



2019 Edition

Marine Corps League of Pennsylvania, Inc.

Department

ADMINISTRATIVE PROCEDURES

Approved 22 June 2019

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**ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA**

**DEPARTMENT OF PENNSYLVANIA, INC.
ADMINISTRATIVE PROCEDURES
TABLE OF CONTENTS**

CHAPTER ONE	GENERAL	
SECTION 1000 – NAME AND PURPOSE	AP - 1
SECTION 1005 – LOCATION	AP - 1
SECTION 1010 – CORPORATE SEAL	AP - 1
SECTION 1015 – POLICY	AP - 1
CHAPTER TWO	DEPARTMENT CONVENTIONS	
SECTION 2000 – MEETINGS	AP - 2
SECTION 2005 – TIME AND PLACE	AP - 2
SECTION 2010 – PROCEDURES	AP - 2
SECTION 2015 – RULES OF ORDER	AP - 2
SECTION 2020 – REGISTRATION	AP - 2
SECTION 2025 – CREDENTIALS – DELEGATES, ALTERNATIVES, MEMBERS	AP - 3
SECTION 2030 – RIGHT TO SPEAK	AP - 3
SECTION 2035 – VOTING	AP - 3
SECTION 2040 – NOMINATIONS	AP - 4
SECTION 2045 – ELECTIONS	AP - 4
SECTION 2050 – INSTALLATION	AP - 5
SECTION 2055 – STENOGRAPHIC EXPENSE	AP - 5
SECTION 2060 – CONVENTION ADMINISTRATIVE COMMITTEES	AP - 5
SECTION 2065 – CONVENTION COMMITTEES DIRECTIVES	AP - 6
SECTION 2070 – BIDS FOR DEPARTMENT CONVENTION	AP - 6
CHAPTER THREE	DEPARTMENT STAFF	
SECTION 3000 – COMPOSITION OF DEPARTMENT STAFF	AP - 7
SECTION 3005 – POWERS	AP - 7
SECTION 3010 – DUTIES – STAFF OFFICERS	AP - 7
SECTION 3015 – BOOKKEEPER	AP - 7
SECTION 3020 – PAYMASTER	AP - 8
SECTION 3025 – CHAPLAIN	AP - 9
SECTION 3030 – CHIEF OF STAFF	AP - 9
SECTION 3035 – ADJUTANT	AP - 9
SECTION 3040 – SERGEANT-AT-ARMS	AP - 10
SECTION 3045 – QUARTERMASTER	AP - 10
SECTION 3050 – PUBLIC AFFAIRS OFFICER	AP - 10
SECTION 3055 – LEGISLATIVE OFFICER	AP - 10
SECTION 3060 – HISTORIAN	AP - 10
SECTION 3065 – ARMORER	AP - 11
SECTION 3070 – AIDES TO COMMANDANT	AP - 11
SECTION 3075 – DEPARTMENT LIAISON OFFICERS	AP - 11
(a) 1ST AND 4TH MARINE CORPS DISTRICTS	AP - 11
(b) MCLPA AUXILIARY	AP - 11
(c) WOMAN MARINE ASSOCIATION	AP - 11
(d) MARINE FOR LIFE	AP - 11
(e) VAVS REPRESENTATIVE	AP - 11

**ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA**

SECTION 8015 – RELATIONSHIPS WITH INDEPENDENT ORGANIZATIONS	AP - 21	
SECTION 8020 – INDEPENDENT ORGANIZATIONS	AP - 21	
(A) MARINE CORPS LEAGUE OF PENNSYLVANIA FOUNDATION	AP - 21	
SECTION 8025 – SUBORDINATE PROGRAMS	AP - 21	
(a) DEPARTMENT OF PENNSYLVANIA SCHOLARSHIP PROGRAM	AP - 22	
(b) DEPARTMENT OF PENNSYLVANIA VOLUNTARY SERVICE PROGRAM	AP - 24	
CHAPTER NINE	GRIEVANCE AND DISCIPLINE	AP - 24
	SEE NATIONAL APs	
CHAPTER NINE	ATTACHMENTS	AP - 24
	SEE NATIONAL APs	
CHAPTER TEN	MISCELLANEOUS	AP - 25
SECTION 10000 – FUND RAISING		AP - 25
SECTION 10005 – SEE NATIONAL APs		AP - 25
SECTION 10010 – RESOLUTIONS; SUBMITTING AND PROCESSING		AP - 25
SECTION 10015 – SEE NATIONAL APs		AP - 26
SECTION 10020 – AMENDMENTS		AP - 26
SECTION 10025 – EFFECTIVE DATE		AP - 26
SECTION 10030 – ADMINISTRATIVE PROCEDURES DISTRIBUTION		AP - 26
SECTION 10035 – 10040 SEE NATIONAL APs		AP - 27
APPENDIX 4A		AP - 28
APPENDIX 4B		AP - 29
APPENDIX 4C		AP - 30

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

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ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

CHAPTER ONE

General

SECTION 1000 – Name and Purpose. The name of the body corporate is the Marine Corps League of Pennsylvania, Inc. (MCLPA), a recognized IRS Code 501(c)(4) non-profit corporation, incorporated in the Commonwealth of Pennsylvania on January 20, 1984. The purposes 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 American freedom and democracy;
- (c) to fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) to hold sacred the history and memory of the men and women 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, FMF Corpsmen, FMF Chaplains, Marine veterans, FMF Corpsmen veterans and FMF Chaplain veterans as well as to their spouses, orphans and parents;
- (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;
- (j) any lawful business purpose to be conducted on a not-for-profit basis.

SECTION 1005 – Location. The principal offices of the Marine Corps League of Pennsylvania, Inc. shall be located at Building 3-95, Ft. Indiantown Gap, Annville, Pennsylvania or at such other place or places as the Board of Trustees may select in the best interests of its membership.

SECTION 1010 – Corporate Seal. The Corporate Seal of the Marine Corps League of Pennsylvania, Inc. 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 of PA Inc." within a border of two narrow rings, with a star centered between the words "Marine" and "Semper" and a star between the words "Fidelis" and "Inc".

SECTION 1015 – Policy.

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

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (b) The MCLPA shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
- (c) Nothing in the preceding sub-SECTION shall prohibit the MCLPA 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.

CHAPTER TWO
Department Convention

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

SECTION 2005 – Time and Place. The Time and Place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention at least two (2) years in advance, wherein possible, of that Convention. In an emergency, the Department Board of Trustees shall designate the Time and Place.

- (a) Each Detachment shall be provided written notification of date and location of each pending Department Convention at least sixty (60) days prior to the opening date of the Convention, such notification to include necessary forms for the Detachments' certification of authorized Delegates and Alternates to such Convention.

SECTION 2010 – Procedure. Immediately preceding the convening of each Department Convention, the Department Commandant shall determine, and the Board of Trustees shall approve and establish the sequence and procedure with which the business of the Convention shall be conducted in conformity with these Bylaws and Administrative Procedures.

SECTION 2015 – Rules of Order. These Bylaws, Administrative Procedures, adopted Rules of Convention and the latest edition of *Robert's Revised Rules of Order Newly Revised* shall govern the procedure and conduct of each Convention in accordance with SECTION 425 of the Department Bylaws.

SECTION 2020 – Registration.

- (a) All approved and certified Delegates and Alternates and members will receive from the Department Convention Credentials Committee a Convention Program and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Tickets.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (b) Registration Fees for the next and subsequent Convention shall be as determined by the delegates in the current Convention assembled.
- (c) In the process of registration, should a member's credentials as a Delegate or Alternate be challenged by the Department Credentials Committee, the member's Detachment Commandant (or duly recognized Detachment representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates and Alternates than the Detachment is allowed under provisions of these Administrative Procedures and the Department Bylaws.
- (d) All Past MCLPA Department Commandants shall be voting Delegates to each Convention in their own right and if registering in their own right, the registration fee shall be waived. Any Leaguer awarded a paid life membership by the MCLPA shall be given the same rights as Past MCLPA Commandants.

SECTION 2025 – Credentials – Delegates, Alternatives, & Members.

