocked fund.

CHAPTER THREE

New Detachment Creation

Section 300. Charter. A new 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 900 of the National 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 as a regular member of an existing Detachment must provide a Request for Transfer Form (See Chapter Seven, Section 7005 of the National Administrative Procedures), to be attached to the charter application.

(3) The charter application form must be accompanied by a completed membership dues transmittal forms (See enclosure 6 of the National 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. 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.

(5) When accurately completed, both the charter application and the dues transmittal forms shall be forwarded to the Department Paymaster (Paymasters as used in this Chapter shall also mean Adjutant/Paymaster when both duties are performed by the same person) (if any and if no Department has been formed, to the appropriate National Division Vice Commandant), 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. He/she shall also ascertain that the proper dues have been submitted. The Department Paymaster (if any and if none, the National Division Vice Commandant) shall remove the 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 he/she has reviewed the charter application form and dues transmittals and that to the best of his/her 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 jurisdictional Department Commandant. The jurisdictional Department Commandant shall review the application packet and shall indicate his/her approval or disapproval thereon over his/her signature. The jurisdictional Department Commandant shall then immediately forward the application packet to the appropriate Division National Vice Commandant.

(7) The Division National Vice Commandant shall review the application packet and shall indicate thereon either approval or disapproval over his/her 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. 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 Jurisdictional Department Commandant simultaneously with forwarding the new Charter to the Jurisdictional 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. The 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 the National 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 National Bylaws, Article IX, Section 900.

CHAPTER FOUR

IRS Reports

Section 400. IRS Forms 990, 990-EZ, and 990-N

- a. The Detachment must annually file with National Headquarters, via their Department, if such exists, a true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30, unless an extension has been requested.
- b. If the Detachment qualifies under the IRS regulations, may elect to file an IRS Form 990-N, an e-postcard on-line filing. Since there is no printed copy of this filing, the Detachment will file a copy of the E-Mail Acceptance Receipt that is returned from the IRS. The submission will be via the Department Paymaster. The Department Paymaster will forward the Acceptance Receipt to National Headquarters or may consolidate these receipts into a single document showing the name of the organization, the EIN, the Submission ID Number, and the date the submission was accepted by the IRS.
- c. The IRS Form 990 reports will be utilized by National Headquarters to update the annual report required by our Group Exemption filing requirements to the IRS. Failure to file the appropriate 990 reports to the IRS and updating of our annual filing *will* subject the subordinate or subsidiary entity to the loss of its exempt non-profit status.

MARINE CORPS LEAGUE

MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM: Adjutant/Paymaster of _____

Detachment # _____

TO: National Adjutant/Paymaster, 3619 Jefferson Davis Hwy Suite 115 Stafford VA 22554
VIA: Department Paymaster

Date _____

PLEASE READ CAREFULLY

1. PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.
2. Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department
3. Include Date of Birth for all NEW applicants (mandatory for PLMs).
4. Utilize two entries (Old and New) to change a member's address or to correct or change a member's name (COA Code).
5. STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).
6. Detach and retain bottom copy – Forward balance to Department
 Department – retain bottom copy and forward balance to National HQ

Transmittal # _____
(Start new sequence on July 1 each fiscal year).

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
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MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR, etc).	FIRST	MI
PLM #	STREET ADDRESS (or PO BOX #)			CITY	ST ZIP + 4
TELEPHONE NUMBER		E-MAIL ADDRESS			DATE OF BIRTH

NATIONAL DUES ONLY

R	Renewal @20.00	Check # _____	\$ 0.00
N	New Member @ 25.00		0.00
RAM	Renewal Associate@20.00		0.00
NAM	New Associate @25.00		0.00
RDM	Renewal Dual @20.00		0.00
NDM	New Dual @25.00		0.00
N*	March 1st-August 30th @15.00		0.00
NAM*	March 1st-August 30th @15.00		0.00
NDM*	March 1st-August 30th @15.00		0.00
Life Member by age:			
L	35 and under @ 500		0.00
L	36 to 50 @ 400		0.00
L	51 to 64 @ 300		0.00
L	65 and over @ 200		0.00
		National Dues \$	0.00

Department Dues

Check # _____

Total \$ _____

 Received at Department

Date: _____

Received at National HQ
 (Date/Time Stamp)

T=Transfer
 HAD=Honorary Active Duty
 H=Honorary
 COAN=Change of Address(NEW)
 COAO=Change of Address (OLD)

SIGNED DETACHMENT ADJUTANT / PAYMASTER

PRINTED NAME		
ADDRESS		
CITY	ST	ZIP + 4
DEPARTMENT PAYMASTER NAME		
EMAIL	PHONE NUMBER	

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Shaded area are for National HQ use only.

