2025 Edition

Marine Corps League

National Administrative Procedures

Approved 15 August 2025

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2025 NATIONAL ADMINISTRATIVE PROCEDURES

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MARINE CORPS LEAGUE

National Headquarters

15 August 2025

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Ref: 2025 Edition of the National Administrative Procedures

1. **Purpose**. These National Administrative Procedures provides guidance concerning the function and organization of the Marine Corps League. The primary goal of these Administrative Procedures is to supplement the National Bylaws and to ensure that the Marine Corps League is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws. Any past Editions of the National Bylaws and Administrative Procedures are hereby cancelled this date.

2. **Background**. At the 2025 National Convention held in Grapevine, TX, the National Administrative Procedures had changes in Chapters Two, Three, Six, Seven, Nine and Ten. Changes were also made in Enclosures (3) & (9). These changes were made to ensure that the Marine Corps League is following all local, state, and national legal requirements. These National Administrative Procedures state the responsibilities incumbent upon all Marine Corps League members and state the requirements that will ultimately facilitate the mission of the League.

3. **Goal**. The goal of the Marine Corps League National Administrative Procedures is to provide the Marine Corps League's leadership effective resources and guidance to ensure that detachments, departments, divisions, and the Marine Corps League are successful and relevant to the membership. These National Administrative Procedures and the Marine Corps League's National Bylaws set the specific guidelines and requirements for all Marine Corps League members to follow.

4. **Ratification**. These National Administrative Procedures' changes were presented to all members at the 2025 National Convention held in Grapevine, TX. There was a motion and a second by qualified delegates to accept and approve the National Administrative Procedures changes. Discussion phase was opened, and all questions or changes were made. The National

Administrative Procedures' changes were approved by majority vote of all members present at the 2025 National Convention on Tuesday, 12 August 2025.

5. Effective Date of National Administrative Procedures. These National Administrative Procedures were effective on 15 August 2025, the last day of the 2025 National Convention as required by the 2024 National Administrative Procedures, Chapter X, Section 10025.

6. **Reviewed and Approved:**

TJ Morgan
Chief Executive Officer
National Commandant

Russ Miller
Corporate Secretary
National Senior Vice Commandant

Bruce R. Rakfeldt
National Judge Advocate

DISTRIBUTION:
National Bylaws, Article XI, Section 1110

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CHAPTER ONE
General

Section 1000. Name and Purpose. The name of the body corporate is the **MARINE CORPS LEAGUE** and is a non-profit corporation incorporated by an Act of the Seventy-Fifth Congress of the United States of America at the First Session, begun and held at the City of Washington on Tuesday, the fifth day of January 1937, and approved 4 August 1937.

Section 1005. Location. The principle offices of the Marine Corps League shall be located at 3619 Jefferson Davis Highway, Suite 115, Stafford, Virginia 22554, or at such other place or places as the National Board of Trustees may select in the best interests of its membership.

Section 1010. Corporate Seal. The corporate seal of the Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis, Marine Corps League" within a border of two narrow rings, with a star centered between the words "**MARINE**" and "**SEMPER**" and a star between the words **"FIDELIS"** and **"LEAGUE."**

Section 1015. Policy

a. The supreme power of the Marine Corps League shall be vested always in its membership functioning through delegates at all National Conventions; executive and administrative powers only will be delegated to its BOT or to individual members of the MCL.

b. The Marine Corps League 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 subsection shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veteran's claims for justice arising from service in the Armed Forces of the United States of America.

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CHAPTER TWO
National Convention

Section 2000. Meetings. The National Convention shall be convened once each calendar year during the month of August unless prevented by national emergency or other unpreventable cause.

a. Effective as of 1998, the Convention shall be rotated within four (4) geographic sections of the country as follows:

   (1) Eastern Quadrant - consisting of New England, Northeast, and Mideast Divisions.

   (2) Western Quadrant – consisting of Rocky Mountain, Northwest, and Southwest Divisions

   (3) Southern Quadrant - consisting of Southeast and Southern Divisions.

   (4) Central Quadrant - consisting of Central and Midwest Divisions.

b. The division in each geographic quadrant can rotate hosting by division or compete at their choosing. If no bid is submitted by any division in the designated quadrant for the subject year, the next quadrant in the rotation becomes the host.

Section 2005. Time and Place. The time and place of each National Convention shall be decided by the registered members present at a National Convention two (2) years in advance, provided that, in an emergency, the present registered members may assign this duty to the National BOT. (Rev 2023)

a. In the event a detachment which has committed itself to host a convention (between conventions) decides not to host such convention, then the National BOT shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next convention.

b. Each detachment shall be provided written notification by the NED/COO of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the detachment's certification of authorized delegates and alternates to such convention.

c. At the time proposed National Convention bids and locations are presented to the Convention body for consideration, the chairman of the National Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in Section 265 and announce whether or not the National Convention Committee believes that the proposed locations are acceptable, and if not, why not. If more than one (1) bid is presented, the committee shall offer a ranking based on their site visits, airline accessibility, etc. (Rev 2025)

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Section 2010. Procedures. Immediately preceding the convening of each National Convention, the National Commandant and National BOT will determine and establish the sequence and procedure the business of the Convention shall be conducted, provided such determination is in conformity with the NBL and NAP.

Section 2015. Rules of Order. The NBL and NAP shall govern the procedure and conduct of each National Convention. The parliamentary authority for conventions shall be *Robert's Rules of Order Newly Revised,* in accordance with Section 425 of the NBL.

Section 2020. Registration

a. All approved and certified delegates, alternates, associates, and members will pay the approved registration and advance registration fees. Each properly registered attendee will receive a convention program. Advance registration fees must be accompanied by a properly executed official credential form and received at National Office not later than fifteen (15) days prior to the opening of the National Convention. Guests may pay the registration fee if desired.

b. Registration fees at the National Convention shall be six ($6.00) dollars. Advance registration fees shall be five ($5.00) dollars provided that such fee, accompanied by properly executed official credential form is received at National Office not later than fifteen (15) days prior to the opening of the National Convention.

c. In the process of registration, should a member's credentials as a detachment delegate or alternate be challenged by the Credentials Committee, the member's department commandant (or duly appointed representative in the absence of the member's detachment commandant) may authenticate the credentials of the members in question, providing that such action does not authorize more delegates and alternates than the detachment is allowed under provision of the NBL and NAP.