- (a) Delegates, Alternates, and Members desiring to attend business sessions of a Department Convention must possess a paid-up membership card, plus properly executed and signed credentials, and must be registered with and approved by the Department Convention Credentials Committee.
- (b) Delegates and Alternates to the Department Convention shall be determined on the basis of Detachment strength, reported to and on record with the Department Paymaster thirty (30) days preceding each Department Convention. The allowable representation shall be one (1) Delegate and one (1) Alternate for each block of ten (10) regular members and/or major portion thereof each Detachment's strength. Also, one (1) Delegate and one (1) Alternate for the Detachment Charter.

SECTION 2030 – Right to Speak. All properly registered Delegates, when recognized by the Chair and not so expressly prohibited by the National or Department Bylaws or Administrative Procedures, shall have the right to speak on any subject and all issues brought to the convention floor for its consideration. Any properly registered National Officer, Department Officer, Past Department Commandant and member in good standing may be granted the floor by the Chair.

SECTION 2035 – Voting.

- (a) The majority of those Delegates present, and voting will carry any measure or decide any issue, except as otherwise provided in these Administrative Procedures or the Department Bylaws.
- (b) Each Delegate complying with SECTION 2020 and SECTION 2025 of these Administrative Procedures shall be entitled to one (1) vote. Such Delegate or Alternate in the absence of a Delegate present at the time of voting, may on behalf of registered and approved absent Delegates, cast the vote of the Detachment's full Delegate strength.
- (c) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates, except as provided for in (e).
- (d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full Delegate strength of the Detachment subject to the will of and in the manner specified by the registered and approved Delegates present from that Detachment.

**ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA**

- (e) In the event of a Challenge of the stated vote of any Detachment by a registered and approved Delegate from that Detachment, the Roll of Delegates of that Detachment shall be called, and the Detachment Delegate shall rise and be identified as an approved Delegate before casting the Detachment vote.

SECTION 2040 – Nominations.

- (a) Each nomination for an elective Department office shall be made from the floor no later than the day preceding the day on which the elections are to be held.
- (b) Each nominee shall be a regular member in good standing in the MCLPA at the time of his/her nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he/she will accept the office and serve loyally, faithfully, and to the best of his/her ability during the term to which elected. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of nominations.
- (c) Department Districts shall caucus after nomination of officers and before the election of officers and select their nominee, presenting the name of the nominee when Department District Vice Commandant nominations are called for. Such nominee must be on the floor at the time of nomination and must be a member in good standing of the District. Absentee nominees will be allowed provided a letter of acceptance has been received by the Department Commandant prior to the start of nominations.

SECTION 2045 – Elections.

- (a) The election of Department Officers shall be the last order of business of the Department Convention. The election of the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate shall be conducted in this order by a Roll Call vote and properly recorded. Following this procedure, the election of Department District Vice Commandants shall be conducted by acclamation.
- (b) Before voting begins, the Department Elector, appointed by the Department Commandant, shall select two (2) Past Department Commandants to act as Teller and as Judge.
- (c) The election of officers shall not begin until an Election Teller and Judge advise the Elector that they are prepared to supervise the election. When it is so advised, the Elector shall then call for the "Election of Officers." Upon such announcement, the Elector shall not accept or entertain any issue, question or subject which is not strictly related to the roll call being conducted. Without explicit permission of the Elector, a voting member shall not be allowed to enter or leave the convention floor until the roll call vote in progress is concluded.
- (d) A majority of the Delegate votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed 10 minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.
- (e) The District Vice Commandants will be elected by a "caucus" of members of their Department District in good standing at the Department Convention prior to the "vote by acclamation" on the Department Convention floor. This "caucus" must be completed at Department Convention site prior to the election of officers.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 2050 – Installation. The installation of Department Officers shall be conducted prior to the conclusion of the Convention. The Department Commandant elect shall select the Installing Officer who shall be a National Officer or a Past Department Commandant. The Installing Officers shall select necessary aides.

SECTION 2055 – Stenographic Expense. The stenographic expense, including recording the proceedings of the Department Convention shall be borne by the MCLPA.

SECTION 2060 – Conventions Administrative Committees.

- (a) The Department Convention Committees shall be those as per SECTION 405 of the MCLPA Bylaws.
- (b) Duties of the Department Convention Committees are:
 - (1) **Credentials Committee** shall:
 - (A) examine the credentials of each Delegate and Alternate Delegate,
 - (B) determine that each member desiring to register possesses a current membership card.
 - (C) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the chair and shall be presented as a part of the Committee's final report to the Department Convention,
 - (D) disapprove the credentials of Delegates **NOT** in good standing at the time of the Department Convention.
 - (2) **Bylaws and Administrative Procedures Committee** shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures submitted in accordance with the requirements of these Administrative Procedures and the Department Bylaws. All changes meeting the requirements of these Administrative Procedures and the Department Bylaws shall be referred to this Committee for its consideration and action. All proposed changes not meeting requirements shall be returned to the submitting Member/Detachment with explanation of discrepancies.
 - (3) **Resolution Committee** shall receive and consider all properly submitted Resolutions (NOT Bylaws proposals) complying with the requirements of these Administrative Procedures and the Department Bylaws and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by majority vote, shall either approve or disapprove all properly registered Resolutions considered by the Committee. The Committee Chair will report the Committee's recommendations upon such Resolutions to the Department Convention for its consideration and action. All proposed changes not meeting the requirements shall be returned to the submitting Member/Detachment with explanation of discrepancies.
 - (4) **Rules Committee** shall review the Rules of the Convention employed at prior Conventions and determine the need for any additional Rules or revision thereof, for recommendation to the Convention for application during that specific Convention. Present the Rules as the first order of business for the Convention when called upon.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 2065 – Convention Committee Directives.

(a) The Department Commandant, with the advice and consent of the Board of Trustees, shall appoint the Convention Committee Chair and Assistant Chair. The remainder of the Committee shall be comprised of the Department Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant, Paymaster, an Auxiliary Representative, the District Vice Commandant from the area in which the Department Convention is to be held, a M.O.D.D. representative and a Detachment representative from the Detachment hosting the Department Convention (one from each Detachment if co-hosted). The Convention Committee shall review the bids for future Department Conventions and if the bids are properly submitted and meet the criteria as established by these Administrative Procedures and the Department Bylaws and shall inform the Convention body of same. Specifically informing the body of the date, location, and all information pertaining thereto. If more than one (1) bid is received for any year, one (1) member of the Detachment submitting such bid will be accorded five (5) minutes on the floor to give a presentation of the bid. Should the convention bids be rejected, or no bid received, the members of the Committee shall

proceed to select a location site. The Chair and a committee member shall visit the location to determine if it will meet the needs of the Department Convention. Should the site selection be made early enough, this information shall be presented at the next membership meeting following the Convention for the Board of Trustees approval.

- (b) The Convention Committee by contract, if possible, shall engage a reputable firm to produce a Convention Program Book. The profits from same are to be used by the Convention Committee to meet the various expenses incurred in putting on the Annual Department Convention.
- (c) The number of complementary rooms for guests will be governed by funds available and the number of rooms provided by the Hotel/Motel to the Department for their use.
- (d) The Convention Committee shall submit a proposed budget to include reimbursement of expenses for committee members to the Budget Committee for consideration by the delegates. A final report on the Department Convention shall be presented at the Fall membership meeting following the Convention.
- (e) To increase exposure for the Marine Corps League, the Convention Committee shall, wherein possible, seek a Convention location where there is presently no MCL Detachment.

SECTION 2070 – Bids for Department Convention. Any Detachment may make a formal written bid for a Department Convention to the Department Convention Committee Chair providing that the Detachment members have approved the bid at a regular detachment meeting. A detailed description from one or more prospective Convention sites outlining their convention facilities and capabilities shall be part of the bid, including the following:

- (a) an adequate and acceptable complimentary hall to accommodate the Joint Opening Session, complimentary meeting rooms for Marine Corps League of Pennsylvania Auxiliary, Fleas, Devil Dogs, Memorial Service, Banquet, and committee conference rooms;
- (b) adequate accessible Registration room/area that can be secured, free of interference for the full period of registration;
- (c) complimentary rooms, if possible, for the National Marine Corps League Representative, the National Marine Corps League Auxiliary Representative, the Department Commandant, and the Department Auxiliary President;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (d) sufficient available rooms with Convention rates, both single and double;
- (e) choices of special Luncheons, Dinners, and Banquet with Convention prices.

