



DEPARTMENT OF MASSACHUSETTS

ADMINISTRATIVE PROCEDURES

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**DEPARTMENT OF MASSACHUSETTS
ADMINISTRATIVE PROCEDURES**

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CHAPTER ONE GENERAL

SECTION 100 NAME AND PURPOSE - The name of the body corporate is the Department of Massachusetts, Marine Corps League, Inc. (Chg. 2009) and is a subsidiary organization of the National Marine Corps League, which is a non-profit corporation incorporated by an Act of the Seventy-fifth Congress of the United States at the First Session, begun and held at the city of Washington, DC on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purpose for which the corporation is formed are:

- (a) To preserve the traditions and to promote the interest of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of America freedom and democracy;
- (c) To fit its members for duties of citizenship and encourage them to serve ably as citizens as they have served the nation under arms;
- (d) To hold sacred the history and memory of the men who have given their lives to the nation;
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To voluntarily aid and render assistance to all Marines and former Marines as well as to their widows and orphans;
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts, to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 101 LOCATION - The principle location of the Department of Massachusetts, Marine Corps League shall be the Massachusetts State House, Boston, Massachusetts.

SECTION 105 CORPORATE SEAL - The Corporate Seal of the Department of Massachusetts, Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem, surrounded by the words "Semper Fidelis - Marine Corps League" within a border of two narrow rings.

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SECTION 110 POLICY –

- (a) The supreme power of the Department of Massachusetts, Marine Corps League shall be vested always in its membership functioning through its Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Department Board of Trustees or to the individual members of the Department of Massachusetts, Marine Corps League.
- (b) The Department of Massachusetts, Marine Corps League shall never take part in any labor or management dispute of issue, and it shall ever be non-sectarian, non-political and non-partisan; nor shall it be biased on the 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 a basis for special consideration or preferment.
- (c) Nothing in the preceding section shall prohibit the Department of Massachusetts, Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 ORGANIZATION - The constituted bodies of this organization shall be:

- (a) The Department Organization to be known as the Department of Massachusetts, Marine Corps League.
- (b) Subordinate local organizations known as Detachments.
- (c) Such other subsidiary organizations as the National Organization may create, establish or recognize.

SECTION 125 COMPLIANCE WITH NATIONAL BY LAWS AND ADMINISTRATIVE PROCEDURES –

- (a) The National By Laws and Administrative Procedures shall prevail should there be any inconsistency between the Department of Massachusetts By Laws and Administrative Procedures and those of National.
- (b) Any amendment to, or revisions of the National By Laws and Administrative Procedures, hereafter adopted which may be in conflict with these By Laws and Administrative Procedures shall automatically become a part of these By Laws and Administrative Procedures.
- (c) Within these By Laws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National By Laws and Administrative Procedures are to be considered an integral part of these By Laws and Administrative Procedures.

SECTION 135 INSTALLATION OF DEPARTMENT OFFICERS - The Installation of Department Officers shall be held immediately following the election of the Department Officers. (Chg. 97-11)

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CHAPTER TWO DEPARTMENT CONVENTION

SECTION 200 MEETINGS - The Department Convention shall be convened once each calendar year per Sec 115(b) of the Department Bylaws. (Chg. 2011)

SECTION 205 TIME AND PLACE - The time and place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention two (2) years in advance. (Chg. 2009) (Chg. 2011)

- (a) Each Detachment shall be provided written notification of the date and location of each pending Convention. Such notification to include necessary forms for the Detachment certification of authorized Delegates and Alternates to such Convention.
- (b) Determination of dates and location of the Department Convention will be governed by Department By Laws Section 115. (Added to concur with 96-01 and 96-02.)

SECTION 210 PROCEDURE - Immediately preceding the convening of each Convention, the Commandant and his or her Staff shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted, in conformity with these By Laws and Administrative Procedures. (Chg. 2011)

SECTION 215 RULES OF ORDER - By Laws and Administrative Procedures shall govern the procedure and conduct of each Convention, and Robert's Rules of Order shall be the parliamentary authority.

SECTION 220 REGISTRATION –

- (a) All approved and certified Delegates and Alternates will receive from the Convention Registration Committee a program and such Activity Admittance tickets as they desire, upon registration at the Convention and (Chg. 2009) payment of the amount indicated on the Convention Activities Program.

- (1) All other members desiring to attend the Convention Activities must pay the registration fee.

- (b) Pre Registration fee for each Delegate or Alternate to the Convention shall be five dollars (\$5.00). Detachments that register at the Convention shall be charged a registration fee of eight dollars (\$8.00) for each Delegate or Alternate. The registration fee for members of the Department of Massachusetts, Marine Corps League Auxiliary will be set by the Auxiliary. (Chg. 2009) (Changed 6/01/01)

SECTION 220 REGISTRATION – (continued)

- (c) The allowed number of Delegates and Alternates is discussed under By Law Section

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105(b). (Chg. 2009) (Changed 6/01/01)

- (d) In the process of registration, should a member(s) credentials as Delegate or Alternate be challenged by the Credentials Committee, the member(s)' Detachment Commandant (or duly appointed representative, in the absence of the member(s)' Detachment Commandant) may authenticate the credentials of the member(s) in question, providing that such action does not authorize more Delegates or Alternates than the Detachment is allowed under the provisions of these By Laws and Administrative Procedures.
- (e) In the event the Delegate whose credentials are challenged is a Detachment Commandant, or upon an appeal by a member to the action of the Credentials Committee, the Department Commandant shall appoint a Grievance Committee composed of three (3) members who shall report it's findings to the Convention floor. The Committee findings shall require a majority vote for acceptance. The aggrieved party shall not participate.
- (f) The Department Commandant shall be a Delegate at Large to the Convention.
- (g) The registration fees collected are to be utilized by the Department, Host Detachment and Auxiliary Unit at their discretion as may be appropriate. (Chg. 2009)

SECTION 230 STENOGRAPHIC EXPENSE - The expense of recording the proceedings of the Department Convention shall be borne by the Department.

