



UPDATED SEPTEMBER 2023 / Membership vote August 2023 Meeting

DETACHMENT ADMINISTRATIVE PROCEDURES

Section A Conducting Business – Meeting Quorum

1. The minimum number required to transact the regular and legal business of a **Detachment Meeting** will be a majority of the Board of Trustees (5) plus members in attendance.
2. The minimum number required to transact the business of a **Detachment Board of Trustees Meeting** or **Detachment Staff Meeting** will be a simple majority of the Board of Directors.
3. The minimum number required to transact the business of a **Committee Meeting** will be a simple majority of Committee Members with the Committee Chairman in attendance.
4. **ALL MCL Detachment and Officer Meetings will be documented by written minutes submitted to the Commandant within a week of the meeting and available to Detachment members.**

Section B Qualifications of Detachment Office *(Elected or Appointed)*

1. No person(s) is eligible to hold an elective or appointed office in this Detachment unless they are a Regular Member in good standing.

Associate members may not hold any of the elected Detachment offices as defined in the Detachment Bylaws, but may serve as appointees to other positions in the Detachment. Associate members cannot vote even in an appointed position.

2. In addition to Section B #1 requirements eligible Detachment members for office must have attended 5 regular MCL Regular Meetings during the current year.

Exception: If member is attending a National, Division, or Department Marine Corps League meeting which overlaps the Detachment meeting such meeting will count towards the 5 required meetings for that member.

3. With the exception of the Board of Trustee-approved Marine Corps League business, no one receives compensation or reimbursement.

Section C Officer Term of Office

Detachment Officers will be nominated, elected and installed annually as outlined in the Detachment Calendar – (Section E). Officers so elected will hold office for a period of one year. The Commandant may hold a second consecutive term, if so elected, but must surrender the office at the end of the second term. There is no term limit for any other Detachment Officer positions.

Section D Detachment Elected and Appointed Positions

1. Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Adjutant, Paymaster, Sergeant-at-Arms, and Chaplain will be elective offices to be held by regular members in good standing and qualified per Detachment Procedures Section B.

These elected positions constitute the Detachments Board of Trustees. Note, that the Commandant cannot also serve as Paymaster.

2. **IF** any of the offices are not filled by election on the floor by a member vote, the Commandant with the consent of the Board of Trustees can appoint a regular MCL member in good standing and who meets all the qualifications in Section B to that position. Needs to be a Regular Member with voting rights. The Commandant must be elected by a floor vote.
3. **IF** the position still cannot be filled, the Commandant can leave the position open and assign the duties of the office to other officers until it can be filled.
4. The Commandant will recommend Regular or Associate Members in good standing to be Committee Chairman. The Board of Trustees will review and provide consent. This activity will take place upon the new Commandant taking office.

Note these are non-voting / non-Board of Trustee appointed positions thus Associate Members can be appointed. Also, Section B qualification does not apply.

5. **Standing Positions / Committees: Refer to the Commandant's current published Detachment Committee assignment document.**

Note, Paymaster cannot serve on the Finance / Investment (Appointed) Committee / good accounting practice.

Committees will consist of no more than 4 members in good standing. **IF** a committee needs an “Expert in the Field”, the Committee Chairman (Member) can recommend a non-member individual to the Board of Trustees for consent to serve on the committee. No Committee will be led by a non-member.

Section E Detachment Regular Meeting Calendar

MONTH		LOCATION	TIME	MEETING TYPE
January	4 th Wed	VFW Post 7397	1830	Scholarship Announce / Budget Forecast
February	4 th Wed	VFW Post 7397	1830	Officer Nominations
March	4 th Wed	VFW Post 7397	1830	Officer Elections
April	4 th Wed	VFW Post 7397	1830	Detachment Meeting
May	4 th Wed	VFW Post 7397	1800	Officers Installation Dinner
June	4 th Wed	VFW Post 7397	1830	Present Next Fiscal Budget
July	4 th Wed	VFW Post 7397	1830	Detachment Audit
August	4 th Wed	VFW Post 7397	1830	MOY & Semper Fi Nominations Annual Membership Dues Renewal
September		Announced		Detachment Picnic / Announced
October	4 th Wed	VFW Post 7397	1830	MCL Detachment Member Awards
November		Announced		Birthday Ball Celebration
December	THERE IS NO MEETING THIS MONTH			

MINUTES & a SIGN-IN SHEET shall be taken at all officers, regular, and committee meetings with a copy sent to the Commandant.

DETACHMENT SCUTTLEBUTT SESSION 6PM - 6:30PM PRIOR TO DETACHMENT MEETINGS / BRING A NEW MEMBER

Detachment Officers Meeting

The Detachment Officers meet the 2nd Wednesday of the Month @ VFW 1830 (06:30PM)

Detachment Monthly Breakfast / Location & time announced at monthly MCL meeting prior to next breakfast.