Section 2025. Credentials – Delegates, Alternates, & Members

a. Delegates, alternates, and members desiring to attend business sessions of a National Convention must possess a paid-up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

b. All members must wear the appropriate MCL cover. Any member not wearing the sanctioned MCL cover shall not be admitted to the official meeting unless otherwise authorized by the Chair under special circumstances. (New 2025)

c. Detachment delegates and alternates to the National Convention shall be determined on the basis of said detachment's membership on record at National Office as of 30 June immediately preceding the National Convention. The delegate voting strength of each detachment shall be as follow: for the first fifteen (15) regular members, one (1) delegate and one (1) alternate; for each additional full block of fifteen (15) regular members, one (1) delegate and one (1) alternate; for a partial number of fifteen (15) regular members, one (1) delegate and one alternate. However, no delegate strength of a detachment shall be

computed by including associate members or honorary members in such detachment's total membership.

d. Should a department or a detachment be in default of payments of funds from any source due the National Office as of 30 June prior to the National Convention, such fact shall be reported by the NED/COO to the affected detachment, and to the National Convention Credentials Committee. The credentials of that detachment's delegates and alternates shall not be approved unless settlement is made by the detachment's delegates at the convention site in cash, unless previously resolved.

e. A detachment which, as of 30 June immediately prior to the current National Convention, fails to report on Standard Transmittal Forms to the National Office that it has fifteen (15) or more members, the NED/COO shall report such fact to the National Convention Credentials Committee which shall not approve that detachment's delegates and alternates.

f. Notwithstanding the provisions of NAP Section 2025, d. above, no paid member in good standing may be deprived of his individual vote at a National Convention.

g. Delegate/alternate cards of a detachment may only be claimed by a registered member of that detachment.

Section 2030. Right to Speak. All registered delegates, when recognized by the Chair and not so expressly prohibited by the NBL, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered National Officer, Past National Commandant, department commandant, and member in good standing may be granted the floor by the Chair.

Section 2035. Voting

a. Except as otherwise provided in these Bylaws, a fifty (50) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.

b. Each delegate complying with NAP Section 2025 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the detachment's delegates does not exceed the detachment's membership strength. 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 voting strength, if that detachment submitted the names and paid for the appropriate number of delegates (one delegate per fifteen members).

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 Section 2035, e. below.

d. A department commandant, being a registered and approved delegate, or his registered and approved designee, in the department commandant's absence, may cast the full voting strength of the department, subject to the will of, and in the manner specified by the registered and approved delegates present from the department.

e. In the event of a challenge by a registered delegate to the stated vote of his department, the roll call vote of each detachment of said department shall be called. Upon the calling of each detachment so registered, a delegate of each detachment shall rise, if not restricted by physical impairment, and identify himself as a registered delegate, authorized to cast the vote on behalf of that detachment.

Section 2040. Nominations

a. Each nomination for an elective National Office shall be made from the floor no later than the day preceding the day on which the elections are to be held. Each nominee shall be a regular member in good standing in the MCL at the time of his nomination. Each nominee, when called upon, shall rise, if not restricted by a physical impairment, and state to the Chair that if elected, he will accept the office and serve loyally, faithfully, and to the best of his ability during the term to which elected.

b. A division whose National Vice Commandant's term is expiring, shall caucus prior to the time of nominations and select its nominee, presenting the name of that nominee when Division National Vice Commandants' nominations are called for. Said nominee must:

(1) be on the floor at the time of nomination,
(2) be a member in good standing,
(3) primarily reside in that division throughout their term of office, and
(4) reside in the United States (Rev 2025)

c. A division whose Assistant Division Vice Commandant's term is expiring shall caucus prior to the time of nominations and select its nominee, presenting the name of that nominee when Assistant Division Vice Commandants' nominations are called for. Said nominee must:

(1) be on the floor at the time of nomination,
(2) be a member in good standing,
(3) primarily reside in that division throughout their term of office, and
(4) reside in the United States (Rev 2025)

Section 2045. Elections

a. The election of National Officers shall be the last order of business of the National Convention. The election of the National Commandant, National Senior Vice Commandant, National Junior Vice Commandant, and National Judge Advocate shall be conducted in this order by a roll call vote. Following this procedure, the election of Division National Vice Commandants and Assistant Division Vice Commandants shall be conducted by acclamation.

b. Before voting begins, the National Commandant shall select two (2) Past National Commandants and two (2) past department commandants to supervise voting and correctly tally the votes cast. Two (2) shall act as tellers and two (2) as judges.

c. The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "election of officers." Upon such announcement, the Chair 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 Chair, 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 votes cast is required to elect National Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed ten (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.

Section 2050. Installation. The installation of National Officers shall be conducted with formal ceremony at the choosing of the National Commandant. The National Commandant elect shall select the installing officer who shall be the outgoing National Commandant or a Past National Commandant. The National President of the Ladies Auxiliary elect shall select the installing officer who shall be the outgoing National President of the Ladies Auxiliary or a Past National President of the Ladies Auxiliary. The installing officers shall select necessary aides.

Section 2055. Stenographic Expense. The stenographic expense, including recording the proceedings of the National Convention, shall be borne by the National.

Section 2060. Conventions Administrative Committees

a. The National Convention Administrative Committees shall be Credentials, Bylaws, Resolutions, Rules and Standing Committees.

b. The National Vice Commandant of each division shall forward to the National Commandant, no later than 1 July prior to each National Convention, the name of one (1) member of his division who plans to be at the National Convention for each of the three Administrative Committees. If no names are submitted by the aforementioned date, the National Commandant will then recommend whom he/she deems appropriate to fill that position with the approval of the BOT.

c. So far as is possible, the National Commandant will appoint one (1) member of each division to serve upon each National Administrative Convention Committee, notifying each appointee of the selection and further shall appoint a Chairperson of the committee in order to call the first meeting and organize the committee business, as appropriate. Should there be a division within any committee upon any proposal the minority shall have the privilege of stating the reasons for their position after the Committee Chairman's report on such proposal.

d. The duties of the National Convention Administrative 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 National Convention,
(d) disapprove the credentials of delegates NOT in good standing at the time of the National Convention.

(2) Bylaws Committee shall receive and consider all properly submitted National Bylaw and National Administrative Procedure changes complying with the requirements of the NBL and NAP. The Committee, by a majority vote, shall either recommend to "approve" or recommend to "reject" a bylaw or administrative procedure change to the Convention membership. The Committee Chairman will report the committee's recommendations upon such changes to the National Convention for its consideration and action.

(3) Resolution Committee shall receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the NBL and NAP and may offer resolutions on behalf of the committee deemed by the committee to be advisable and necessary. The committee, by a majority vote, shall either approve or disapprove all properly registered resolutions considered by the committee. The Committee Chairman will report the committee's recommendations upon such resolutions to the National Convention for its consideration and action.

(4) Rules Committee shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revision thereof, for recommendation to the Convention for application during that specific Convention.