SECTION 235 CONVENTION ADMINISTRATIVE COMMITTEES –

- (a) The Convention Administrative Committees shall be the Credentials, By Laws, Resolutions and Rules.
- (b) The duties of the Convention Administrative Committee are:
 - (1) Credentials Committee shall:
 - (a) Examine the credentials of each Delegate and Alternate.
 - (b) Determine that each member desiring to register, must possess a current membership card.
 - (c) Compile a list of approved Delegates voting strength of each Detachment which is in good standing. Such list shall be presented as a part of the Committee's final report to the Convention.
 - (d) Disapprove the credentials of Delegates, Alternates or members of Detachments which are not in good standing at the time of the Convention.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 235 CONVENTION ADMINISTRATIVE COMMITTEES –

(b) The duties of the Convention Administrative Committee are: (continued)

- (2) By Laws Committee shall: receive and consider all proposed changes of the Department By Laws and Administrative Procedures which are properly submitted in accordance with the requirements of these By Laws and Administrative Procedures. All changes meeting said requirements of the By Laws and Administrative Procedures shall be referred to the committee for its consideration and action. All proposed changes not meeting the prescribed requirements, shall be returned to the submitting Detachment member with an explanation of the discrepancies.
- (3) Resolution Committee shall: receive and consider all properly submitted resolutions (not By Laws Proposals) complying with the requirements of these By Laws and Administrative Procedures, and it may offer resolutions on behalf of the Committee which it deems to be viable and necessary.
- (4) Rules Committee shall: study the rules of the Convention employed at prior Conventions and determine the need for any additional rules or revisions thereof for recommendations to the Convention for application during the current Convention.

SECTION 240 CONVENTION COMMITTEE - The Convention Committee shall be composed of a minimum of three (3) members as well as the Department Paymaster (per Department Administrative Procedure Section 320(d)(12)), the Liaison to the Military Order of Devil Dogs, and a member appointed by the Department of Massachusetts, Marine Corps League Auxiliary. (Chg. 2009) (Chg. 97-12, 97-22)

- (a) The Convention Committee shall receive and review all bids for the Department Convention and notify the Convention body of their recommendation. Should the Convention bid be rejected or no bid received, the members of the Convention Committee shall select a location. Should the site selected be made early enough, this information shall be presented at the first Staff Meeting as the situation allows. The information should include location, dates, rates of rooms, price of banquet, etc. Should other difficulties arise and the selection delayed, the Convention Committee shall immediately notify the Commandant.
- (b) The Convention Committee Chairman will work closely with the host Detachment to insure an orderly and enjoyable Convention.
- (c) The Chairman and the committee shall be responsible to the Commandant and the Board of Trustees for all planning, arrangements, control, administration and the final successful conclusion of the Department Convention.

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SECTION 240 CONVENTION COMMITTEE - (continued)

- (d) Any Detachment may make a formal bid for a Department Convention.
- (e) The Detachment that is selected to host the Department Convention will receive three hundred dollars (\$300.00) from the Department. The host Detachment must provide the following:
 - (1) This part deleted. (Chg. 2009)
 - (2) This part deleted. (Chg. 2009)
 - (3) This part deleted. (Chg. 2009) (Changed 6/01/01)
 - (4) This part deleted. (Chg. 2009)
 - (5) The Host Detachment will liaison with the Department Convention Committee Chairman when all arrangements have been completed for approval and further instructions, this must be accomplished prior to sixty (60) days of the Convention. The Host Detachment, if any, will notify the Convention Committee (Chg. 2009-06), all Detachments, and Auxiliary Units in the Department of Massachusetts, Marine Corps League via mail including information about lodging, meeting rooms, committee meetings, etc., otherwise these duties will be performed by the Convention Committee.

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CHAPTER THREE DEPARTMENT STAFF

SECTION 300 STANDING COMMITTEES - DUTIES - The Department of Massachusetts Standing Committees and their Duties are as follows:

- (a) **MARINE OF THE YEAR COMMITTEE** (chg. 2022) - The Department Marine of the Year Committee shall have the duty of reviewing nominations and selecting the Department of Massachusetts Marine of the Year subject to the following guidelines:

(1) Composition

- (a) The Department Marine of the Year Committee is comprised of past recipients of the Department Marine of the Year Award.
- (b) The Chairman of the committee shall be the next to last recipient of the Marine of the Year Award with the past years selectee being the Vice Chairman.

(2) Nominations

- (a) A nomination for the Department Marine of the Year Award may be made by any regular member in good standing of the Department of Massachusetts. The nominee must also be a member in good standing of a Detachment of the Department of Massachusetts.
- (b) A nomination must be in writing stating the reasons why the nominee should be considered for selection together with any attachments the nominator deems necessary to allow a fair and adequate review of the nominee's qualifications by the committee.
- (c) Each nomination must be postmarked no less than forty-five (45) days prior to the opening of the Department Convention at which the nominee is to be judged.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES –

(a) MARINE OF THE YEAR COMMITTEE - (continued)

(2) Nominations- (continued)

- (d) Nominations should be mailed to the Chairman of the Marine of the Year Committee an envelope which contains inside a sealed envelope which is clearly marked “MARINE OF THE YEAR NOMINATION”. No other identifying information should be on the enclosed envelope. A nomination received by the Department Commandant, Department Adjutant or Department shall be immediately forwarded unopened to the Chairman to the Marine of the Year Committee and will be deemed timely filed if submitted as set forth in paragraph 2(c) above.