Detachment M/SGT Luis Romero, Jr. Scholarship Program DATES

*Scholarship Announced / Posted **January 15***

*Completed Applications **MUST** be received by **JUNE 20***

Marine of the Year & Semper Fi award nominations shall be in writing to the Committee Chair by August Detachment Meeting

Section F Detachment Dues

1. Annual dues = Detachment \$ + Department \$ + National \$
Detachment fee is \$10.00
Department fee is \$5.00
National fee \$20.00
Member total annual dues is \$35.00 due September 1 of each year.
2. New members receive a Detachment Cover and lapel Pin

Section G Detachment Fiscal Year

1. The Fiscal Year for the Detachment is from 1 July through 31 June.
2. Fiscal Year accounting to be conducted by an independent audit by the end of July.
3. All financial transactions for the Fiscal Year must end by June 30th.

Section H Detachment Fiscal Year Budget Process

1. The Fiscal Year for the Detachment will be 1 July through 31 June.
2. **Next Fiscal Year Budget Draft** prepared by Commandant, Sr. Vice Commandant, Jr. Vice Commandant and Paymaster – March
3. **Next Fiscal Year Budget Draft** reviewed by the current Board of Trustees. April
4. **The Next Fiscal Year Budget Draft** is presented to the newly elected Board of Trustees for their final approval before being presented to the membership for a vote by the new BOT.
5. The New Fiscal Year Budget takes effect July 1.

Section I Detachment Local Marine Assistance Fund

1. A Fiscal Year budgeted line-item fund to assist local Marines, FMF Corpsmen, Marine Chaplains, and families in need.
2. Committee Chairman appointed by the Commandant.
3. Eligible receipt of aid must present a DD214, Active-Duty ID, or a Reserve ID validating service and Honorable Service / Discharge.
4. All requests for assistance will initially be turned over to the Chairman of the Committee for review.
5. The Committee will research requests and possible solutions to the problem.
6. The Committee will report to the Commandant their findings and suggest solutions for consent by the Board of Trustees.
7. All financial assistance will be paid to the entity providing service(s) to the Marine/family.

Section J Detachment Property and Liability Insurance

1. The Commandant, Judge Advocate, and Paymaster have a responsibility to make sure our event Property and Liability Insurance is current yearly.
2. Once the yearly premium is paid record payment in the next Detachment Meeting minutes.
3. Check with the Marine Corps League insurance company before any events are held. Be aware of policy limitations.

Section K Detachment M/SGT Luis Romero, Jr. Scholarship

1. During the annual next Fiscal Year budget re-forecast process in January, the Board of Trustees will determine the number of scholarships and amount of each for the current year Scholarship Program, based on current funds available not budgeted. This will be the number advertised on the application. The application will be provided by the sponsor to their descendant applicant. The application deadline is June 20th•

2. This program is aimed at qualified students who are seeking a higher education level beyond high school, not to include advanced degrees.

CRITERIA FOR SELECTION

3. The primary prerequisite for this scholarship is that all applicants must have a father, mother, grandfather, grandmother, or great-grandparent who served an honorable period of service in the United States Marine Corps, FMF Chaplain, FMF Corpsman or other FMF personnel in the United States Navy.

4. Scholarships are available to descendants of Marine Corps League Detachment #1025 members in good standing (current and/or deceased members).

5. Applicant must have a cumulative 3.0 GPA or higher on current transcript to apply.

6. Scholarship funds are limited, meeting the minimum requirements does not guarantee scholarship selection.

7. This is a one-year scholarship award with no provisions for renewal.

8. The Scholarship Committee will strictly observe all eligibility criteria and requirements to ensure compliance throughout.

9. All decisions by the Scholarship Committee are final and not subject to review after their selections are reviewed by the Board of Directors.

10. Applicant must submit the following documents:

- DD form 214 discharge certificate or other discharge certification from qualifying member.
- Official high school/college transcript that includes current last semester completed.
- 3 Letters of recommendation from principals, teachers, coaches, or managers.
- Complete list of extracurricular activities including part-time jobs.
- Letter of acceptance to a school of higher learning.
- An essay stating why you want the scholarship.
- Signed application.

11. All application packages should be submitted to the Marine Corps League, Scholarship **Program NO LATER THAN JUNE 20th**. This deadline applies to all required documents and materials including current official student transcript, letters of recommendation, and essay.

12. The Scholarship Committee will present the selected student(s)' qualifications to the Board of Trustees for final review.

13. Scholarship(s) will be awarded to selected students at a designated date/time as determined by the Board of Trustees.