CHAPTER THREE
Department Staff

SECTION 3000 – Composition of Department Staff. The Department Staff Officers shall be as defined in Article Seven, Section 700 of the MCLPA Bylaws.

SECTION 3005 – Powers. The Department Staff powers shall be as defined in Article Seven, Section 710 of the MCLPA Bylaws.

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

SECTION 3015 – Department Bookkeeper shall:

- (a) be employed or contracted by the Department Board of Trustees and shall be directly responsible to that body;
- (b) be bonded for criminal actions to the same extent as officers and members of the MCL;
- (c) receive direction from the Department Paymaster for new or special needs activities;
- (d) provide financial accounting software for using in keeping the MCLPA financial records;
- (e) maintain the MCLPA financial records according to generally accepted accounting practices;
- (f) provide final general journal entries, including entries as a result of the annual Ship's Store inventory audit, required to complete close-out of the MCLPA fiscal year and preparation of the required reports for preparing tax returns;
- (g) provide financial documents as necessary including and not limited to files for a CPA to prepare tax returns and perform audits;
- (h) provide financial reports to any Department Officer or Committee as necessary;
- (i) provide instruction to Department Officers for running routine reports and develops and assists with the development of new or special reports as needed;
- (j) receive and enter in the financial records, all invoices, travel expense vouchers, or approved expenditures and produce payment checks for signature;
- (k) receive and record in the financial records all funds received as payment for dues, fund-raising activities, Ship's Store sales, conventions fees and other activities of the MCLPA and deposit all funds received at financial institutions in the accounts used by the MCLPA;
- (l) reconcile all bank and investment institution account statements monthly or as issued by the institution;
- (m) prepare the transmittal letter for MCLPA/PA license plate applications and coordinates deposit of fees and payment of same to PENNDOT and PADOC;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (n) collect and maintain official financial records for MCLPA for all areas of responsibility and coordinates retention of same with the Department Paymaster;
- (o) gather and distributes Department mail to officers and Committees as required and directed.

SECTION 3020 – Department Paymaster shall:

- (a) act as the Chief Financial Officer of the Department;
- (b) provide general oversight of the Department Bookkeeper to ensure that financial records are accurate and kept up-to-date;
- (c) manage the allocation of funds of the Department between funds from operations and funds generated by small games activities as required by Pennsylvania law and as authorized by the budget approved at the Department Convention;
- (d) assure that all funds received by the Department are deposited in a bank approved by the Board of Trustees;
- (e) oversee the disbursing of all funds of the Department. All Department funds in excess of the current year approved budget may be deposited in the interest-bearing, demand deposit account or invested appropriately;
- (f) not permit any expenditure of the Department funds in excess of those specifically provided by the Annual Budget adopted by each Convention. Proposed expenditures exceeding the approved budget shall be referred to the attention of the Department Board of Trustees through the Department Commandant. Proposed expenditures of Department funds exceeding the approved budget requires approval by a two-thirds (2/3rds) vote of the full membership of the Department Board of Trustees.
- (g) report to the Department Board of Trustees through the Department Commandant, any officer or member attempting to make expenditures in excess of the approved budget or in violation of the provisions of AP Sections 3015 and 3020. Such members shall be subject to disciplinary action in accordance with the provisions of these Bylaws;
- (h) process and keep all necessary records for membership accounts in accordance with National and Department bylaws, for new members, renewals, transfers and other required transactions. The Department Paymaster shall be the Department interface with MCL National HQ on issues and transactions involving membership;
- (i) process and keep all necessary records for Department IRS 990 Tax Return filings including providing copies and information to MCL National HQ as required by National bylaws;
- (j) process and keep all necessary records for Detachment IRS 990 Tax Return filings including providing copies and information to MCL National HQ as required by National bylaws. Paymaster shall maintain records of Detachment filings to ascertain filing status including the number of revoked detachments and shall be the lead Department officer in coordination of any required Detachment IRS Non-exempt reinstatements;
- (k) maintain records of Detachment PLM audit filings with MCL National HQ;
- (l) close the books for the collection of dues and for the determination of voting rights thirty (30) days prior to each Convention. Paymaster shall, in conjunction with MCL National HQ, provide the official roster for determining voting strength at each Convention;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (m) at the opening of each Convention acquaint the Credentials Committee with any indebtedness of any Detachment and provide the Credentials Committee with a complete record of each Detachment's Delegate strength allowed on the basis of each Detachments' membership strength as shown by transmittals on file and those Detachments with less than fifteen (15) members;
- (n) coordinate and present to the Department Board of Trustees, quarterly reports covering membership data, IRS 990 filings, PLM audit filings and convention income and expense. The Paymaster shall coordinate with the Bookkeeper and obtain and present quarterly reports on the income and expense of the Department against Budget and on general investment fund balances. The Paymaster may coordinate with investment institution staff to present reports on investment performance as required;
- (o) assist with the preparation of the Department Budget and presentation of the budget and any supporting information at the Convention;
- (p) assist and participate in quarterly audits of the financial records of the Department;
- (q) act as the official MCL National HQ point-of-contact for the MCLPA in regard to the membership database, including, but not limited to, training, implementation, maintenance and use. The Paymaster is the lead Department officer in the MCLPA for the development of any internal financial processes associated with electronic funds transfers for payments of Department or National dues;
- (r) act as the official PENNDOT point-of-contact for the MCL license plate program;
- (s) submit to the Commandant of the Department of Pennsylvania, within 15 days after installation, the name of a member in good standing of the Department of Pennsylvania, who will assist the Paymaster in the performance of the above duties and only in the absence or incapacitation of the Paymaster actually perform the duties of the Paymaster.

SECTION 3025 – Department Chaplain shall:

- (a) perform such duties of a spiritual nature as are customarily performed by members of the clergy and as are required by the Department Bylaws and Administrative Procedures and rituals of the Marine Corps League;
- (b) submit to the Commandant of the MCLPA, within 15 days after installation, the name of a member in good standing of the MCLPA, who will assist the him/her in the performance of the above duties and only in the absence or incapacitation of the Chaplain actually perform the duties of the Chaplain.

SECTION 3030 – Department Chief of Staff shall perform as a Staff Officer, coordinating staff functions and planning for the Department Commandant and assuming other administrative tasks as assigned by the Commandant.

SECTION 3035 – Department Adjutant shall:

- (a) cause to be kept the minutes of all Conventions, all Board of Trustees Meetings and perform such other duties as are usually assigned to recording secretaries;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (b) make available to each Detachment within sixty (60) days following each Convention a summary of the minutes showing actions and decisions affecting Bylaws, Administrative Procedures, policy and administration;
- (c) make available to each Detachment Judge Advocate the rulings of the Department Judge Advocate filed with Department Adjutant;
- (d) serve as direct liaison between the Detachment Board of Trustees and all Committees;
- (e) receive and review all Committee reports, prepare them in report form, and forward them to the Department Board of Trustees for consideration bringing all recommendations of Committees to the attention of the Department Board of Trustees;
- (f) keep the Department Board of Trustees informed of the progress of Committees;
- (g) with the Department Commandant, cause to be prepared and transmitted to the National Commandant, Marine Corps League, on or before the first day of August in each year, a report of the proceedings and activities of the Department Convention;
- (h) perform such other duties as may be assigned by the Commandant;
- (i) surrender all books, records and other property of the Department, with which the office is charged, to the duly appointed and qualified successor;
- (j) to be a Delegate to the Pennsylvania War Veterans Council and represent the Department at such meetings;
- (k) submit to the Department Commandant, within 15 days after installation, the name of a member in good standing of the MCLPA, who will assist him/her in the performance of the above duties and only in the absence or incapacitation of the Adjutant actually perform the duties of the Adjutant.