(3) Duties

The Department Marine of the Year Committee shall:

- (a) Receive all nominations as may be appropriate.
- (b) Duly consider, in closed session, all nominations received and adjudge from such nominations that member, if any, to be selected the Department Marine of the Year.
- (c) Attest to the approval of the award by endorsing the nomination received with the signature of each member of the Committee voting for such award.
- (d) Deliver to the Department Commandant prior to the Department Convention the approved and endorsed nomination.
- (e) The decision of the Marine of the Year Committee is final and not appealable.
- (f) The final decision of the Committee shall not be disclosed to anyone other than the Department Commandant until such award is duly presented by the Committee at the Department Banquet.
- (g) The Marine of the Year Committee may make recommendation(s) to the Department Commandant and/or the Department Awards Committee concerning any nominee not adjudged to be the Department Marine of the Year for any other award authorized to be issued by the Department if the Marine of the Year Committee deems the same to be appropriate. Discretion to approve or deny such recommendation lies with the Department Commandant or the Department Awards Committee. A timely nomination received by the Department Marine of the Year Committee shall be deemed timely for any other award nomination.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES –

(a) MARINE OF THE YEAR COMMITTEE - (continued)

(4) Award

- (a) The Department Marine of the Year Award shall be announced at the Department Convention Annual Banquet by the Chairman and members of the Marine of the Year Committee.
- (b) The Department Marine of the Year Award shall consist of an appropriate certificate, medal and ribbon with FMF device as authorized by the National By-Laws and Administrative Procedures and such other items of recognition as the Committee shall deem to be appropriate.
- (c) Past recipients of the Marine of the Year Award not presented with a medallion at the time they were selected are authorized to wear the Department Marine of the Years medallion and ribbon with FMF device.

(b) **AMERICANISM COMMITTEE:** The Americanism Committee shall have the duty of formulating, implementing and executing an Americanism program to effectuate the purposes of the Department of Massachusetts, Marine Corps League.

(c) **AWARDS AND MEMBERSHIP COMMITTEE:** Shall have the duty of recommending to the Staff awards and citations for use by Detachments, all recommendations for Department awards and shall certify that the recipient is worthy of said award.

(1) Composition

- (a) The Department Awards and Membership Committee shall be comprised of at least three members of the Department in good standing. The Committee shall be appointed by the Department Commandant.

(2) Nominations

- (a) A nomination for any award authorized to be issued by the Department of Massachusetts as set forth in Enclosure 4 of the National BY-Laws and Administrative Procedures or any other local award may be made by the National Vice Commandant, New England Division, or by any officer, trustee or staff member of the Department or from any Detachment in good standing. The nominee must be a member in good standing of a Detachment of the Department of Massachusetts.

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SECTION 300 STANDING COMMITTEES - DUTIES –

(c) AWARDS AND MEMBERSHIP COMMITTEE: (continued)

(2) Nominations

- (b) A nomination for any Department award which is made other than by the member's Detachment shall be endorsed by the Detachment indicating either it "Approval" or "Disapproval" of the nomination.
- (c) Any nomination must be in writing and submitted on the Department Awards Recommendation form with any attachments the nominator deems necessary to allow a fair and adequate review of the nominee's qualifications. The nominator must identify the specific award for which the nomination is made.
- (d) Each nomination must be postmarked no less than thirty (30) days prior to the opening of the Department Convention at which the nominee is to be judged.
- (e) Nominations should be mailed to the Department Adjutant in a sealed envelope which is clearly marked "AWARDS NOMINATION". Upon receipt the Department Adjutant shall deliver the nomination to the Commandant for transmittal to the appointed Awards Committee chairman or directly to such chairman if he has been so appointed.

(3) Duties

The Department Awards and Membership Committee shall:

- (a) Receive all nominations from the Department Commandant and/or the Department Adjutant as may be appropriate.
- (b) Duly consider all nominations received and adjudge from such nomination whether it is approved or disapproved and that the member is worthy of the award in the Committee's opinion.
- (c) Attest to the approval of the award by endorsing the nomination received with the signature of each member of the Committee.
- (d) Deliver to the Department Commandant prior to the Department banquet the approved and endorsed nomination.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES –

(c) AWARDS AND MEMBERSHIP COMMITTEE:

(3) Duties (continued)

- (e) The decision of the Department Awards and Membership Committee is final and not appealable. The decision of the Committee shall not be disclosed to anyone other than the Commandant until such award is duly presented at the Department banquet.
- (f) If in the opinion of the Department Awards and Membership Committee the nominee is considered to be worthy of an award which can only be awarded at the National level as set forth in the aforementioned Enclosure (4), the Committee shall recommend that the nomination be submitted to National on the appropriate form and in the manner set forth in the National By-Laws and Administrative Procedures and shall forward a copy of such recommendation with a copy of the nomination and supporting documents to the Department Commandant and to the National Vice Commandant, New England Division for such action as each may deem appropriate concerning such National Award.

(4) Award

- (a) Department Awards shall be announced at the Department Annual Banquet by the Chairman of the Awards Committee or the Department Commandant as may be appropriate.
- (b) Department Awards shall consist of an appropriate certificate or citation, any medal and/or ribbon as issued by National as set forth in the aforementioned Enclosure (4) of the National By-Laws and Administrative Procedures.