Section L
Award



Detachment Marine of the Year

The Marine of the Year Award is the highest honor that can be bestowed upon a regular member of the General Larry Oppenheimer Detachment. The candidate for this award is a Marine who stands out above all others, a Marine who is always willing to roll up his or her sleeves to do that tough job; the Marines of the detachment should use this award to recognize that special Marine.

The MOY Award Committee will be comprised of all past recipients of a Detachment Marine of the Year award who are currently now members of this Detachment and available to serve. The last recipient shall serve as Chairperson. The committee shall have no fewer than five (5) members. If there are fewer than five past recipients available to serve on the committee, the Commandant shall appoint one or more detachment members in. Each committee member shall be a paid-up member of the detachment and Marine Corps League. Any committee member who becomes a nominee for Marine of the Year shall be replaced on the committee by the Commandant. The Marine of the Year Committee shall be the sole judge of recipients.

1. Recommendations from members must be in writing for the MOY. They need to be turned in no later than the August Detachment Meeting. They must be submitted to a member of the MOY Committee. Only one (1) qualified candidate from the Detachment will receive the MOY award. The recipient must have been voted on and approved by the MOY Committee and presented to the Officers of the Detachment at the October Officers Meeting. If there are no qualified candidates for a specific year there will be no Marine of the Year awarded.
2. The Name of the MOY recipient will be announced at the Detachment's United States Marine Corps Birthday Dinner. The MOY will be awarded the Marine of the Year Medallion, MOY Ribbon w/ Fleet Marine Force Device, a framed certificate, a gift and his / her name will be added to the Detachment MOY plaque that is displayed on the wall of the VFW
3. Eligibility: Any Detachment member in good standing within the Detachment with the following qualifications
 - a. Activities within the Detachment which demonstrate devotion to the principles and purposes of the Marine Corps and the Marine Corps League.
 - b. Achievements and activities in the Marine Corps League and other Veterans organizations.
 - c. Achievements and activities in community, civic, and social organizations which would enhance the posture of the Marine Corps and the Marine Corps League, and the Detachment.
 - d. NOTE: Candidates must have achieved the above qualifications during the fiscal year immediately preceding the date of the Detachment Marine Corps Birthday Dinner at which the submission is made.

Detachment Semper Fi Award

Detachment Administrative Procedures / JULY 2022

Requirements

- *Presented to a Non-Member of the MCL for service to the veteran community.*
- *Special recognition only one per year **IF** any at all.*
- *Service over a long period of time that has impacted the veteran communities in an outstanding voluntary, heroic, civil, or benevolent manner, or who have participated in and/or organized community activities that impact Marine Corps, FMF Corpsman, FMF Chaplain or the Marine Corps League veterans' families above and beyond.*
- *Write ups submitted to Awards Committee Chairman.*
- *Write up submitted by a MCL member - August meeting same as MOY*
- *Applications reviewed and voted by the Awards Committee and Officers.*
- *Award presented at annual MCL Birthday Dinner / November Meeting.*

Certificate Reads

DETACHMENT SEMPER FI CITIZEN AWARD

The Marine Corps League General Larry Oppenheimer Detachment recognizes with this award a public servant who demonstrates excellence in their delivery of services to their veteran communities in an outstanding voluntary, heroic, civil, or benevolent manner, or who have participated in and/or organized community activities that impact Marine Corps, FMF Corpsman, FMF Chaplain or the Marine Corps League veterans' families above and beyond.

MAX DEWEESE LIFETIME ACHIEVEMENT AWARD

Detachment Administrative Procedures / January 2020

Requirements

- *Presented to a MCL member for service to the veteran community.*
- *Special recognition, only one per year **IF** any at all.*
- *Write ups submitted to Awards Committee Chairman.*
- *Write up submitted by MCL member - August meeting same as MOY*
- *Applications reviewed and voted by the Awards Committee and Officers.*
- *Award presented at annual MCL Birthday Dinner / November Meeting.*



Certificate Reads

DETACHMENT SEMPER FI CITIZEN AWARD

MEMBER NAME is presented with this annual award which is recommended by the Detachment Commandant and Awards Committee to an honored Marine Corps League Member. *MEMBER NAME* is recognized for his Life Achievement of Patriotism, Dedication and Service to the United State Marine Corps, Marine Corps League Detachment and Community

Section M Detachment Marine Corps League Awards

Awards to be presented yearly. They will be based on previous fiscal year performance at the October MCL Detachment Meeting.

	<p>MCL Membership – awarded for every 5 Yrs. service</p>
	<p>Distinguished Service Bronze – 300 Service Hours</p>
	<p>Community Service Award – 100 Service Hours</p>

Section N MCL 1025 Detachment Uniforms

The Marine Corps League cover w/ Gold EGA is the minimum uniform item worn by members to be considered “in uniform.