Section 2065. Bids for National Convention. Any detachment and/or the National Conventions and Conferences Committee, may make a formal written bid for a National Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the National Director of Convention Committee a maximum of three (3) years and a minimum of two (2) years prior to that National Convention Committee meeting at which consideration is desired. All bids must be received no later than 30 May, two (2) years prior to the requested year to host a National Convention. All formal written bids must include the following minimum requirements:

a. A resolution approved at a regular meeting of the bidding detachment signed by the detachment commandant and adjutant/paymaster inviting the MCL to hold its National

Convention in their city no less than two (2) years after the date of consideration. If their bid is accepted, the detachment shall submit itself to the control, supervision, direction and guidance of the National Director of Conventions and his committee and will cooperate in every way, making no contracts or agreements of any nature with anyone without the prior approval of the National Director of Convention Committee. All monies which are the property of the MCL National Office, collected prior to and during the National Convention in their city, will be turned over to the NED/COO no later than the conclusion of that National Convention.

b. A resolution of the department convention of which the bidding detachment is a part approving the bid and assuring the MCL of the department's full cooperation. If a department does not approve the detachment's bid, it must substantiate its position in writing.

c. Written detail of all entertainment activities with estimated cost of each event and estimated cost of activities ticket.

d. Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guests to and from normal transport terminals.

e. Assurance of a convenient National Command Post and Information Center.

f. Letters over the signatures of the host city Mayor or Manager and the Executive Officer of the Chamber of Commerce inviting the MCL to their city and assuring their full cooperation.

g. Letter from proposed host city Hotel-Motel Association or individual Hotel-Motel Manager detailing accommodations available, and assurance of full cooperation as follows:

(1) An adequate and acceptable complimentary hall to accommodate the joint opening session, complimentary meeting rooms for Marine Corps League Auxiliary, Fleas, Military Order of the Devil Dogs (MODD), memorial service, banquet (with dancing), and committee conference rooms;

(2) Adequate accessible registration room that can be secured, free of interference for the full period of registration;

(3) Complimentary suites for the National Commandant, The Chief Devil Dog, and the National President of the Marine Corps League Auxiliary (MCLA). Complementary rooms for the NED/COO of the MCL; Executive Director of the MODD; the Executive Secretary of the MCLA; for the Guest of Honor and Aide; and for the National Convention Chairman;

(4) Total available rooms with convention rates, both single and double;

(5) Choices of special luncheons, dinners, and banquet with convention prices.

h. Assurance to the detachment, department, and National Convention Corporation of such other reasonable assistance as is deemed advisable and necessary by National Director of Conventions Committee.

i. Convention hotel-motel will be wheelchair accessible and be eligible to display the international wheelchair symbol (See enclosure one (1)).

(1) That all public in-house restaurants, bars, cocktail lounges, nightclubs, restrooms, etc., be wheelchair accessible.

(2) Five percent (5%) of all hotel/motel rooms will be wheelchair accessible, with a minimum of ten (10) rooms.

(3) Whenever possible, one handicapped/paralyzed member will be on the National Director of Convention Committee's inspection tour of the OFF-SITE Special Events and Tours. Activities that are accessible to the handicapped/paralyzed will be identified by the wheelchair symbol (see enclosure one (1)). All correspondence will indicate if the event or tour can accommodate the handicapped/paralyzed.

(4) The above conditions apply to all MCL meetings, National BOT, division conferences, and department and/or staff meetings.

j. A department may bid for the National Convention by fulfilling all requirements listed in this section. The jurisdictional Division National Vice Commandant shall approve or disapprove the department's bid. Should the bid be disapproved, the reasoning must be substantiated in writing.

k. The National Director of Conventions must certify in writing to the National JA that all convention bids that are to be considered by the National Convention have complied with Section 2065 of the NAP; however, a detachment or a department, if it desires, may make additional presentations to the convention body prior to any recommendation being made to the Convention by the National Director of Convention Committee.

l. The National and/or Local Convention Committee shall not permit any detachment, department, auxiliary unit, individual or group of individuals or itself, to engage in the sale of military or MCL related merchandise in, on or about the convention site, without the expressed approval of the NED/COO or the National Merchandise Manager.

Section 2070. Convention Corporation. The department or detachment selected to host a National Convention shall, within ninety (90) days after approval and under the supervision of the National Director of Conventions, furnish National Office with two (2) copies of their State approved incorporation papers as the 20__ Marine Corps League Convention Corporation, as well as the Articles of Incorporation, and shall thereafter submit to the National Director of Conventions Committee monthly progress reports detailing development of Convention plans and programs.

2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER THREE
National Staff

Section 3000. Composition of National Staff. The National Staff Officers shall be comprised of the National BOT, Assistant Division Vice Commandants, appointed National Staff Officers, committee chairmen, liaison officers, and Past National Commandants. The national staff roster will consist of the National Staff Officers, Past National Commandants, and the Department Commandants.

Section 3005. Powers. The power and authority of the National Staff shall be the same as that of the National BOT, except that Assistant Division Vice Commandants, staff officers, committee chairmen, liaison officers, the Past National Commandants, and Department Commandants' Councils shall have no vote and shall not be considered in determining a quorum for National BOT meetings.

Section 3010. Duties – Staff Officers. The National Staff Officers shall acquire a working knowledge of the NBL and NAP of the MCL and shall act as assistants to the National BOT with individual specific duties.

Section 3015. National Executive Director/Chief Operating Officer shall:

a. Be employed by the National BOT and shall be directly responsible to that body. He/she shall be the NED/COO of the MCL with the responsibility for the management and direction of all programs, activities, and affairs of the MCL. Providing assistance to all committee and staff officers as requested. All matters which are under the jurisdiction of the National Judge Advocate (NJA) (NBL, Article VI, Section 625, d., applies), must be referred to the NJA. In addition, all matters concerning the following must be referred to the NJA with a copy to the National Commandant without personal comment:

   (1) Request for interpretation of the NBL and NAP.

   (2) Disagreements of any nature referred to the MCL for adjudication by member(s) of the MCL, subsidiaries or subordinate groups (NBL, Article Six, is applicable).

b. Be responsible for the employment, supervision, termination of employment, and the determination of compensation of the National Office's staff members and supporting personnel within approved budgetary guidelines as determined by the National BOT. The termination of all National Staff Officers appointed by the National Commandant, must be approved by the National BOT.

c. Perform all the ordinary and necessary business of the MCL, including the approval of purchase orders for materials and services; attend to normal business operations within the bounds of budgetary limitations and guidance as provided by the National BOT.

d. Bring to the attention of the National Commandant and/or the National BOT all matters of extraordinary expense, significance, or importance, and where appropriate or otherwise

required by other provisions of the NBL & NAP, obtain approval through mail, e-mail, or telephone vote of a majority of the National BOT, prior to the execution of such matters.

e. Be responsible for the editing, printing, publication, and distribution of the Marine Corps League's national publication.

f. Maintain copies of the minutes of all National Conventions, board meetings, and perform such other duties as are usually assigned to a Corporation Secretary. See NBL Section 630 §c..

g. Within ninety (90) days following each National Convention and each meeting of the BOT, a brief summary of the minutes showing actions and decisions affecting the NBL & NAP, and policy will be posted on the National Library.

h. The opinions and rulings made by the National Judge Advocate will be posted on the National Library.

i. Receive and review all national committee reports and correspondence, and, where appropriate, forward copies to the National BOT for information, consideration, or concurrence.

j. Perform such other duties as may be assigned by the National Commandant and/or the National BOT.

k. Surrender to the duly appointed successor all MCL books, records, and other property with which the office is charged.