(Entire section (c) changed as of 6/01/01)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES – (continued)

- (d) SCHOLARSHIP COMMITTEE:** The Department Scholarship Committee shall have the duty of receiving all applications for scholarships, considering such applications and making its recommendations concerning approval or rejection of such application and administering the Department of Massachusetts Scholarship Program in a fair and equitable manner as set forth in the guidelines approved by the Department entitled “DEPARTMENT OF MASSACHUSETTS, MARINE CORPS LEAGUE, SCHOLARSHIP FUND” and set forth in the Administrative Procedures of the Department as Enclosure 2. All applications shall be on a form as set forth in the Administrative Procedures as Enclosure 3.

(1) Composition

- (a) The Department Scholarship Committee shall be composed of five (5) members. The Department Commandant will appoint the chairman and two members of the committee. The Department Paymaster shall be a member of the committee. The fifth member shall be appointed annually by the President of the Department of Massachusetts Auxiliary.

(2) Scholarship Fund

- (a) The Scholarship committee shall have custody of the Scholarship Fund which fund shall be administered by the Department Paymaster. The Committee shall be prepared to give a complete accounting as to the disposition of the scholarship fund, at each Department Staff Meeting, with an annual report at the Department Annual Convention.
- (c) All funds received by the Department and/or the Committee specifically for the purpose of awarding scholarships, other than funds budgeted and authorized by the Department, shall be deposited into an appropriate account in the name of the Department of Massachusetts, Marine Corps League Scholarship Fund. Funds authorized and budgeted for the award of scholarships by the Department shall be accounted for by the Department Paymaster but need not be segregated into a special account.
- (d) Funds in the Department of Massachusetts, Marine Corps League Scholarship Fund may be drawn upon only on the mandate of the Department Convention by check signed by the Department Commandant and countersigned by the Department Paymaster.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES –

(d) SCHOLARSHIP COMMITTEE: (continued)

(3) Application

- (a) All applications for a grant from the Department and/or the Scholarship Fund should be submitted to the Chairman of the Committee on a form as set forth in Enclosure 4 of these administrative procedures and subject to the guidelines set forth in enclosure (2) of these administrative procedures.
- (b) Upon notice by the Chairman, the Committee shall meet and review the applications submitted, apply the guidelines as set forth in Enclosure (2) of the Administrative Procedures and shall select the recipients of the scholarships, if any.
- (c) All applications must be postmarked so as to be received by the Chairman not later than May 1st of the year in which the application is made.

(Entire subsection (d) changed 6/01/01)

- (e) **VAVS CHAIRMAN:** Shall be governed by the duties outlined in the National By Laws and Administrative Procedures, Article Three, Paragraph 310 (q).

- (f) **DETACHMENT COMMANDANTS COUNCIL:** The Detachment Commandants Council, an integral part of the Department Staff, is composed of all Detachment Commandants and is 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's duties shall be:

- (1) Study ways and means towards stimulating the growth in the membership of the League and its stature, and the enhancement of administrative and command relationship between the Department Headquarters, the Board of Trustees and its constituent elements of the League.
- (2) Receive and evaluate suggestions from constituent elements or from the Board of Trustees, which are oriented to the improvement of the Marine Corps League's growth and / or enhancement of the constituent elements and Department Headquarters and Board of Trustees relationship.
- (3) As called upon, execute in depth study tasks as assigned by the Department Commandant or the Board of Trustees through the Council Chairman.
- (4) Pursuant to accomplishing the above duties, develop and finalize proposed plans, policies, procedures and / or systems for recommendation to the Board of Trustees.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 300 STANDING COMMITTEES - DUTIES –

(f) DETACHMENT COMMANDANTS COUNCIL: (continued)

- (5) Meet prior to the Board Meeting preceding the Convention at which Council reports will be rendered to the Board of Trustees. Conduct of interim business between Council Conferences shall be accomplished via mail and / or telephonic means.

(g) TOYS FOR TOTS COMMITTEE: (Chg. 97-27)

- (1) This committee will coordinate the Toys for Tots activities between the Department and the Detachments with those of any and all United States Marine Corps Reserve authorized Toys for Tots programs operating within the Department of Massachusetts.
- (2) The committee will consist of at least five (5) appointed members. One (1) member should be associated with these programs, and one (1) member appointed by the Department of Massachusetts, Marine Corps League Auxiliary.
- (3) The committee will select its Chairman.

(h) Compliance Committee

(1) Composition

The Department of Massachusetts Compliance Committee shall be composed of seven (7) members. The Department Financial Committee, The Department Compliance Officer, The Department Inspector General and the Department Paymaster.

(2) Chairman

The Chairman of the Compliance Committee shall be the Financial Committee Chairman.

(3) Duties

- (3)(a) Cause to be kept all proper and necessary books for the recording of all business of the Compliance Committee.
- (3)(b) Periodically report to the Department Commandant and National Vice Commandant, New England Division the status of Massachusetts Detachment compliance status. Required reporting shall be for all Department Quarterly meetings, and prior to the Department Convention, the Quad State Convention, National Convention, and National Mid-Winter Conference.

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(3)(c) Annually, on March 1st, the Compliance Committee will report to the Department Commandant the Detachments that achieved 100 % compliance in all six (6) Mandatory Procedures and earned the “Detachment Relief” payout, defined below.

(3)(c) Assist in the compliance training of all Detachment Commandants and Paymasters

(3)(d) Support any and all efforts to assist, train, and report compliance issues as defined below in this section.

(4) Compliance Defined

Compliance is the successful completion and Filing of six (6) Mandatory Procedures; IRS 990 series report, Incorporation Annual Report and fee payment, Report of Officer Installation, Paid Life Membership Certification, Triennial Ceremonial Rifle/Static Display Certification and the Detachment Activity Report. The following table identifies details related to these procedures.