THE COMMANDANT WILL PUBLISH THE UNIFORM OF THE DAY GUIDELINES FOR ALL MEMBERS BEFORE ALL DETACHMENT MEETINGS AND EVENTS FOR THE GENERAL LARRY OPPHENHEIMER DETACHMENT.

MCL UNDRRESS - SHORT SLEEVE - 1st April to 30th September - short sleeve white shirt, dress blue trousers

MCL UNDRRESS - LONG SLEEVE - 1st October to 31st March - Long sleeve white shirt with black tie and MC tie bar, dress blue trousers

Section O BYLAW / ADMIN PROCEDURE UPDATES

1. The Detachment Bylaws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the Membership voting at a Regular Detachment Meeting.
2. The proposed change must meet the following criteria to be considered by the Board of Trustees.
3. The proposal must be typed in the format that will be voted on. The Detachment Bylaw / Administrative Procedure Change Form must be used.
4. The proposal must be complete with the signatures of the submitting member(s)
5. The proposal must be submitted by the August Regular Detachment Meeting or the January Regular Detachment Meeting for review by the Detachment Bylaw and Admin Procedure Committee before being presented to the membership.
6. Submission of proposed revisions, amendments, or repeals shall be in the proper format and shall be in the exact wording intended. Submission can be sent via Email, Certified U.S. Mail, or by other carriers where Certified delivery may be verified. Receipt of the email submission will be acknowledged by the Detachment Judge Advocate.
7. To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact or have impact with any other Sections within the same document or the other document, the changed or corrected the wording of those Sections will be included in the single submission.
8. Copies of properly submitted proposed revisions, amendments and repeals shall be posted, without personal comment, in PDF format available for review and printing, to the Detachment membership no later than it is to be considered at a Detachment Meeting after the Board of Trustees have reviewed the request. Amendments to the Bylaws and Procedures shall be reviewed and brought to the floor in a timely manner.

9. When a proposed amendment is brought to the floor of the Detachment meeting for consideration and a motion is made relevant to the adoption thereof, that motion becomes a Main Motion, and as such the proposed amendment may be amended from the floor in accordance 2021 NATIONAL ADMINISTRATIVE PROCEDURES 13 Aug 2021 AP 10 - 5 with parliamentary law. Such amendments to the Main Motion, however, must be germane to the Main Motion and must not exceed the scope of the Main Motion.
10. The Detachment Judge Advocate shall have the authority to identify and, with the advice and consent of the Board of Trustees, correct errors in the Bylaws and Administrative Procedures that are deemed to be clerical in nature where the error is clearly evident to the committee and the correction shall make no material change to the intent, form, or function of the Bylaw or Administrative Procedure in question.
11. Each revision, amendment, or repeal of a provision of the Detachment Administrative Procedures or Bylaws that are approved at a Detachment meeting and does not provide for an effective date, the change will become effective upon the close of the Detachment meeting at which it is approved.
12. Note, that during the Board of Directors review process, the revision, amendment, or repeal of a provision shall be submitted to the Department Judge Advocate for review so there are no conflicts with Department or National Bylaws or Administrative Procedures.

Section P MCL MEETING - ORDER OF BUSINESS

- 1) Opening ceremony
- 2) Roll Call of Officers – QUORUM MUST BE PRESENT
- 3) Applications for membership
- 4) Balloting on applications for membership to be approved by a majority vote of those present and qualified to vote. Either a voice vote or secret ballot may be used.
- 5) Ceremony of Installation (Full or abridged form depending on size of Detachment, time, and circumstances)
- 6) Adjutant - Minutes of previous meeting
- 7) Correspondence
- 8) Report of Paymaster – Available; Current bank report(s), Investment report(s).
- 9) Report of any member or member's family sick or in distress
- 10) Report of Officers
- 11) Report of Standing Committees
- 12) Report of Special Committees
- 13) Unfinished Business
- 14) New Business
- 15) Ceremony of Installation of Officers.
(At the proper time of year according to the Detachment Bylaws & Procedures. NOTE: Installation meetings may be open to the public, if desired. If so, it is recommended that all regular business be omitted by a motion and the meeting adjourned following the opening ceremony)
- 16) Good of the League
- 17) Announcements
- 18) Closing Ceremony

NOTE: TO RECESS A MEETING: The chaplain will close the Bible. Sergeant-at-Arms will lead in a salute to the Colors and declare the meeting in recess.

TO REOPEN A MEETING: Sergeant-at-Arms will lead in a salute to the Colors. The chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting reopened for the conduct of Official Business.

Roberts Rules of Order Revised will govern in any case not covered by these By-Laws, the National By-Laws, the National Constitution, and the Detachment Administrative Procedures.

Bylaw & Administrative Committee Chair Date

Detachment Judge Advocate Date

Detachment Commandant Date

Administrative Procedures Revised at August 2023 by Membership vote on changes. Change was Uniform Section