SECTION 3040 – Department Sergeant-at-Arms shall preserve order at Department Conventions and Department Meetings and perform such other duties as are required by the Department Commandant. The Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms as may be necessary for the proper performance of their duties.

SECTION 3045 – Department Quartermaster shall maintain adequate quantities of merchandise, for resale, and display as often as practical. Reordering of merchandise shall be directed to National Ship's Store as much as possible. Upon receipt of merchandise, certify the invoice and forward it to the Department Paymaster for payment. Turn over to the Department Paymaster all receipts from sales and maintain adequate records to allow proper audits of the merchandising efforts.

SECTION 3050 – Department Public Affairs Officer shall act as the Public Affairs and Press Officer for the Department and perform such other duties as are assigned by the Department Commandant

SECTION 3055 – Department Legislative Officer shall maintain contact with the Commonwealth Legislature on all matters affecting the welfare of Marines and Veterans. Keep the Department Staff informed and submit appropriate reports.

SECTION 3060 – Department Historian shall assemble and maintain a record of Department History and Achievements.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 3065 – Department Armorer the U. S. Army owns all ceremonial rifles which the Army Donations Program has issued to qualified detachments in the MCLPA. The terms under which the rifles have been issued are contained in the Conditional Deed of Gift Ceremonial Rifles Agreement signed by each detachment. The Armorer shall:

- (a) maintain liaison with the U.S. Army and have knowledge of the procedure by which it issues ceremonial rifles to a detachment and the detachment returns ceremonial rifles to the U.S. Army. He shall record the procedure in an SOP;
- (b) maintain in Department records:
 - (1) a copy of each Detachment agreement with the U.S. Army for rifles issued to the detachment; and
 - (2) notation of the location of each rifle;
- (c) perform a Biennial Review of Records. During each two (2) year period personally contact each Detachment to confirm the location of the Detachment's rifles as follows:
 - (1) Even years: the first half of the lineal list of detachments;
 - (2) Odd years: the second half of the lineal list of detachments;
- (d) store in the Department Armory all rifles
 - (1) secured during the deactivation of a detachment; or
 - (2) voluntarily turned in to the Department by a detachment.
- (e) shall maintain the federal license required to store firearms.
- (f) assist Detachments to return to the U.S. Army all ceremonial rifles secured during:
 - (1) the deactivation of a detachment; or
 - (2) voluntarily surrender.

SECTION 3070 – Department Aides to Commandant shall assure that quarters, meeting facilities and materials are available for the performance of the Department Commandant activities.

SECTION 3075 – Department Liaison Officers shall maintain close contact with and promote coordination between the Department and the organization to which they are assigned.

- (a) **1st and 4th Marine Corps Districts**. The Commandant will appoint a MCLPA member to serve as liaison between the Department and the Districts.
- (b) **MCLPA Auxiliary**. The Commandant will appoint a MCLPA member to serve as liaison between the Department and Auxiliary.
- (c) **Women Marine Association**. The Commandant will appoint a woman MCLPA member to serve as liaison between the Department and Association.
- (d) **Marine 4 Life**. The Commandant will appoint a member to serve as liaison between the Department and the Marine 4 Life Program.
- (e) **VAVS Representative**. The Commandant will appoint a member to serve as liaison between the National VAVS Representative and the Department.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 3080 – Standing Committees and Duties Department Standing Committees and their duties are as follows:

- (a) **Americanism Committee** shall have the duty of formulating, implementing and executing an Americanism Program to effectuate the purposes of the MCLPA. The criteria are established in enclosure two (2) and may be updated by this committee via the Department Board of Trustees without membership approval at a convention.
- (b) **Awards and Citations Committee** shall have the duty of recommending to the Department Commandant, the Awards and Citations for use by the Detachments and all recommendations for Department Awards. The Senior Vice Commandant will chair this Committee and shall certify that the recipient is worthy of said Award. This Committee shall have at least two (2) other members. The criteria for the Individual, Membership, MCLPA Voluntary Service, Newsletter, Scholarship, JROTC, Tenure and other Special Awards has been established in enclosure two (2) for guidelines.
- (c) **Budget Committee** will be chaired by the Junior Vice Commandant and shall hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Department Convention a financial program and budget for the conduct of business and affairs of the Department for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the Department.
- (d) **Samuel Nicholas Memorial Committee** shall:
 - (1) be at least three (3) members
 - (2) one of which shall be the Vice Commandant for District 1.
 - (3) coordinate appropriate ceremonies at the burial site at Fifth and Arch Streets, Philadelphia, Pennsylvania to honor the Father of the United States Marine Corps, Major Samuel Nicholas, the First Commandant of the Marine Corps, on or about each Memorial Day, Independence Day and the Marine Corps' Birthday.
- (e) **Scholarship Committee** shall:
 - (1) be five (5) members
 - (2) the Chairperson shall be appointed by the Department Commandant
 - (3) the Chairperson then shall recommend three (3) members for appointment to be confirmed by the Department Board of Trustees
 - (4) The MCL Auxiliary of Pennsylvania will recommend one member for approval by the Board of Trustees
- (f) **Audit Committee** shall:
 - (1) be at least three (3) members
 - (2) the members shall be appointed by the Department Commandant
 - (3) inspect the financials of the Department and report on their findings.
 - (4) do an inventory of the Quartermaster assets after the close of the annual Convention and report those findings at the next Department Board of Trustees meeting.
- (g) **Voluntary Service Committee** will receive and compile comprehensive Volunteer Service Program activity reports from the various participating detachments.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 3085 – Advisory Councils, Societies, Commissions and Duties

- (a) **Detachment Commandants Council** – is an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Board of Trustees. It shall be the general duty of this Council to:
- (1) study ways and means towards stimulating growth, both in membership and stature of the Marine Corps League and enhancement of administrative and command relationship between the Department Headquarters/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 MCLPA growth and/or enhancement of constituent element and Department Headquarters/Board of Trustees relationship;
 - (3) as called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council;
 - (4) pursuant to accomplishing above duties, develop and finalize proposed plans, policies, procedures, and/or systems for recommendation to the Department Board of Trustees;
 - (5) meet prior to each Department Staff meeting and during the Department Convention and at these meetings, the Council recommendations will be reported to the Board of Trustees or Convention Delegates, respectively, by the Senior Vice Commandant.
- (b) **Past Department Commandants (PDC) Council** – the MCLPA recognizes the Past Department Commandants Society as an official subordinate group of MCLPA which shall ever be subject to the authority, supervision, direction and control and discipline of the MCLPA. It shall be comprised of all Past Department Commandants in attendance at any Department Meeting or Convention. It shall be chaired by the Department Junior Past Commandant and as a collective advisory body, is charged with the responsibility of providing assistance to the Board of Trustees. It shall be the general duty of this Council to meet prior to each Department Staff meeting and during the Department Convention. At these meetings, the Council shall develop proposed plans, policies, procedures and/or systems for recommendation to the Membership and/or Department Board of Trustees for its consideration.
- (c) **Marine of the Year (MOY) Society** – shall be composed of all previous MCLPA Marines of the Year in attendance at the Convention. The President of the MOY Society for the ensuing year shall be elected by those MOY's present and voting. (The Department Commandant shall not be a member ex-officio of this Committee unless he is a past recipient.) The guidelines for the MOY selection have been established in enclosure three (3).
- (d) **Pennsylvania State Veterans Commission** – as per state legislation (Title 51, Chapter 17), serves as an advisory committee to the Adjutant General of the Commonwealth of Pennsylvania on veteran needs. By legislation, the Department Commandant is a voting member of this Commission.
- (e) **Pennsylvania War Veterans Council** – The Department Commandant and Department Adjutant shall serve as delegates to this Council. The Council is composed of Department Commanders of all major Veterans Organizations in Pennsylvania. Two Alternate Delegates will be appointed by the Department Commandant.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

SECTION 3090 – Appointed Officers, Chairpersons and Committee Members Term. All appointed Department Officers, Committee Chairpersons and Committee Members shall, unless specified to the contrary in these Department Bylaws and Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to their duly appointed successor all MCLPA materials and property with which the office or person is charged.