l. Not hold any other position on the National Staff.

m. Distribute to each living Past National Commandant material sent to the National BOT and departments.

n. Conduct a census of the total membership of the MCL for the purpose of determining delegate and alternate delegate entitlement for the ensuing annual National Convention. Such census shall be conducted effective 30 June, annually, and at such other times as determined by the National BOT.

o. Cause to be kept all proper and necessary books for the recording of all the business of the MCL, including a correct record of all membership accounts.

p. Receive all monies, keeping a record of their source and purpose, and shall deposit said monies, in approved and federally insured accounts (checking, savings accounts, or money market), and non-federally insured investment accounts. All monies deposited shall be in the name of the MCL only.

q. Establish the fiscal year for the MCL for financial accounting purposes annually from 1 July to 30 June and provide such assistance necessary to the CPA to ensure that the annual

audit of the MCL will be completed on or before 15 October of said calendar year. CPA report must be given to the board treasurer on or before 1 November of said calendar year.

r. Cause the agency or firm that conducts the annual audit to include a statement or comment advising of deficient procedures and/or, based on experiences of other business practices, include such recommendations for improvement in techniques, practices, or general management as may be appropriate.

s. Maintain adequate inventories of office supplies and merchandise, receive all invoices for services and material(s), and cause payment for all authorized expenditures. An inventory of merchandise will be conducted in conjunction with the 30 June CPA audit.

t. Supply the National Credentials Committee with a complete record of all detachment's strength, allowed on the basis of each detachment's membership strength as received at National Office as of 30 June annually.

u. Will be responsible for setting the retail prices of merchandise.

Section 3020. **National Bookkeeper** shall:

a. Issue invoices and track all incoming invoices, travel expenses, deposits (credits), debts and help comptroller.

b. Maintain books and create files for CPA to file taxes and audits.

c. Work with NED/COO and Office Manager to provide legal documents to IRS and corporate status.

d. Signatures for checks requires a minimum of two signatures on all checks (no stamps allowed). Signatures allowed are NED/COO, Office Manager, National Comptroller, and Assistant National Comptroller.

Section 3025. **National Comptroller** shall:

a. Administer the allocation of funds for National Office, National Committees, National Programs, and all other expenditures in the National Budget approved by each National Convention.

b. Assure that all funds received by National Office are deposited in the General Fund Account and identified for specific use by accounting procedures on the General Ledger of the MCL.

c. Be responsible for disbursing all funds of the MCL. In the Comptrollers absence, and upon approval of the National Commandant, the Comptroller may designate an alternate to sign checks. The Comptroller may place in certificates of deposit or into investments approved by the National BOT such funds as are pre-determined to be in excess of the current cash operating needs of the organization.

d. Prior to the opening of the National Convention, advise the National Credentials Committee of any indebtedness to National Office by any detachment or department of the MCL; provided as of 31 July preceding the National Convention such indebtedness is in default in excess of thirty (30) days.

e. Not to make, nor permit to be made any expenditure of MCL funds in excess of those specifically provided by the annual budget adopted by each National Convention but shall refer such proposed excessive expenditure to the attention of the National BOT. If such proposed expenditures of MCL funds are approved by a two-thirds (2/3's) vote of the full membership of the National BOT, such expenditures may be made. Any officer or member making such expenditures in violation of this provision shall be subject to disciplinary action in accordance with the provisions of the NBL & NAP.

f. Initiate the fiscal year of the MCL on the first day of July for accounting purposes only.

g. Ensure oversight of all monetary funds and investments and monitor all checking and payroll accounts.

h. Surrender to the duly appointed successor all MCL books, records, and other property with which the office is charged.

i. Review with the CPA, its report for accuracy, make any revisions deemed necessary and deliver accepted report to the NED/COO on or before November fifteenth (15th) of said calendar year.

Section 3030. **National Auditor** shall:

a. Be directly under the control of and answerable to the National BOT.

b. As directed by the National BOT, closely observe and thoroughly review all financial operations, financial affairs and financial records of the MCL and all of its subsidiaries and subordinate organizations, groups, and activities.

c. Appoint such audit committee members, with the approval of the National BOT, as may be necessary to perform the duties and tasks assigned.

d. Perform such other duties which are directed by the National Commandant or the National BOT.

Section 3035. **National Chaplain** shall:

a. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the NBL & NAP of the MCL.

b. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service at each National Convention, including in such ceremony representatives of those subsidiaries that are appropriate. Memorial service shall include a list of MCL members who have died during the past year

which will be either READ ALOUD or WRITTEN in "program book" form to be distributed to those in attendance or as a single scroll type Honor Roll prominently displayed at the Memorial Service site.

c. As the National Chaplain receives notification of a MCL member's demise, he will forward that information to the Executive Editor of Marine Corps League's National Publication to be listed in the next issue in the section entitled "TAPS."

Section 3040. **National Director of Conventions** shall, as Chairman of and with the National Convention Committee, perform those duties as follows:

a. **National Conventions Committee**

(1) The National Conventions Committee shall consist of four (4) members. The National Director of Conventions shall be the Chairman of the National Conventions Committee.

(a) The first two shall be appointed by the National Commandant with the advice and consent of the National Board of Trustees. One of the two will be the National Director of Conventions.

(b) One member shall be a representative appointed by the Military Order of the Devil Dogs Chief Devil Dog.

(c) One member shall be a representative appointed by the Marine Corps League Ladies Auxiliary National President.

(d) Additionally, the Jurisdictional National Vice Commandant in whose area the ensuing National Convention is to be held will serve as an adviser. The local Convention Chairman for (Department or Detachment) and the local Ladies Auxiliary will also serve as advisers.

(2) The Committee and its Chairman shall:

(a) Be responsible to the National Commandant and the National BOT for all planning, arrangements, control, administration, and the final successful conclusion of all National Conventions.

(b) The Local Convention Chairman shall submit to the National BOT, no later than 31 January following the Convention, a written report of the Convention. The report shall contain:

1) A statement certifying that all bills have been paid.

2) A financial accounting of the Convention Book

3) The total number of rooms (living units) utilized.

4) The number of people attending each social activity.

5) The attendance at the banquet.

6) Identify problems encountered and if resolved.

7) Appropriate remarks as may be of assistance or interest to subsequent Convention Committees, or the National BOT.

(c) The Local Convention Chairman shall be responsible for selling ads locally and submitting all ads and monies to National Office. National Office will be responsible for the collection, creating, editing, and publishing of the program book. Distribution of profits from ads sold will be according to the MCL SOP on National Convention Advertising Book.

(d) Receive, consider, and report its recommendations to the Convention on each bid for a National Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 2065 of the NAP.

(e) The National Protocol Officer shall be consulted on protocol prior to and during meetings of the National Staff and National Conventions. The recommendations of the National Protocol Officer shall be adhered to as is practicable.