*For members who join between March 1st and August 30th of each year.

Marine Corps League

REPORT OF OFFICER INSTALLATION



FROM:	DETACHMENT NAME	DETACHMENT #	DEPARTMENT OF

TO: NATIONAL ADJUTANT PAYMASTER

VIA: DEPARTMENT ADJUTANT

DET FEDERAL EIN: _____

DET INCORPORATION ID # _____ DATE _____

DEPT FEDERAL EIN: _____

DEPT INCORPORATION ID # _____ DATE _____

FOR DEPT INSTALL ONLY: _____

DATE OF ELECTIONS	DATE/PLACE OF INSTALLATION	INSTALLING OFFICER & TITLE	SIGNATURE OF INSTALLING OFFICER

DETACHMENT MEETING:

DAY/DATE OF MEETING	TIME	PLACE		
STREET ADDRESS	CITY	STATE	ZIP	

E-MAIL OFFICIAL CORRESPONDENCE TO: _____

FAX OFFICIAL CORRESPONDENCE TO: () _____ MARK FOR THE ATTN: _____

*Note: The ADDRESS information called for in the following section does not necessarily refer to the Officer's personal mailing address, but rather the address at which the Officer will receive official correspondence from National and Department Headquarters. If the Department/Detachment has a single address, i.e. PO BOX, to which all official correspondence should be sent, list that address for all Officers. The officer MUST be installed to be listed on form.

OFFICE	INCUMBENT	PHONE NUMBER EMAIL ADDRESS	ADDRESS *See note above	CITY, STATE ZIP +4
COMMANDANT		() _____		
SENIOR VICE COMMANDANT		() _____		
JUNIOR VICE COMMANDANT		() _____		
JUDGE ADVOCATE		() _____		
JUNIOR PAST COMMANDANT		() _____		
ADJUTANT PAYMASTER		() _____		
ADJUTANT		() _____		
PAYMASTER		() _____		
CHAPLAIN		() _____		
SERGEANT- AT ARMS		() _____		
WEB SERGEANT		() _____		
		() _____		

Total **renewal** dues are \$ _____. This amount is the total of Detachment, Department and National dues and will appear on the Direct Billing Notices.

SUBMITTED BY	TITLE	SIGNATURE	DATE

PLEASE READ CAREFULLY

Detach and retain bottom copy. Forward balance to Department Adjutant.
Department retain bottom copy and forward original to National HQ
and remaining copy to National Division Vice Commandant



MARINE CORPS LEAGUE
REQUEST FOR TRANSFER

1. Printed Name Member # PLM #
Street Apt #
City State Zip +4
SSN Tele# () Date of Birth / /
Date of Enlistment/Commissioning / / Date of Discharge/Separation/Retirement / /
I hereby request that my membership as a Regular Member M-A-L Dual Member Associate Member,
in the Detachment # be transferred to the
Detachment # Department of as a Regular Member Dual
Member Associate Member or to M-A-L status.

Signature Date / /

2. TO BE COMPLETED BY THE LOSING DETACHMENT (Det. No.)

The above member is in good standing ; delinquent . Membership expiration date is / /

Member (is/is not) indebted to this Detachment. (If indebted, please explain on reverse side). The transfer of this member is approved disapproved .

Signature of Commandant Date / /

3. TO BE COMPLETED BY THE GAINING DETACHMENT (Det. No.)

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

Signature of Commandant Date / /

FOR DUAL MEMBERS ONLY

I certify that I am a Dual Member and I hereby request that my voting rights for Department and National Conventions be transferred to Detachment # Department of

Signature of Dual Member Date / /

INSTRUCTIONS (Type or print legibly)

- Member requesting transfer: Complete all information in #1 and #4 (if applicable) above. Sign and date the application in space provided. Forward the form to your current Detachment Commandant for approval.
Losing Detachment Commandant: Complete the appropriate information in #2. Sign and date the form in the space provided. Retain one copy for Detachment records and forward the original and two copies to the gaining Detachment Commandant. Send one copy to your Department Paymaster for information purposes.
Gaining Detachment Commandant: Complete # 3 as appropriate. Sign and date the form in the space provided. Retain one copy. Forward the original and remaining copy to the Department Paymaster, along with Dues Transmittal Form listing the transferring member.
Department Adjutant/Paymaster: Retain bottom copy and forward the original to National Headquarters along with Dues Transmittal Form listing the transferring member.



— NOTICE OF DEATH —
MARINE CORPS LEAGUE



_____ of the _____
(Leaguer's Name)

Detachment, Marine Corps League did answer his/her final Earthly Roll Call on

_____. The deceased is survived by _____
(Date) *(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.