MANDATORY PROCEDURE	DUE DATE	DEADLINE DATE	SUBMITTAL LOCATION	RESPONSIBLE PERSON	REFERENCE
IRS Reports 990 Series	Fiscal Year End	Fiscal Year End + 4 ½ months	IRS	Detachment Paymaster	Natl AP 8000
Incorporation Annual Report	After June 30	November 1	See Instruction Form AR-180	Detachment Adjutant	Natl BL 955(B), Mass 180npar
Report Officer Installation	October 1 Thru May 31	May 31	See Instruction Form Bottom	Installing Officer	Natl AP 6015(c), Dept BL 530 a+b
PLM Certification	After June 30	December 31	Department Jr. Vice Cmdt	Detachment Cmdt+Paymaster	Natl AP 7055
Triennial Rifle Certification	See Note 1	See Note 2	TACOM, Dept. Sr. Vice	Detachment Commandant	Your Contract with TACOM
Det. Activity Report	February 1	March 1	Department Commandant	Detachment Commandant	Per Department Commandant

Note 1. Triennial Ceremonial Rifle Serial Number Certification or copy of most recent submittal.

Note 2. Submittal date per US Army Tank-automotive Armaments Command (TACOM).

(5) If a Detachment is found to be 100 percent compliant by March 1st, in the previous 12 month period, the Financial Committee Chairman will instruct the Department Paymaster to issue a \$150.00 check to that Detachment.

(6) If a Detachment fails to meet the March 1st deadline date, the Compliance Officer will report that Detachment as not in Good Standing and a check for that fiscal year will not be issued.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

(7) We as Marines of the Department of Massachusetts cherish our Marine values of Honor, Courage and Commitment. The \$150.00 check issued to the Detachment must be strictly used for recruitment, marketing, and/or detachment repairs on the honor system.

(8) These checks will be issued from a line item in the Budget identified as "Detachment Relief."

- (I) Department Associate of the Year Committee** - The Department Associate of the Year Committee shall have the duty of reviewing nominations and selecting the Department of Massachusetts Associate of the Year subject to the following guidelines:

(1) Composition

(a) The Department of Massachusetts Associate of the Year Committee shall be comprised of the Jr. Past Department of Massachusetts Commandant, the current Department of Massachusetts Commandant, and all past Department of Massachusetts associates of the year.

(b) The Department of Massachusetts Associate of Year Committee chairman shall be the current Department of Massachusetts Commandant.

(2) Nominations

(a) Nomination for the Department Associate of the Year Award may be made by by any officer, trustee, or staff member of the Department or from any Detachment duly registered and authorized to vote at the Annual Convention. The nominee must be a member in good standing of a Detachment of the Department of Massachusetts.

(b) A nomination for the Department Associate of the Year Award which is made other than by the member's Detachment shall be endorsed by the Detachment indicating either it's "Approval" or "Disapproval" of the nomination.

(c) Any nomination must be in writing and submitted of the Department Awards Recommendation form as set forth in Enclosure (1) of these Administrative Procedures with any attachments the nominator deems necessary to allow a fair and adequate review of the nominee's qualifications.

(d) Each nomination must be postmarked no less than thirty (60) days prior to the opening of the Department Convention at which the nominee is to be judged.

(e) Nominations should be mailed to the Department Commandant in a sealed envelope which is clearly marked "ASSOCIATE OF THE YEAR NOMINATION".

(3) Duties

The Department Associate of the Year Committee shall:

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

- (a) Receive all nominations from the Department Commandant.
- (b) Duly consider all nominations received and adjudge from such nominations that member to be awarded the Department Associate of the Year Award.
- (c) Attest to the approval of the award by endorsing the nomination received with the signature of each member of the Committee.
- (d) The decision of the Associate of the Year Committee is final and not appealable. The decision of the Committee shall not be disclosed to until such award is duly presented at the Department Banquet.
- (e) Make recommendation(s) to the Awards and Membership Committee concerning any nominee not adjudged to be the Department Associate of the Year for any other award authorized to be issued by the Department if the Committee deems the same to be appropriate. A timely nomination received by the Department Associate of the Year Committee shall be deemed timely for any other award nomination.

(4) Award

- (a) The Department Associate of the Year Award shall be announced at the Department Annual Banquet by the current Associate of the year, or the Department Commandant as may be appropriate.
- (b) The Department Associate of the Year Award shall consist of an appropriate certificate, medal and ribbon as issued by National. In addition, the Department Associate of the Year shall be presented with a Department of Massachusetts medallion hung by a suitable ribbon which may be worn by the member with the appropriate League uniform or civilian attire signifying the receipt of such award.

SECTION 310 APPOINTED OFFICERS - CHAIRMAN - COMMITTEE MEMBERS - TERMS - All appointed officers, Committee Chairman and members shall serve at the pleasure of the Department Commandant and the Department Board of Trustees. All of the above shall surrender all monies and properties of the Department of Massachusetts, Marine Corps League in their charge to their successors.

SECTION 320 STAFF MEETINGS – Department Staff meetings will follow Department Board of Trustees meetings, three (3) times a year, as outlined in Dept BL Sec. 220(c) or upon special call of the Department Commandant. (Chg. 2011)

SECTION 330 QUORUM – The presence of a minimum of twenty-five (25) members of the Department of Massachusetts Staff shall constitute a Quorum for the transaction of business. (Chg. 2011)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

CHAPTER FOUR DISTRICTS

SECTION 400 FORMATION - To obtain more effective administrative functioning, the Department of Massachusetts is divided into geographical units called Districts.