SECTION 3095 – Department Board of Trustees Voting. Between Department Conventions, the Department Board of Trustees are empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone and voting will be handled as follows:

- (a) All regular or special business meetings requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. The Department Adjutant or Department Chief of Staff will call each Department Board of Trustees name for their respective YES or NO vote. The Department Adjutant or Department Chief of Staff will record each Department Board of Trustees members' vote. If the Board of Trustees member is not present, he/she will be listed as not present, did not vote.
- (b) All business meetings by teleconferencing requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. The Department Adjutant or Department Chief of Staff will call each Department Board of Trustees name for their respective YES or NO vote. The Department Adjutant or Department Chief of Staff will record each Department Board of Trustees members' vote. If the Department Board of Trustees member is not on the teleconferencing call, they will be listed as not present, did not vote.
- (c) All business conducted by telephone requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff, calling each Board of Trustees member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department Adjutant or the Department Chief of Staff may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
 - (1) Upon request by a Department Board of Trustees member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.
 - (2) The Department Adjutant or the Department Chief of Staff shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of email balloting, and shall email identical copies of the tallies to each Department Board of Trustees member.
- (d) All business conducted by email requiring a YES or NO vote shall be handled routinely by the Department Adjutant or the Department Chief of Staff. An email will be generated with the subject for discussion to all Department Board of Trustees members. If a motion is made, it will be sent from the person making the motion to "Reply All" in the original message for discussion. A second Board of Trustees member can likewise "Reply All" to second the motion. Any Board of Trustee member may "Reply All" for discussion. Upon having a motion and a second, the Department Commandant can call for a vote using "Reply All" in the email chain. Each Board of Trustees member votes YES, NO, or ABSTAIN by "Reply All" in the

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

email chain. The Department Adjutant or the Department Chief of Staff will tally all votes and “Reply All” with the tally information. If a Board of Trustees member does not respond with a vote within five (5) days, they will be listed as did not vote.

- (e) The results of each e-mail, teleconferencing and telephone balloting shall be made available to the Department Board of Trustees within five (5) business days after compiling of the vote.

SECTION 3100 – Expenses. The MCLPA shall reimburse the Department Board of Trustees (and others as determined by the Board) for expenses incurred in attending any MCLPA Meeting or function, provided said expenses do not exceed the amount budgeted in the approved Department Budget.

SECTION 3105 – Department Service Officer (DSO). A DSO shall be accredited by the Veterans Administrations (VA) and shall assist members in matters concerning Veterans Benefits and shall seek to locate and develop additional Department Service Officers with VA accreditation.

**CHAPTER FOUR
DISTRICTS**

SECTION 4000 – Formation. To obtain more effective administrative functioning of the MCLPA, the Commonwealth is divided in geographical subordinate units called Districts.

SECTION 4005 – Powers. The function of Districts being administrative only, no District will adopt Bylaws, Administrative Procedures, or assess dues. Only expenses authorized in the approved budget for a District will be paid by the Department. The duties and authority of the Vice Commandants of Districts are covered in the Bylaws, SECTION 625 (e). The District Vice Commandant will appoint only one (1) Assistant District Vice Commandant from a Detachment within the respective District.

SECTION 4010 – District Alignment. The Districts of the MCLPA shall be aligned in accordance with geographical location in the Commonwealth of Pennsylvania as outlined below.

- (a) District One - Counties of Chester, Delaware and Philadelphia.
- (b) District Two - Counties of Bucks and Montgomery.
- (c) District Three - Counties of Berks, Carbon, Lehigh, Northampton and Schuylkill.
- (d) District Four - Counties of Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne, and Wyoming.
- (e) District Five - Counties of Bradford, Columbia, Lycoming, Montour, Northumberland, Snyder, Sullivan, Tioga and Union.
- (f) District Six - Counties of Adams, Cumberland, Dauphin, Franklin, Juniata, Lebanon, Lancaster, Mifflin, Perry and York.
- (g) District Seven - Counties of Bedford, Blair, Cambria, Fulton, Huntingdon and Somerset.
- (h) District Eight - Counties of Cameron, Centre, Clearfield, Clinton, Elk, Indiana, Jefferson, McKean, Potter,

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (i) District Nine - Counties of Clarion, Crawford, Erie, Forest, Mercer, Venango and Warren.
- (j) District Ten - Counties of Armstrong, Allegheny, Beaver, Butler, Fayette, Greene, Lawrence, Washington and Westmoreland.

**CHAPTER FIVE
DEPARTMENTS**

SEE NATIONAL ADMINISTRATIVE PROCEDURES

**CHAPTER SIX
DETACHMENTS**

SECTION 6000 – 6050 SEE NATIONAL BYLAWS

SECTION 6055 – Department Rules for Voluntary Surrender of Detachment Charter.

- (a) **Procedure.** If circumstances cause a detachment to consider the voluntary surrender of its charter, the detachment shall follow the procedure in **National Administrative Procedures SECTION 6050(a)(1)**. The consideration at the meeting shall be in the form of a motion made in accordance with the latest edition of *Roberts Rules of Order Newly Revised*.
- (b) **Deactivation.** If the motion to surrender the detachment's charter is adopted and there is not a minimum of fifteen (15) members ready, willing, and able to carry on the detachment, the detachment shall begin the deactivation procedure in **SECTION 6060 - Deactivation of Detachment** below.
- (c) **Notice to Department.** The District Vice Commandant on behalf of the of the Detachment shall immediately notify by letter to the Department Commandant and Department Judge Advocate that the detachment has voted to voluntarily surrender its charter.
- (d) **Effective Date.** The surrender of the charter is effective when all members have been appropriately transferred.

SECTION 6060 – Revocation of Detachment Charter.

- (a) **Revocation of Charter by the Department Board of Trustees.**
 - (1) **Procedure.** If circumstances cause the Department to consider the revocation of a Detachment's charter in accordance with **National Administrative Procedures SECTION 6040(a) and (b)**, the Department Board of Trustees shall vote at a business meeting held in accordance with the Department bylaws and administrative procedure on a motion to revoke the Detachment charter.
 - (2) **Effective Date.** If the Department Board of Trustees adopts the motion to revoke the Detachment charter, the revocation of the charter is effective when all members have been appropriately transferred.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (3) **Letter of Notice.** The Department Judge Advocate shall notify the Detachment and the District Vice Commandant by letter that:
- (A) the Department Board of Trustees has revoked the Detachment's charter; and
 - (B) the Detachment and District Vice Commandant shall implement the procedure in **SECTION 6065 – Deactivation of Detachment** below. The Department Judge Advocate shall send a copy of the letter to the National Judge Advocate.
- (b) **Revocation by a Hearing Board.**
- (1) **Procedure.** If the charter of a Detachment is revoked by a Department Hearing Board convened in accordance with **National Administrative Procedures, Chapter Nine**, the Department and Detachment shall commence deactivation of the Detachment upon the effective date of the revocation.
 - (2) **Effective Date.** The effective date of revocation shall be:
 - (A) the date the last applicable appeal period has expired, and an appeal has not been filed in accordance with **National Administrative Procedures, Chapter Nine** procedures;
 - (B) the date the ruling of the National Judge Advocate becomes final and has affirmed the revocation of the charter of the Detachment; or
 - (C) the date the ruling of the National Board of Trustees becomes final and has affirmed the revocation of the charter of the Detachment.
 - (3) **Monitoring appeals.** The Department Judge Advocate shall monitor the appeal periods in all cases of revocation by a Department Hearing Board and inform the Department Board of Trustees, the Department District Vice Commandant, and the Detachment Commandant of the date deactivation is to begin.
 - (4) **Deactivation.** Immediately after the revocation has been affirmed, the Detachment and the Department District Vice Commandant shall implement the procedure in **SECTION 6065 – Deactivation of Detachment** below.