Section 3045. **National Chief of Staff** shall perform as a Staff Officer, coordinating staff functions as assigned by the National Commandant and assuming other administrative tasks as required. (Rev 2024)

Section 3050. **National Editor Marine Corps League Publication** shall; under the direction of the NED/COO, have supervision and control of the editing and printing of the MCL publications.

Section 3055. **National Director of Veterans Service** shall:

a. Be employed by the National Office of the Marine Corps League and be responsible to the National Commandant and NED/COO for the performance of his/her duties.

b. Become acquainted with the Federal Laws and with their interpretations and applications, and with the regulations and interpretations of federal regulations of governmental agencies and other institutions within the framework of service to veterans.

c. Prescribe training, practices, and instructions for detachment and department service officers and National Veteran Service Officers. (See Section 3065)

d. Assist Marine veterans, and veterans of all U.S. military services upon request, and their dependents, widows or widowers, in securing the benefits provided by law and regulations.

e. Oversee all U.S. Department of Veterans Affairs (VA) activities of the MCL. (Rev2024)

f. Supervise all Veterans Service Officers (VSO) accredited by the MCL.

g. Prepare and amend when necessary, such regulations, instructions, or procedures as may be required to affect a viable National Service Program, including the publication and distribution of same.

h. Certify the names of VSO's who have been selected by the MCL departments and detachments.

i. Participate in National Association of County Veterans Service Officers (NACVSO) conference and one (1) class to network and keep current on VA activities. (Rev 2024)

j. Conduct such workshops or training seminars as may be appropriate toward the improvement and to meet reaccreditation requirements of all VSO's, national, department, and detachment.

k. Perform such other duties as may be prescribed from time to time by the National BOT or the NED/COO.

Section 3060. National Accredited Veterans Service Officer (VSO) (Authorized to wear Gold Cover (Rev 2025)) As a National Accredited VSO, you must have the approval of the VA to gain access to the VA intranet to process claims that are forwarded or presented to you by a Detachment/Department Service Officer. You will be expected to complete all paperwork and follow up with the veteran at all stages of the process and provide quarterly reports of cases you are processing. To serve as a National Accredited VSO, you must: (Rev 2024)

a. Provide a letter from your department commandant to the National Director of Veterans Service recommending you for the position of National VSO. (Rev 2024)

b. Be a MCL Regular Member or Associate Member who is a U.S. Armed Forces Veteran with approval from the National Executive Director. Member must be in good standing for not less than 12 months who functions either full-time in veteran's service work or part-time as a MCL volunteer. If not a member of the MCL, is a full-time employee of the MCL National Headquarters or is an employee of a state or county government agency of veteran's affairs whose primary accreditation is to the state or county. The MCL may also cross-accredit a member of another Veterans Service Organization who functions full-time in veteran's service work. (Rev 2025)

c. Complete VSO training and provide resume of prior experience. (Rev 2024)

d. Complete VA Form 21, *Application for Accreditation as Service Organization Representative.* (Rev 2024)

e. Secure a VA Regional office or consolidated work site to meet with claimants, provide hours and contact information. (Rev 2024)

f. Send all the above to the National Director of Veterans Service (MCL National Office). (Rev 2024)

g. Complete Training, Responsibility, Involvement and Preparation of Claims (TRIP) training and provide the certificate of completion to the National Director of Veterans Service. (Rev 2024)

h. Pass a background check by the U.S. Office of Personnel Management. (Rev 2024)

i. Provide quarterly reports of contact with veterans and their progress to the department and National Director of Veterans Service to maintain your accreditation. (Rev 2024)

j. Perform an annual audit/financial review when any grants or monies are received and provide copies of the audit/review to the department and National Director of Veterans Service. (Rev 2024)

k. Complete all assigned continuing education training every three (3) years and send copies along with a new VA Form 21 to the National Director of Veterans Service. (Rev 2024)

l. Assist the National Director of Veterans Service in continuing education classes for the detachment/department. (Rev 2024)

m. Follow the policies and procedures prescribed by the VA and the MCL. (Rev 2024)

Section 3065. Detachment/Department Service Officer (DSO) (Not a National Position) As a DSO, you have immediate access to a group of qualified veterans who may rate VA Benefits. That group is your detachment: all are honorably discharged (or general under honorable conditions) Marines and FMF Personnel who wear or have worn the Eagle, Globe and Anchor who deserve to have all their benefits explained to them. The DSO is important to the success of the MCL Veterans Service Program, but your role is limited. To serve as a DSO, you must: (Rev 2024)

a. Provide a letter from your detachment/department commandant to the National Director of Veterans Service recommending you for the position of DSO. (Rev 2024)

b. Be a member in good standing of a detachment/department. (Rev 2024)

c. Have a fundamental understanding of both Federal and state benefits for veterans, dependents, and survivors, and the VA claims process. (Rev 2024)

d. Connect with a MCL, county, or state VSO who holds an accreditation or cross accreditation with the MCL to process your veterans' paperwork. (Rev 2024)

e. Ensure you are on the mailing list for county and state veterans job fairs, veterans outreach programs and workshops, as well as education and job opportunities for veterans. (Rev 2024)

f. Create a library of pertinent VA forms and meet regularly with your detachment members to determine their individual needs. (Rev 2024)

g. Ensure that your detachment/department commandants are aware of your need to maintain a training program and establish a budget that will allow you to complete continuing education to maintain currency in veterans' benefits. (Rev 2024)

h. Follow the policies and procedures prescribed by the VA and the MCL. (Rev 2024)

i. Direct VA benefits questions to a MCL National VSO or the National Director of Veterans Service. (Rev 2024)

Section 3070. **National Historian** shall, under the direction of the National BOT, assemble and maintain a record of the Marine Corps League's history of achievements.

Section 3075. **National Sergeant at Arms** shall preserve order at National Conventions and Conferences. The National SAA shall also serve as the National Protocol Director so as to establish our organization as one that is defined by a good sense of decorum, etiquette and cross-cultural respect, and perform such other duties as are required by the National Commandant. (Rev 2024)

a. The National SAA is empowered to deputize such Deputy Sergeants at Arms as may be necessary for the proper performance of their duties and; (Rev 2024)

(1) Develop policies and procedures with the advice and consent of the National Commandant and Board of Trustees for the effective performance of the duties of National SAA and Deputy Sergeants at Arms. (Rev 2024)

b. The National SAA shall aid the National Commandant and Board of Trustees in the selection of a National Protocol Officer who shall work with the National SAA to: (Rev 2024)

(1) Coordinate with the National Director of Events & Veteran's Affairs to see to the needs of visiting dignitaries, their aides, and assistants as related to local transportation, accommodations, and escort personnel. (Rev 2024)

(2) Select additional temporary assistants as necessary to aid the National Protocol Officer during national level events. (Rev 2024)

(3) Develop policies and procedures with the advice and consent of the National Commandant and Board of Trustees for the effective performance of the duties of the National Protocol Officer and any temporary assistant protocol officers. (Rev 2024)