SECTION 405 POWERS - The function of Districts is administrative only. No District will adopt By Laws or assess dues. Only expenses authorized in advance by the Department Board of Trustees for a District will be paid. The duties and authorities of the District Vice Commandants are covered by the Department By Laws, Article Three, Section 310 (g).

SECTION 410 DISTRICT ALIGNMENT - The Districts of the Department of Massachusetts, Marine Corps League are:

- | | |
|--|---|
| (a) Western Massachusetts
(Chg. 2021) | Pittsfield 137
Ware 140
Westfield River Valley 141
Oak Ridge 628 |
| (b) South Central
(Chg. 2021) | Blackstone 911
South Central 1094
Metro West 1037
Worcester 144 |
| (c) North Central
(Chg. 2021) | North Central 1076
Capt. Will. Glynn 128
Pequoig 1168
Leo T. Fortier 130 |
| (d) Boston North
(Chg. 2021) | Burlington 123
Hon. Few 1302
Essex Cnty. 127
PNC Laskey 1443 |

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 410 DISTRICT ALIGNMENT - (continued)

- | | |
|---------------------------------|---|
| (e) Boston South
(Chg. 2021) | Caddy 124
Shutt 139
Metro South 1115
Norfolk 136 |
| (f) Cape Cod
(Chg. 2021) | Cape Cod 125
Cape & Islands 955
L/Cpl Van Gyzen 1285
Greater New Bedford 1399
Plymouth 1306 |

See the Massachusetts Department District Map of detachment locations on next page.
(Chg. 2021)

In the event of the charter and installation of a new detachment, such detachment shall be added to the closest district to the place of its regular meeting. The District Vice Commandant shall be responsible for closely monitoring the progress of any new detachment and shall offer any assistance needed by such detachment to assist in its success. (Chg. 2007-06)

The creation of this Chapter was mandated by the 1996 Convention and approved as written by the 1997 Convention.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

MASSACHUSETTS DEPARTMENT DISTRICT MAP

(24 Detachments)

North Central District

Pequoig Detachment 1168
North Central Detachment 1076
Capt William Glynn Detachment 128
Leo T. Fortier Detachment 130

Boston North District

Burlington Detachment 123
Honorable Few Detachment 1302
Essex County Detachment 127
PNC James R Laskey Det 1443

Boston South District

Pvt Charles J. Shutt Det 139
William R. Caddy Det 124
Norfolk County Det 136
Metro South Det 1115

South Central District

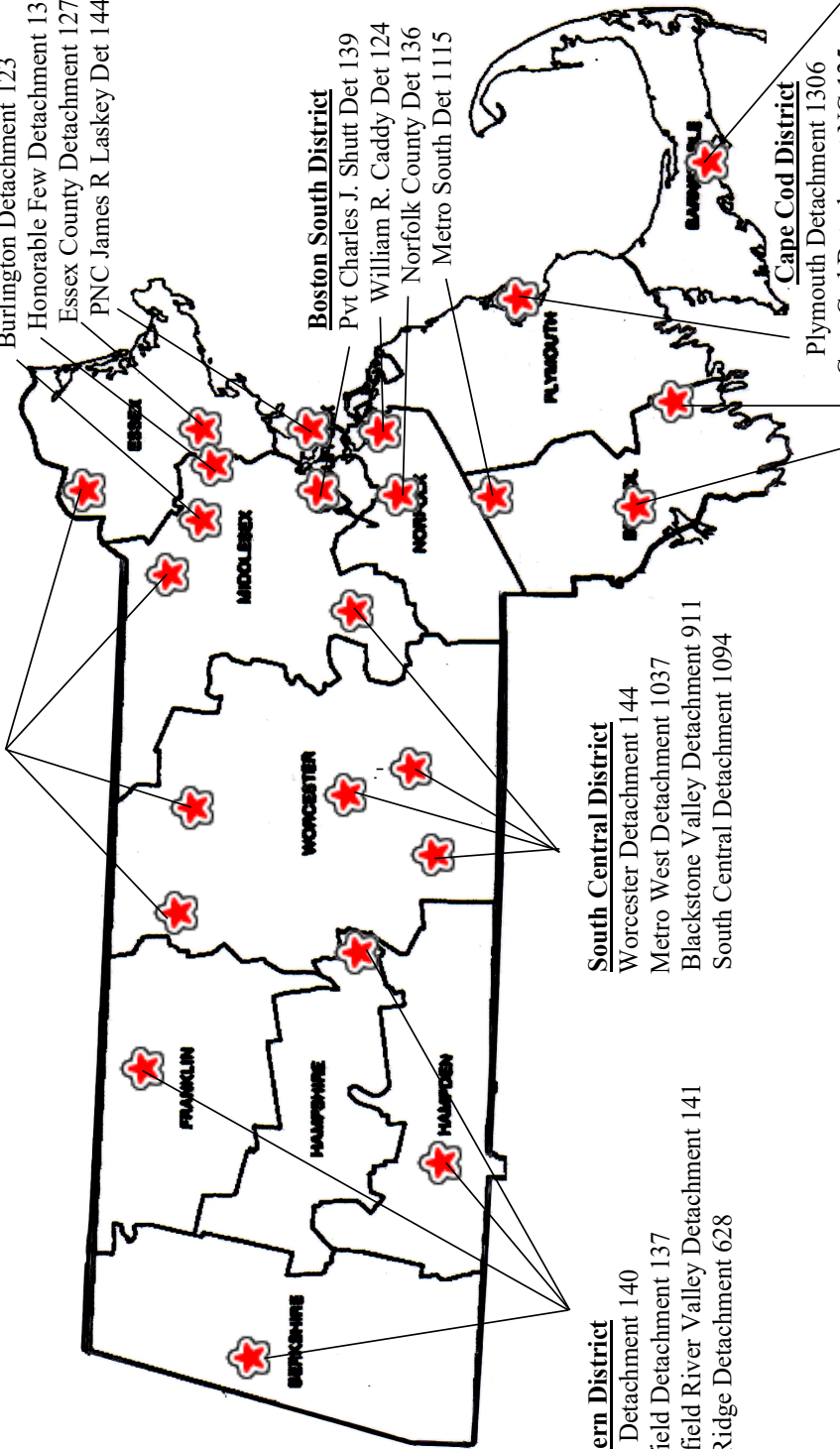
Worcester Detachment 144
Metro West Detachment 1037
Blackstone Valley Detachment 911
South Central Detachment 1094