SECTION 6065 – Deactivation of Detachment. When a detachment has voted to voluntarily surrender its charter (**SECTION - 6055** above) or the charter of a Detachment has been revoked (**SECTION – 6060** above), the following steps to deactivate the detachment shall be taken:

- (a) **Transfer of Members.**
- (1) **List of Members.** The District Vice Commandant shall request a list of Detachment members from the Department Adjutant. A copy shall be sent to the Department Judge Advocate.
 - (2) **Letter of Notice.** The District Vice Commandant on behalf of the Detachment shall immediately notify in writing each member that:
 - (A) the Detachment is being deactivated due to:
 - (i) the vote to surrender its charter; or
 - (ii) the revocation of the charter;
 - (B) the member has the right to request to transfer to a Detachment of his/her choice;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (C) Enclose a Request to Transfer form. The member is to complete SECTION 1 and return the request to the District Vice Commandant within 30 days; and
 - (D) If the member fails to indicate where he/she desires to be transferred (the gaining Detachment) or does not return the request within 30 days, he/she will be immediately transferred to a Detachment designated by the Department Commandant or until a Request to Transfer form is received. See **Appendix 4A**, example of a Letter of Notice.
- (3) **Request to Transfer**. The District Vice Commandant shall:
- (A) Complete SECTION 2 of the Request to Transfer if a Detachment officer is not available;
 - (B) Forward the Request to Transfer to the gaining detachment;
 - (C) Chart the progress of the transfer of each member (See **Appendix 4B**, example of transfer chart); and
 - (D) Inform the Department Commandant of members who have not responded within 30 days.
- (4) **No Response within 30 days**. If a response to the letter of notice is not received within 30 days, the Department Commandant shall:
- (A) transfer members who have not responded to a Detachment designated by the Department Commandant.
- (b) **Rifles**. If ceremonial rifles have been issued to the Detachment by the U.S. Army TACOM Life Cycle Management Command [Army] by Conditional Deed of Gift of Ceremonial Rifles:
- (1) The senior Detachment officer available and willing shall:
 - (A) take custody of all rifles;
 - (B) return the rifles to the Army in accordance with the terms of the Deed of Gift;
 - (C) if unable to return the rifles to the Army, deliver the rifles to the custody of the Department District Vice Commandant.
 - (2) The Department District Vice Commandant shall take custody of all rifles if no detachment officer is available and willing.
- (c) **Detachment Assets and Liabilities**.
- (1) **Assets**. Between the adoption of the motion to surrender the charter and the effective date of the surrender, the detachment shall not dissipate its assets other than in the normal course of its business.
 - (2) **Liabilities**. The detachment shall satisfy all legitimate liabilities of the detachment to the extent of its assets prior to the effective date of the surrender of its charter.
- (d) **Detachment Commandant Duties**. See **Appendix 4C**, District Vice Commandant and Detachment Commandant Deactivation Checklist.
- (e) **Surrender of Property**. The Detachment shall surrender the following property to the District Vice Commandant, who shall take physical custody of:
- (1) Assets and monies with all pertinent documents;
 - (2) National and Department Bylaws and Administrative Procedure;

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (3) Charter, Colors, Awards, and Commendations; and
- (4) Ceremonial rifles if not previously returned to the Army.
- (f) **Property to Department.** The District Vice Commandant shall deliver the:
 - (1) Funds and monetary records to the Department Paymaster;
 - (2) Rifles to Department armorer, who shall return the rifles to the Army.
 - (3) Charter, colors, and documents to the Department Adjutant.
- (g) **Corporate Dissolution.** The Department JA will file a notice of dissolution with the Commonwealth Corporation Bureau.
- (h) **Grace Period.** When the revocation or voluntary surrender is effective, the one-year grace period begins. See SECTION 6070(c) below.
- (i) **Monitoring Deactivation.** The Department JA shall supervise and monitor the deactivation of a detachment and report the status to the Department Board of Trustees at quarterly staff meetings.

SECTION 6070 – Custody of Deactivated Detachment Assets and Liabilities.

- (a) The Department Adjutant shall request authorization from National HQ for the Department to assume custody of all the deactivated Detachment's assets and liabilities upon:
 - (1) The date the motion to surrender is adopted; or
 - (2) The effective date of revocation.
- (b) Upon receiving written authorization from the National HQ, the Department shall:
 - (1) Assume custody of all the deactivated Detachment's assets and liabilities; and
 - (2) Satisfy within the limits of the assets, the liabilities of the deactivated Detachment.
- (c) The Department will hold the deactivated detachment's property and assets and:
 - (1) Within one (1) year of the effective date of surrender or revocation, if a new detachment is formed with same name as old detachment, all property and assets will be returned to the Detachment;
 - (2) After one (1) year from the effective date of surrender or revocation if a new detachment is not formed with same name as old detachment:
 - (a) Property and assets will revert to the Department;
 - (b) Rifles must be accounted for per issuing agreement and regulations; and
 - (c) Charter will be returned to National HQ by the Department JA, who shall request that the Detachment be removed from the rolls.

CHAPTER SEVEN

MEMBERS

SEE NATIONAL ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

CHAPTER EIGHT
SUBSIDIARIES AND SUBORDINATES

SECTION 8000 – IRS Reports.

- (a) **IRS Forms 990 and 990-EZ.** Each Detachment or other entity, including the MCLPA subsidiary organizations and subordinate groups, identified below, which directly or indirectly operates under the name of the MCLPA must annually file with National Headquarters, via the Department, 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 15th of the fourth month following the end of its fiscal year), unless an extension has been requested.
- (b) **IRS Form 990-N.** Those Detachments or other entities which qualify 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, these entities will file a copy of the E-Mail Acceptance Receipt that is returned from the IRS with National Headquarters, via the Department Paymaster. The Department Paymaster will forward the Acceptance Receipts 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. If a consolidated single report is submitted, the document will be certified by the Department Commandant and the Department Paymaster as true and correct and then submitted to National Headquarters.
- (c) **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 the National Headquarters via the Department with the annual filing *will* subject the subordinate or subsidiary entity to the loss of its exempt non-profit status.

SECTION 8005 – Relationship with Subsidiary Organizations. The MCLPA recognizes and adopts each of the organizations listed below in this Chapter as official subsidiary organizations of the MCLPA which shall ever be subject to the authority, supervision, direction, control and discipline of the MCLPA. Each of these subsidiary organizations operates as a separate entity under its own bylaws, as amended. Individual MCLPA members as well as Detachments are encouraged to work with and support the subsidiary or subordinate organization at their own level; however, no member of the MCLPA, unless a registered member of the specific organization, shall interfere in any way with the day-to-day operations of the subsidiary or subordinate organization.

SECTION 8010 – Subsidiary Organizations. The following are official subsidiary or subordinate organizations of the MCLPA and must follow Article X of the Department Bylaws.

- (a) **Marine Corps League of Pennsylvania Auxiliary.** The MCLPA recognizes and adopts the Marine Corps League of Pennsylvania Auxiliary (the Auxiliary) as the official subsidiary Women's Auxiliary and shall ever be subject to the control and supervision of the MCLPA.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (b) **Military Order of the Devil Dogs, Pennsylvania Pack.** The MCLPA recognizes and adopts Military Order of the Devil Dogs, Pennsylvania Pack (PA Pack) as an official subsidiary organization of the MCLPA which shall ever be subject to the authority, supervision, direction, control and discipline of the MCLPA. Membership in the Military Order of Devil Dogs, Pennsylvania Pack shall be limited to regular members of the MCLPA, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs.
- (c) **Military Order of the Devil Dog Fleas, Pennsylvania Hide.** The MCLPA recognizes the Military Order of Devil Dog Fleas, Pennsylvania Hide (the Fleas) as an official subsidiary organization of the Marine Corps League of Pennsylvania Auxiliary which shall ever be subject to the authority, supervision, direction and discipline of the MCLPA. Membership in the Military Order of Devil Dog Fleas, Pennsylvania Hide shall be limited to members of the Marine Corps League Auxiliary, consistent with the restrictions and requirements of the Constitution and Bylaws of the Military Order of Devil Dogs Fleas, Pennsylvania Hide.
- (d) **Department of Pennsylvania Marine of the Year Society.** The MCLPA recognizes the Department of Pennsylvania Marine of the Year Society as an official subordinate group of the MCLPA which shall ever be subject to the authority, supervision, direction and control and discipline of the MCLPA.
- (e) **Past Department Commandants Council.** The MCLPA recognizes the Past Department Commandants Council as an official subordinate group of the MCLPA which shall ever be subject to the authority, supervision, direction and control and discipline of the MCLPA.