Section 3080. **National Director of Public Relations** shall act as the public relations, press officer, and outreach for the National Organization. Act as Committee Chairperson for the National Public Relations Committee and its members approved by the National Commandant and the National Board of Trustees. Shall perform such other duties as are assigned by the National Commandant. (Rev 2024)

Section 3085. **National Liaison Officers** shall maintain close contact with the Department of the Navy, the United States Marine Corps, and all veteran unit organizations or associations of the Marine Corps; assist and promote coordination and cooperation between the League and the United States Marine Corps and the Department of the Navy; become acquainted with and inform the League, through the National Commandant, with the ways and means by which the MCL can render aid and assistance to the Naval and Marine Corps establishments, and aid and assist the National Commandant in accomplishing the purpose of the League. Such other National Liaison

Officers as are indicated may be appointed with specific instruction as to duties from the National Commandant and/or the National BOT.

a. **Military Order of the Devil Dogs (MODD).** The National Commandant will appoint one (1) member of the Military Order of the Devil Dogs (recommendation made by the Chief Devil Dog) for the explicit purpose of attending National BOT Meetings and reporting back to the MODD. The purpose of this is to bring a closer relationship between the MCL and the MODD. Sections 3000 and 3005 of this Chapter applies.

Section 3090. National Legislative Officer. It shall be the duty of the National Legislative Officer:

a. To chair the National Legislative Committee.

b. Maintain contact with the Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines, FMF Navy Personnel and veterans.

c. Keep the National Staff informed of recent and currently pending actions related to veterans' affairs with the Legislature.

d. To present resolutions, emanating from National Legislative Committee, prepared for the MCL for submission to the Legislature.

Section 3095. National Center for Development and Civic Engagement (CDCE) Representative. It shall be the duty of the National CDCE Representative to:

a. Maintain contact with the VA CDCE staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the CDCE program. (Rev 2024)

b. Promulgate the objectives of the CDCE program and cultivate the interest of constituent departments, detachments, and subsidiary units in their participation in the CDCE Program at hospitals within their locale.

c. Receive recommendations from detachments and departments, of members willing to serve in the CDCE Program, and, as appropriate, request CDCE certifications for required representatives and deputies.

d. Provide written guidance and instructions to department and detachment CDCE Chairmen and CDCE workers in the proper conduct of their functions related to the CDCE program and establish standards for required reports.

e. Receive and compile comprehensive CDCE program activity reports from the various participating departments and detachments and provide copies to the National BOT and VA. (Rev 2024)

f. Request each division assign a CDCE representative who in turn will be the liaison for each department and detachment. Provide training material to all MCL CDCE volunteers in each division. Track and follow-up prior to Convention each divisions volunteer hours and

with the division liaisons and CDCE committee chairperson select the recipients of the MCL CDCE awards as outlined and prescribed in enclosure four (4) of the NAP. Submit an annual report as described above to the National BOT for each National Convention.

g. Attend annual CDCE meetings conducted by the VA for the representatives and deputies of participating organizations within the approved budget. (Rev 2024)

Section 3100. National Parliamentarian. It shall be the duty of the National Parliamentarian to serve as a consultant to advise the National Commandant and other officers, committees, and members on matters of parliamentary procedure. The parliamentarian's role during a meeting is purely an advisory and consultative one; since parliamentary law gives to the chair alone the power to rule on questions of order or to answer parliamentary inquiries.

Section 3105. Standing Committees and Duties. The National Standing Committees and their duties are as follows:

a. **National Budget and Finance Committee.** It shall be the duty of the Budget and Finance Committee to hold such hearings with officers and delegates as it may deem necessary, to prepare and present to the Mid-Winter Staff Meeting and Convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

b. **National Americanism Committee.** The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the MCL. (See enclosure two (2) for guidelines.)

c. **National Uniform Committee.** The Uniform Committee shall have the duty of testing and studying present emblem and uniform items and articles, recommending changes or additions thereto; identifying an acceptable source of supply and to formulate and present to the National Convention recommendations for changes or additions to existing uniform regulations. (See NAP enclosure three (3) for uniform regulations.) The Committee shall also review photographs submitted to the national magazine for uniform compliance prior to the publication of each iss-ue.

d. **National Awards and Citations Committee.** Shall have the responsibility of recommending to the National Staff, awards and citations for use by the MCL. All recommendations for National Awards (unless specified in another manner) will be referred to the Committee which shall certify that the recipient is worthy of said award. The Committee shall have a Chairman and at least three (3) other members. (See enclosure four (4) for guidelines.)

e. **National Legislative Committee.** Shall be chaired by the National Legislative Officer and consist of additional members as appointed by the National Commandant with the advice and consent of the BOT. This committee is charged with the responsibility to:

(1) Study all legislation of benefit to the Nation and veterans.

(2) Arrive at recommendations to be submitted to the National Staff and the National Convention concerning advisability of endorsing support or urging rejection of pending legislation affecting veterans' affairs.

(3) Study and develop resolutions, as deemed necessary, sponsoring legislation beneficial to the protection of the Nation, the United States Marine Corps, and veterans.

(4) Prepare such resolutions mandated by the National Convention requesting specific legislative actions of the Congress.

f. **National Ways and Means Committee**

(1) The National Ways and Means Committee shall be comprised of a Chairman, a Vice Chairman and up to five (5) additional members.

(2) Shall have the duty of communicating with the Corporate Community (both defense related and non-defense related corporations and organizations, to secure corporate involvement, sponsorship and support of the United States Marine Corps and Veteran Marines, through the programs of the MCL.

g. **National Marine of the Year Society**

Refer to the National Marine Corps League website for Standard Operating Procedures and Nomination Letter Guidelines. (Rev 2025)

h. **National Associate Member of the Year Society**

Refer to the National Marine Corps League website for Standard Operating Procedures and Nomination Letter Guidelines. (Rev 2025)

i. **Honorary Past National Commandants (HPNC)**

1. The title Honorary Past National Commandant may be awarded by the National Convention only.

   a. The title Honorary Past National Commandant may be bestowed upon a Regular Member of the MCL who has, over an extended number of years, performed conspicuous service to the MCL on a National level for the benefit of all divisions, departments, detachments, and members of the League.

   b. Recommendations shall be made in writing to the National Resolutions Committee in accordance with their rules, except that the resolution shall be referred to the PNC Council for review and comment.

2. Marines and FMF Navy Personnel that have been awarded the title Honorary Past National Commandant may wear the gold cover with a white crown of a Past

National Commandant, with the lettering **"HONORARY PAST NATIONAL COMMANDANT"** and the year awarded inscribed on the right side, parallel to the headband.

3. An Honorary Past National Commandant is not, by virtue of the title, a member of any committee or board of the MCL.

j. **Bylaws and Administrative Procedures Committee.** Shall receive and consider all proposed changes of the Bylaws and Admin Procedures properly submitted in accordance with the requirements of the NBL & NAP. The Committee, by a majority vote, shall either approve or disapprove all properly registered National Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the National Convention for its consideration and action.