Western District

Ware Detachment 140
Pittsfield Detachment 137
Westfield River Valley Detachment 141
Oak Ridge Detachment 628

Cape Cod District

Plymouth Detachment 1306
Cape Cod Detachment NG 125
Greater New Bedford 1399
L/Cpl Van Gyzen 1285



DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

CHAPTER FIVE DEPARTMENT

SECTION 500 FORMATION - This State having three (3) or more Detachments with a combined membership of sixty (60) or more members is chartered as a Department by the National Board of Trustees in compliance with the National By Laws and Administrative Procedures Chapter Five, Section 500.

SECTION 505 POWERS - Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the Department.

SECTION 510 AUTHORITY - Each Department shall be governed by the Department Convention subordinate to the National Convention.

SECTION 520 DUES - The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from the Department shall be forwarded without delay.

SECTION 530 INSTALLATION OF DEPARTMENT OFFICERS - See Chapter One of these Administrative Procedures.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

CHAPTER SIX DETACHMENTS

SECTION 600 CHARTER - A Detachment may be organized, chartered and instituted in the following manner:

- (a) A standard application form shall be signed by no fewer than twenty (20) persons who are eligible for regular membership in the Marine Corps League; directions covering the limitation of current member signing applications and the method for forwarding completed applications to higher authorities for endorsement can be found in the National By Laws and Administrative Procedures Chapter Six, Section 600 (a). (Chg. 2009)
- (b) The application, once received by National Headquarters, will be handled in the manner detailed in the National By Laws and Administrative Procedures Chapter Six, Section 600 (b).
- (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 prompt endorsements may results in actions covered by the National By Laws and Administrative Procedures Chapter Six, Section 600 (e).
- (f) Under special consideration, a Detachment Charter may be issued to less than twenty (20) applicants. A Charter issued under this provision is subject to all requirements of Chapter Six, Section 600.

SECTION 610 AUTHORITY - Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the By Laws and Administrative Procedures of such bodies. (Chg. 2009)

SECTION 615 DUES - Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees which are due the Department and National Headquarters. Such moneys shall be forwarded with the standard transmittal form without delay to the Department Paymaster for processing. The Department Paymaster shall without delay remit to the National Adjutant / Paymaster those transmittal forms and such funds which are due National Headquarters. (Chg. 2009)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 620 INSTALLATION OF DETACHMENT OFFICERS –

- (a) Per Natl AP Sec 620(a), “The Detachment Commandant elect shall select an Installing Officer of his/her choice. Such information shall be forwarded to the Department Commandant.” (Chg. 2011)
- (b) Per Natl AP Sec 620(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.” (Chg. 2011)
- (c) It shall be the responsibility of the Installing Officer to sign, date and forward the installation form within the time frame as specified in Article Five, Section 530, of the National By Laws.

CHAPTER SEVEN MEMBERS

SECTION 700 INITIATION - All applicants acceptable for membership in the Marine Corps League shall be properly obligated as detailed in the National By Laws and Administrative Procedures Chapter Seven, Section 700.

SECTION 710 MEMBERSHIP TRANSFER - Any member in good standing may transfer from one Detachment to another, upon the completion of the Transfer Form as detailed in the National Administrative Procedures Chapter Seven, Section 710.

SECTION 720 MEMBERS DEATH –

- (a) Upon notification of the demise of any member, the Detachment Chaplain shall carry out the instructions found in the National Administrative Procedures Chapter Seven, Section 720. (Chg. 2009)
- (b) This part deleted. (Chg. 2009)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT SUBSIDIARIES AND SUBORDINATES

SECTION 800 REPORTS - Each Department subsidiary organization and each Department subordinate group (identified below) which directly or indirectly operates under the Congressional Charter and in the name of the Marine Corps League must annually file with their National Headquarters a true and complete financial statement of its itemized total income and expenses for the preceding twelve (12) months period, July 1 through June 30. (Chg. 2009)

- (a) This requirement is applicable to those organizations and groups named in the National Administrative Procedures Chapter Eight, Section 810.
- (b) Failure upon the part of any of the above organizations and groups to file the required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the National Board of Trustees.
- (c) If the subsidiaries or subgroups, are required by their own By Laws, to submit an annual report to their National Headquarters, a copy shall be submitted as described above. (Chg. 97-13)

SECTION 810 MARINE CORPS LEAGUE AUXILIARY - The Department of Massachusetts, Marine Corps League recognizes and adopts the Department of Massachusetts, Marine Corps League Auxiliary as the official Women's Auxiliary of the Marine Corps League in the Department of Massachusetts and declares that the Marine Corps League Auxiliary shall ever be subjected to the control and supervision of the Headquarters, Marine Corps League insofar as the Department and National By Laws and Administrative Procedures applies. (Chg. 97-15)