SECTION 8015 – Relationship with Independent Organizations. The following are independent organizations associated with the MCLPA. Each of them having their own EIN and are not responsible to the MCLPA under the Marine Corps League’s Group Exemption Code “0955”.

SECTION 8020 – Independent Organizations. The following are independent organizations associated with the MCLPA and must follow Article X of the Department Bylaws.

- (a) **Marine Corps League of Pennsylvania Foundation.** The MCLPA recognizes the Marine Corps League of Pennsylvania Foundation (MCLPAF) as an associated independent organization which shall be subject to the control and supervision of the MCLPA. The MCLPAF is governed by a Board of Directors, appointed and approved by the MCLPA Board of Trustees. The MCLPAF shall be an IRS Code 501(c)(3) Charitable Organization.

SECTION 8025 – Subordinate Programs. The following are subordinate programs associated with the MCLPA. These programs are not organizations and do not have their own EIN nor is there responsibility to the Marine Corps League under the Umbrella 0955. Subordinate programs are wholly owned and operated by the MCLPA and shall ever be subject to the authority, supervision, direction, control and discipline of the MCLPA Board of Trustees with and through the Program Committee Chairperson. Changes to subordinate programs may be made by the MCLPA Board of Trustees at any time.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

(a) **Department of Pennsylvania Scholarship Program.**

Part 1. Administration of Scholarship Funds

- (1) **Repository of Scholarship Funds.** The Marine Corps League of Pennsylvania Foundation [Foundation] shall be the repository of all Department scholarship funds from any and all sources.
- (2) **Source of Scholarship Funds**
 - (A) **Scholarship Budget Item.** The Department General Scholarship Fund for Higher Education [General Scholarship Fund] shall be a fixed expense within the Department which is funded by appropriation through the Department's budget submitted annually to the Convention. The appropriated funds will be disbursed by the Department Paymaster to the Foundation upon approval of the Department budget.
 - (B) **Donations to General Scholarship Fund.** Donations to the General Scholarship Fund shall be made to the Foundation payable to the MCLPaF. Any donations to the General Scholarship Fund received by the Department Paymaster shall be disbursed to the Foundation within one (1) week of receipt.
 - (C) **Donation to a Memorial Scholarship Fund.** All donations to a scholarship fund in memory of a named individual or organization shall be made to the Foundation payable to the MCLPaF. The Foundation shall maintain the memorial account in a financial record bearing the individual or organizations name. Any contributions received "in memory of" but not designated for a specific memorial scholarship fund in that person's or organization's name shall be placed in the General Scholarship Fund. For example, a \$100 donation "in memory of "Studley Whiplash" with no further instructions would be deposited in the General Scholarship Fund.
- (3) **Investment of Scholarship Funds.** The Foundation shall investment scholarship funds in financial instruments in accordance with the Foundation's investment policy.
- (4) **Disbursement of Scholarship Funds.**
 - (A) **Reserved Principal.** Only the amount of principal of the General Scholarship Fund in excess of \$10,000 may be used to award scholarships.
 - (B) **The Scholarship Committee.**
 - (i) The criteria for an applicant to qualify for a scholarship shall be determined by the Department Convention.
 - (ii) The Scholarship Committee [Committee] shall select the recipient of scholarship awarded by the Department for the fiscal year. The Committee shall then forward the names and addresses of all recipients and the amounts awarded to the Foundation by the close of the Department Convention.
- (5) **The Foundation.** The Foundation shall disburse to each recipient the amount awarded within one month of notification by the Committee.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

Part 2. Administration of Scholarship Program

- (1) **Purpose.** To provide scholarships to applicants:
 - (A) Who are pursuing an undergraduate degree and will be enrolled as a fulltime student (12 semester hours minimum) in the upcoming academic school year; or
 - (B) Who are veteran MCL members who work fulltime and are enrolled for a minimum of 6 semester hours.
- (2) **Eligible Recipients.** Eligible recipients are:
 - (A) Members in good standing for at least one year in the Department of Pennsylvania and the MCL Auxiliary of the Department of Pennsylvania;
 - (B) Spouses, children, step children, grandchildren, and great grandchildren of members in good standing for at least one year of the Department of Pennsylvania and the MCL Auxiliary of the Dept. of Pennsylvania; and
 - (C) Children of U.S. Marines, FMF corpsmen and Navy chaplains (serving with a Marine unit) who were killed in combat.
- (3) **Non-eligible Recipients.** Students who:
 - (A) Have their first undergraduate degree and are pursuing their second bachelor degree; or
 - (B) Are attending any graduate school are not eligible to receive a scholarship.
- (4) **Selection of Recipients.** The Scholarship Committee [Committee] shall select the recipients at the Department Convention and give a complete report to the entire membership.
- (5) **Meetings.** The Committee shall meet as often as necessary.
- (6) **Scholarship Application Procedure.**
 - (A) An applicant shall:
 - (i) Print the Pennsylvania Marine Corps League Scholarship Form [application] from the Department of Pennsylvania MCL web site;
 - (ii) Complete the application following the instructions making sure all sections are correctly and completely filled out and sign the application;
 - (iii) If a first-year applicant, attach a certification of acceptance from his/her educational institution; and
 - (iv) Submit the application postmarked after February 1 and no later than May 31 to the Chair-person listed on the application.
- (7) **Scholarship Committee Procedure.**
 - (A) The Committee shall log in the application with the date received and all the application's attachments. If any information is omitted the application shall be returned to applicant to supply the omitted information.
 - (B) All applications will be thoroughly reviewed for compliance with the instructions on the application and listed on a master sheet for Committee review at the Department Convention.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (C) Approval of an application requires a simple majority (51%) vote by the Committee.
 - (D) Approval or rejection with the reason will be noted on the application by each Committee member.
 - (E) All applicants will be notified of approval or rejection with the reason via email if provided or U.S. Postal Service after the Department Convention.
 - (F) The MCL of Pennsylvania Foundation [Foundation] shall be notified of the names, addresses, amounts, and specific scholarship, if applicable, for each scholarship recipient.
 - (G) The Foundation shall write and mail a check to each recipient in accordance with the information provided by the Committee.
- (b) **Department Voluntary Service Program**
The Department Voluntary Service Program is to encourage Detachments within the MCLPA to volunteer for the National VAVS Program, the State Veterans Homes Volunteer Program, provide volunteer services to the Veteran community and the general public to further the goals and mission of the Marine Corps League. Those Detachment submitting Quarterly Reports to the Voluntary Service Program Committee shall be entitled to stipends per the Department Budget.

CHAPTER NINE
GRIEVANCE AND DISCIPLINE
SEE NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER NINE
ATTACHMENTS
SEE NATIONAL ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

**CHAPTER TEN
MISCELLANEOUS**

SECTION 10000 – Fund Raising.

a.– f. SEE NATIONAL ADMINISTRATIVE PROCEDURES

g. **Fund Raising at Department Conventions, Conferences and Meetings.** Fund Raising at Department Conventions, Conferences and Meetings shall be governed by the provisions of Chapter Two of these Department Administrative Procedures. At all other Conventions, Conferences and Meetings within the Department boundaries fund raising shall be under the control of the organization that is hosting the event. No Detachment, Department or National Headquarters of the Marine Corps League or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the organization that is hosting the event.