1. The Committee will be comprised of up to six (6) members and a Chairman.

Section 3110. Advisory Councils and Duties. The Advisory Councils and their duties are as follows:

a. **Past National Commandants' Council.** The Past National Commandants' Council, an integral part of the National Staff, composed of all Past National Commandants and chaired by the Junior Past National Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the National BOT. It shall be the general duty of this Council to:

(1) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National BOT through the Council Chairman.

(2) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and/or system for recommendation to the National BOT for its consideration.

(3) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.

(4) Can collect or receive donations to support its objectives, i.e., grave markers for deceased Past National Commandants.

b. **Department Commandants' Council.** The department commandants' council, an integral part of the National Staff, composed of all department commandants and chaired by the National Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the National BOT. It shall be the general duty of this council to:

(1) Study ways and means toward stimulating growth, both in membership and stature of the MCL and the enhancement of administrative and command relationship between the National Office, National BOT and other components.

(2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the MCL, its growth, the enhancement of components, National Office and the National BOT.

(3) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National BOT through the Council Chairman.

(4) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures, and systems for recommendation to the National BOT for its consideration.

(5) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at the call of the National Senior Vice Commandant, following which a Council report will be rendered.

Section 3115. Appointed Officers, Chairmen, and Committee Members Term. All appointed National Officers, committee chairmen and committee members shall, unless specified to the contrary in the NBL or NAP, serve at the pleasure of the National BOT. Appointees shall surrender to the duly appointed successor all MCL books, records and other property with which the office or person is charged.

Section 3120. National Board Voting. Each National Board Member shall have one (1) vote. There shall be NO proxy voting. The National Judge Advocate shall abstain from voting on all matters wherein an official opinion has been rendered by the National Judge Advocate. Between National Conventions, the National BOT is empowered to conduct business at any regular or special meeting, by e-mail, teleconferencing, or telephone.

a. All regular or special business meetings requiring a YES or NO vote shall be handled routinely by the National Chief Recording Secretary or the National Chief of Staff. The National Chief of Staff will call each National BOT name for their respective YES or NO vote. The National Recording Secretary or the designated recorder will record each BOT member's vote. If a BOT 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 National Recording Secretary or the National Chief of Staff. The National Chief of Staff will call each National BOT name for their respective YES or NO vote. The National Recording Secretary or the designated recorder will record each BOT member's vote. If a BOT 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 NED/COO, calling each board member, identically stating the questions to be considered, and asking for a YES or NO vote. The NED/COO 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 National BOT 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 NED/COO 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 National BOT member.

d. All business conducted by email requiring a YES or NO vote shall be handled routinely by the National Recording Secretary or the National Chief of Staff. An email will be generated with the subject for discussion to all National BOT 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 BOT member can likewise "Reply All" to second the motion. Any Board Member may "Reply All" for discussion. Upon having a motion and a second, the National Commandant can call for a vote using "Reply All" in the email chain. Each BOT Member votes YES, NO, or ABSTAIN by "Reply All" in the email chain. The National Recording Secretary or designated representative will tally all votes and "Reply All" with the tally information. If a Board of Trustee 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 National BOT within five (5) business days after completing the vote.

Section 3125. Expenses. The Marine Corps League shall reimburse the National BOT (and others as determined by the BOT) for expenses incurred in attending the Mid-Winter National Staff Meeting, provided said expenses do not exceed the amount budgeted in the National Budget.

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2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER FOUR
Divisions

Section 4000. Formation. To obtain more effective administrative functioning, the United States is divided into geographical units called Divisions.

Section 4005. Powers. The function of divisions is administrative only. No division will adopt bylaws or assess dues. Only expenses authorized in advance by the National BOT for a division will be paid by the League. The duties and authority of the National Vice Commandants of Divisions and the National Assistant Division Vice Commandants are covered in the National Bylaws, Article VI, Section 625 §e. & f..

Section 4010. Division Alignment. The divisions of the Marine Corps League are:

a. **New England Division**	Maine, New Hampshire, Vermont, Massachusetts, Connecticut, Rhode Island
b. **Northeast Division**	New Jersey, New York, Pennsylvania
c. **Mideast Division**	Virginia, West Virginia, North Carolina, Delaware, Maryland, District of Columbia, Virgin Islands, Puerto Rico, Saudi Arabia, United Kingdom
d. **Southeast Division**	Alabama, Florida, Georgia, South Carolina, Mississippi, Louisiana, Tennessee
e. **Midwest Division**	Missouri, Iowa, Kansas, Minnesota, Nebraska, North Dakota, South Dakota
f. **Central Division**	Michigan, Ohio, Indiana, Illinois, Wisconsin, Kentucky
g. **Southern Division**	Oklahoma, Texas, Arkansas
h. **Southwest Division**	Arizona, California, Nevada, Hawaii, Okinawa
i **Rocky Mountain Division**	Colorado, Utah, New Mexico, Wyoming
j. **Northwest Division**	Alaska, Washington, Montana, Oregon, Idaho

Section 4015. UNASSIGNED. Constituent units, other than the above, being constituted outside the Continental United States, shall be under the jurisdiction of the National BOT until such time as assigned.

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2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER FIVE
Departments

Section 5000. Formation. A State in which there are three or more detachments with a combined membership of sixty (60) or more members may be chartered in accordance with the NBL, Article VIII, Section 800.

Section 5005. Powers. Whatever power is vested in the National Organization, shall in corresponding circumstances, be vested in the department.

Section 5010. Department Dues. The department convention shall determine the amount of department per capita dues. All per capita dues and monies which are due to the National Office from a department shall be forwarded immediately.

Section 5015. Installation of Department Officers

a. The installing officer must be the National Commandant, an elected National Officer, a Past National Commandant, the outgoing department commandant or a past department commandant. The installing officer shall select the necessary aides. (REV 2021)

b. It shall be the responsibility of the installing officer to sign, date, and forward the installation report, within the time frame as specified in Article VIII of the National Bylaws. (See Enclosure Five (5) for instructions on completing the ROI.)

Section 5020. Default. When a department is in default of payment of monies from any source due National or fails to submit its Department ROI as of 31 July prior to the ensuing National convention, such fact shall be reported by the National Comptroller to the National Convention Credentials Committee. The department and its officers who do not comply with NAP Chapter Two, Section 2025, c., will not be recognized at the National Convention.

Section 5025. Charter Suspension, Revocation. When a department charter is suspended or revoked, the National BOT upon written authorization by the National Commandant, certified by the NED/COO, shall have the authority to assume the custody of all of the affected department assets, both real and personal. These properties and assets shall be turned over to the NED/COO. The affected properties and assets will devolve to the control of the National BOT until a new department is formed at which time the affected properties and assets revert to the newly formed department.

Section 5030. Bonding. Department commandants, department adjutant/paymasters or paymasters, as applicable and officers authorized by the department commandants to handle department funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of $10,000.00 with a deductible of $1,000.00. The department at the expense of the department shall arrange any additional bonding coverage desired for department officers.