SECTION 820 MILITARY ORDER OF DEVIL DOGS - The Department of Massachusetts, Marine Corps League recognizes the Massachusetts Pack, Military Order of Devil Dogs, incorporated under the laws of Massachusetts as an official subsidiary organization of the Department of Massachusetts, Marine Corps League which shall ever be subject to the authority, direction and control of the Marine Corps League insofar as the Department and National By Laws and Administrative Procedures applies. (Chg. 2009) (Chg. 97-14, 97-15)

SECTION 830 MILITARY ORDER OF DEVIL DOGS FLEAS - The Department of Massachusetts, Marine Corps League recognizes the Massachusetts Pack, Military Order of Devil Dogs Fleas as an official subsidiary organization of the Department of Massachusetts, Marine Corps League which shall ever be subject to the authority, direction and control of the Marine Corps League insofar as the Department and National By Laws and Administrative Procedures applies. (Chg. 97-14, 97-15)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 840 MARINE CORPS LEAGUE SCHOLARSHIP FUND - The Department of Massachusetts, Marine Corps League recognizes the Department Scholarship Fund as covered by these By Laws Article Three, Section 300 (d). (Chg. 97-16)

SECTION 850 YOUNG MARINES OF THE MARINE CORPS LEAGUE - Covered as detailed in the National Administrative Procedures Chapter Eight, Section 840.

SECTION 860 MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM - Covered as detailed in the National Administrative Procedures Chapter Eight, Section 860.

CHAPTER NINE GRIEVANCE AND DISCIPLINE

SECTION 900 GRIEVANCES, CHARGES, AND DISCIPLINARY PROCEDURES – All grievances, disciplinary charges and procedures related thereto are governed exclusively by Chapter Nine of the National Administrative Procedures. (Chg 2007–06)

SECTION 901 – AUTHORITY (Chg. 2007-06)

- (a) No unit or member shall be disciplined in any manner without strict compliance with the procedures set forth in Chapter Nine of the National Administrative Procedures. (Chg 2007–06)
- (b) No detachment has the authority to discipline any member except as may be permitted by Section 625 of the National By-Laws pertaining to ineligible members. (Chg 2007–06)

(Sections 902 through and including 913 deleted 2007-06)

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

CHAPTER TEN MISCELLANEOUS

SECTION 1000 FUND RAISING - Fund raising activities may be entered into by the Department of Massachusetts, Marine Corps League, its Detachments and Subsidiary and Subordinate units within the guidelines and restrictions detailed in the National Administrative Procedures Chapter Ten, Section 1000.

SECTION 1005 RESPECT –

- (a) The Bible shall be open, placed on an Altar Cloth, during all meetings of the Department of Massachusetts, Marine Corps League. No disrespect to the Bible, by act, word, or deed shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Bible or Altar as a resting place for any item or material. All space between the Altar and the Chair shall be considered hallowed ground and shall not be traveled upon while the Bible is open.
- (b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 1010 RESOLUTIONS SUBMITTING AND PROCESSING - Resolutions may be submitted by a member in good standing or a Detachment, for consideration by the Department Convention, provided said resolutions are in the proper form and in compliance with all the following requirements:

- (a) The resolution must be typewritten, with an original and three (3) copies, and must be received by the Department Commandant and The Department Adjutant, no later than May 1 prior to the Department of Massachusetts Convention at which action thereon is desired. (Chg. 97- 18) One copy will be retained by the Department Adjutant as a permanent file; one copy shall be placed in a working file, to be referred to by the Department Resolution Committee for the Committee's consideration and action; one copy shall be used by the Department Adjutant as a source for distributing the resolving clause to all Detachments and Department Board Members at least ten (10) days prior to the Department Convention. The fourth (4th) copy, noting the date it was received at the Department Headquarters, shall be returned to the proposer / sponsor, serving as prima facie evidence of compliance with this section of the By Laws. (Chg. 2009)
- (b) All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Massachusetts, Marine Corps League in Department Convention assembled. Any resolution not drawn in this form shall be returned by the Department Adjutant to the proposer / sponsor for correction.

DEPARTMENT OF MASSACHUSETTS ADMINISTRATIVE PROCEDURES

SECTION 1010 RESOLUTIONS SUBMITTING AND PROCESSING - (continued)

- (c) Except as expressly waived by a vote of two-thirds (2/3) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of a Department Convention unless the requirements of this section have been complied with.
- (d) The Department Headquarters Staff shall prepare an adequate supply of all resolutions received by the Department Adjutant in accordance with this section and shall make such supply available for distribution to all Delegates, all members and the Resolution Committee upon their arrival at the Department Convention. A complete file of all resolutions received shall be available in the convention office of the Department Adjutant for inspection by any Delegate and member of the Marine Corps League in good standing who desire to take advantage of such inspection.

SECTION 1015 AMENDMENTS - The Administrative Procedures may be amended, revised, or repealed by a majority vote of the Board of Trustees, provided that the amendment, revisions or repeal does not in any manner violate the provisions of the Department By Laws or the National By Laws and Administrative Procedures of the Marine Corps League.

SECTION 1020 EFFECTIVE DATE - The effective date of any changes to the Administrative Procedures must be stated in the proposed change.

SECTION 1025 ADMINISTRATIVE PROCEDURES DISTRIBUTION - The Administrative Procedures shall be distributed in the same manner as the By Laws as set forth in Article Eight, of the Department of Massachusetts, Marine Corps League By Laws.

SECTION 1030 AUTHORIZATION - By Direction authorization is permitted in all cases, except distribution of funds, when said authorization is granted in writing. Signature Stamps ARE NOT AUTHORIZED. (Addition per 1996 Convention.)