SECTION 10005 SEE NATIONAL ADMINISTRATIVE PROCEDURES

SECTION 10010 – Resolutions, Submitting, and Processing. Resolutions may be submitted by a MCLPA member in good standing for consideration by a Department Convention, provided said resolutions is in 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 registered at MCLPA Headquarters no later than June 1, prior to the Department Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the Department Adjutant. One copy shall be retained at the Department Headquarters as a part of the permanent file; one copy shall be placed in "working file" to be referred to the Department Resolutions Committee for consideration and recommendations; one copy shall be used by the Department Adjutant as the source for distributing the resolving clauses. The Fourth copy, with registration number, shall be returned to the proposer/sponsor serving as evidence of compliance with this SECTION.
- (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 MCLPA in "Department Convention assembled." Any resolution not written in this form shall be returned by the Department Adjutant to the sponsor/proposer for correction.
- (c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of the Department Convention unless the requirements of this SECTION have been complied with.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

- (d) The Department Adjutant shall prepare an adequate supply of all resolutions registered by the Department Headquarters in accordance with this SECTION and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all registered resolutions shall be available from the Department Adjutant for inspection by any Delegate.
- (e) The Department Adjutant shall make a report to the Department January Staff Meeting of the actions taken to comply with the Resolutions passed at the preceding Department Convention.

SECTION 10015 SEE NATIONAL ADMINISTRATIVE PROCEDURES

SECTION 10020 – Amendments.

- (a) These Department Administrative Procedures may be revised, amended or repealed by two thirds (2/3) vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Headquarters marked to the attention of the Department Adjutant no later than April 1st prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended. Submission should be sent via U.S. Mail, or by other carriers, including submission via electronic media. All amendments are subject to the approval of the National Judge Advocate.
- (b) To avoid possible confusion, each submission will address only one SECTION. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other SECTIONS, the changed or corrected wording of those SECTIONS may be included in the single submission.
- (c) The Department Adjutant will make available copies of each proposal, without personal comment, no later April 30 prior to the Department Convention at which the proposed amendment is to be considered.

SECTION 10025 – Effective Date. - All revisions, amendments, or repeals of these Administrative Procedures approved by a Department Convention, as outlined in SECTION 10020, shall become effective upon the date specified in the approved proposal, or, if no date is specified in the approved proposal, such approved proposal shall become effective upon the close of the Department Convention at which it was approved.

SECTION 10030 – Administrative Procedures Distribution.

- (a) The current edition of the Department Administrative Procedures along with any published changes shall be posted on the Department website for the access and review. Changes approved at the Department Convention each year shall be posted to the website once completed and notice of said posting shall be provided to each Detachment in the next Department mailing subsequent to the posting on the Department website. Such notice shall include instructions on how to access and review the approved changes on the Department website.

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

(b) Any Detachment of the MCLPA may purchase copies of the Department Administrative Procedures from the Department Quartermaster upon request.

SECTION 10035 – 10040 SEE NATIONAL ADMINISTRATIVE PROCEDURES

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

MARINE CORPS LEAGUE
Marine Corps League of Pennsylvania, Inc.

Anthony Smackatelli
District One Vice Commandant
111 Lovers Lane, Camp Hill, PA 17011
(717) 555-1775 xxxxxx@aol.com

November 10, 1775

John Bonatz
Eager Beaver Detachment # 666
903 Engle Hill Road
Boyertown, PA 19512

RE: Deactivation of Eager Beaver Detachment # 666
Request for Transfer

Marine Bonatz:

I regret to inform you that [the Eager Beaver Detachment # 666 has voted to voluntarily surrender its charter] OR [the charter of the Eager Beaver Detachment has been revoked because _____]. Accordingly, the detachment is being deactivated

As a member you have the right to transfer to detachment of your choice. Enclosed is the form for requesting a transfer to another detachment or to become a member at large. I strongly urge you to transfer to a detachment in your area. If one is not available consider transferring to the Keystone Headquarters Detachment. This would ensure that you will be current with the activities in the Department and the National Marine Corps League. Your current dues cover you until your next due date.

If you do not submit a request for transfer within 30 days, you will be transferred to the Keystone Detachment pending transfer to Member-at-Large status.

Complete Section 1 of the form and return it in the enclosed stamped envelope. If you chose the Keystone Headquarters the Detachment number is 998. For any other detachment you choose put in the detachment name and I will put in the detachment number.

If you have any questions or need any help, contact me at the letterhead address.

Semper Fi,

Anthony Smackatelli

Appendix 4A

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

**DETACHMENT DEACTIVATION
Member Transfer Chart**

Member	Date Transfer Letter	Date and Response	Status

**DETACHMENT DEACTIVATION
Member Transfer Chart**

Member	Date Transfer Letter	Date and Response	Status
Black, Jon	11/17/10		
White, Russell H.	11/17/10	11/20/10 prefer to be MAL	12/27/10 Fwd trans Req to Key stone HQ Det
Green, William E.	11/17/10		12/08/10 Fwd Trans Req to Keystone HQ Det
Brown, Andrew L.	11/17/10		
Blue, Brian D.	11/17/10	11/20/10 Trans to Potts	12/10/10 Fwd Trans Req to Eager Beaver Det

Appendix 4B

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

DETACHMENT DEACTIVATION PROTOCOL

District Vice Commandant and Detachment Commandant Checklist

FIRST. Notification to Department

- 1. Detachment Commandant or senior active officer [Detachment]:** letter to the District Vice Commandant that the Detachment has voted to voluntarily surrender its charter.
- 2. The District Vice Commandant [DVC]:** Letter to Department Commandant and Department Judge Advocate [JA] that the Detachment has voted to voluntarily surrender its charter.

SECOND. Transfer of Membership.

- 1. Detachment.** Provide roster of members with current addresses to DVC.
- 2. DCV.**
 - a. Contact by letter all detachment members to inform them that the Detachment has voted to voluntarily surrender its charter or its charter was revoked and of their transfer rights. See **DAP CHAPTER SIX, Appendix 4A** for example of a member letter.
 - b. Track the transfer of all members. See **DAP CHAPTER FOUR, Appendix 4B** for an example of a tracking chart.
 - c. Send to Department JA a copy of tracking chart when the letter has been sent to all members.

THIRD. Detachment Debts and Accounts Receivable.

- a. The Detachment:**
 - (1) Pays all debts from the Detachment treasury; and
 - (2) Collects all monies owed to the Detachment.
- b. The Detachment** shall send a written report to the DVC with separate listings for:
 - (1) debts owed which cannot be paid by the treasury; and
 - (2) accounts receivable/money owed to the Detachment which has not been collected.
- c. The report** shall be submitted within 30 days of the date of the vote to surrender the charter or the revocation letter and include:
 - (1) The date the debt/account receivable was incurred;
 - (2) The name, address, and contact information of the person or business to whom or from whom the money is due;
 - (3) The amount of the debt/account receivable; and
 - (4) A brief description of the nature of the debt/ account receivable.

FOURTH. Ceremonial Rifles.

- a.** The Detachment returns or accounts for all rifles to the Army as required in the Conditional Deed of Gift Ceremonial Rifles [**Agreement**].
- b.** If the Detachment is unable to return the rifles to the Army, the Detachment:
 - (1) Submits a report to the DVC listing the serial numbers and location of all rifles within 30 days of the vote to surrender the charter or the Revocation letter from the Department JA; and
 - (2) Delivers all rifles in the possession of the detachment to the DVC.
- c.** The DVC
 - (1) Obtains all rifles in the possession of members; and
 - (2) Delivers all rifles in his possession to the Department Armorer.

Appendix 4C

ADMINISTRATIVE PROCEDURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

FIFTH. Property and Assets. The Detachment delivers to the DVC, all of its properties and assets within 60 days of the date of the vote to surrender the charter or the revocation letter, specifically:

1. The Detachment Charter;
2. All ceremonial rifles if not returned to the Army;
3. The Detachment copy of the National Bylaws and Administrative Procedure;
4. The Detachment copy of the Department Bylaws and Administrative Procedure;
5. The Detachment Colors;
6. Detachment awards;
7. Detachment banking documents and monies; and
8. Detachment commendations

SIXTH. Corporate Dissolution. The Department JA will file notice of dissolution with the Corporation Bureau, Pennsylvania Department of State.

Appendix 4C