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CHAPTER SIX
Detachments

Section 6000. Charter. A detachment may be organized, chartered, and instituted in the following manner:

a. A Standard Charter Application Form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the MCL. (See NBL Article IX, Section 900)

(1) No charter application shall include the name of a person who is not eligible for regular membership as is required by Article IX, Section 900 of the NBL.

(2) No charter application shall include the name of a current member of an existing detachment who has not received the approval of transfer as is required in Chapter Seven, Section 7005 of these Admin Procedures. Any individual who signs the charter application who is currently a regular member of the MCL, either as a MAL or as a regular member of an existing detachment must provide a Request for Transfer Form (See Chapter Seven, Section 7005 of these Administrative Procedures), to be attached to the charter application. In the case of a regular member seeking to become a dual member in the new detachment, they must be shown on the Membership Dues Transmittal Form as a NEW DUAL MEMBER.

(a) Only the first part of the Request For Transfer Form will be completed for Members at Large. The first and second parts will be completed for regular members of an existing detachment. The third part is not required for charter application purposes.

(3) The Charter Application Form must be accompanied by a completed Membership Dues Transmittal Forms (See enclosure 6 of these Administrative Procedures) listing all persons signing the charter application and must include the required department and national per capita dues and fees for each new member.

(a) The dues and fees shall be paid with a separate remittance check for the applicable dues and fees due to the department (if any) and National.

(4) The organizing officer will sign both the charter application and the Membership Dues Transmittal Forms.

(5) When accurately completed, both the charter application and the Dues Transmittal Forms shall be forwarded to the jurisdictional department paymaster (paymasters as used in this chapter shall also mean adjutant/paymaster when both duties are performed by the same person) (if any and if no department has been formed, to the appropriate National Division Vice Commandant), who shall ascertain that all persons who have signed the charter application are listed on the Dues Transmittal Forms) and that all necessary transfer forms are attached to the charter application. He/she shall also ascertain that the proper dues have been submitted. The department paymaster (if any

and if none, the Division National Vice Commandant) shall remove the appropriate copy of the Charter Application and Dues Transmittal Forms), accept the appropriate department dues (if any) and shall certify to the department commandant that he/she has reviewed the Charter Application Form and Dues Transmittals and that to the best of his/her knowledge and belief such forms are accurate, and all dues paid. If the Charter Application and/or Dues Transmittal Forms are not complete or accurate, the department paymaster shall immediately notify the organizing officer for such corrections as may be necessary. Review of charter applications and related documents shall be handled in as expeditious manner as possible.

(6) Upon review, if accurate and all dues have been received, the department paymaster shall immediately forward the charter application and remaining copies of the Dues Transmittal Forms along with a check for national dues [hereinafter "application packet"] to the jurisdictional department commandant. The jurisdictional department commandant shall review the application packet and shall indicate his/her approval or disapproval thereon over his/her signature. The jurisdictional department commandant shall then immediately forward the application packet to the appropriate Division National Vice Commandant.

(7) The Division National Vice Commandant shall review the application packet and shall indicate thereon either approval or disapproval over his/her signature and expeditiously forward the application packet to the National Commandant at National Office for processing.

(8) If either the department commandant or the Division National Vice Commandant recommend that the charter not be approved, such officer shall provide a detailed written explanation for the recommendation not to approve the charter, which explanation shall be forwarded with the application packet to the National Commandant.

b. Upon receipt of an application, the National Commandant shall review the application and accompanying recommendation(s) and may approve or disapprove such application. If approved, the National Commandant shall grant such charter. The charter shall be signed by the National Commandant, countersigned by the NED/COO, the appropriate Division National Vice Commandant, and the Department Commandant where a department exists. There shall be affixed to each charter the official seal and ribbon of the MCL.

(1) National Office shall provide each new detachment with one (1) copy of the current Ritual and two (2) copies of the current and up-dated National Bylaws and one copy of the Guidebook for Detachment Officers. These documents shall be mailed to the jurisdictional department commandant simultaneously with forwarding the new charter to the jurisdictional Division National Vice Commandant for signature. The jurisdictional department commandant or his/her designee shall insure that the documents are delivered to the possession of the new detachment.

c. The charter shall be presented with an appropriate ceremony at an open public meeting.

d. Each new charter, before framing, shall be signed by each member who signed the charter application.

e. Failure of the department paymaster, department commandant, or the Division National Vice Commandant to act with promptness in processing and forwarding an application for a charter, or signing a charter as outlined above in this section, shall make such officer liable to disciplinary action as set forth in Chapter Nine of these Admin Procedures if such failure is brought to the attention of the National BOT.

f. Under special consideration, a detachment charter may be issued to less than twenty (20) applicants by the National Commandant if a recommendation for approval is made to the National Commandant by the department commandant and/or Division National Vice Commandant. A Charter issued under this provision is subject to all requirements of the National Bylaws, Article IX, Section 900.

Section 6005. Authority. Each detachment shall be governed by its elected officers (board of trustees) subordinate to the Department and National Conventions, the charter and the bylaws and administrative procedures of such bodies including such bylaws and procedures as it may itself promulgate which are not in conflict with either National and/or department Bylaws and Administrative Procedures.

Section 6010. Dues. Each detachment shall fix the amount of its annual membership dues. Annual dues shall include the department and national per capita dues and fees. All per capita dues and fees which are due the department and/or National Office shall be forwarded with a standard transmittal form immediately to the department paymaster for processing (see Enclosure Six (6)). The department paymaster shall immediately remit to the NED/COO those transmittal forms and such funds which are due to the National Office.

Section 6015. Installation of Detachment Officers

a. The detachment commandant elect shall select an installing officer of his/her choice. Such information shall be forwarded to the department commandant.

b. The installing officer must be the National Commandant, an elected National Officer, a Past National Commandant, the department commandant, an elected department officer, a past department commandant, the outgoing detachment commandant or a past detachment commandant. (REV 2021)

c. It shall be the responsibility of the installing officer to sign, date and forward the Report of Officer Installation – Detachment Form within fourteen (14) days of the installation and submission within the time frame to their respective department and national offices as specified in NBL Article IX, Section 940. (See Enclosure Six (6) "Report of Officer Installation - Detachment" Form.) (REV 2023)

Section 6020. Quorum. Each detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the detachment bylaws.

Section 6025. Default. A detachment which is in default of monies from any source due National and such debt has not been satisfied as required by NAP, Chapter Two, Section 2025, c., or fails to report its detachment's ROI as of June 30 prior to the National Convention, such fact shall be reported to the National Convention Credentials Committee, such detachment and its officers will not be recognized on the floor of the National Convention.

Section 6030. Members

a. Each detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. No detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation* for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No detachment shall accept for membership any person whose name has been stricken from the rolls of the MCL. (Rev 2025)

Note * - "Supervised Probation" includes Veterans who have entered into the system with the Veterans Treatment Court. Applications from Veterans who are in the Veterans Treatment Court shall not be accepted under the NBL and NAP. The primary goal with the Veterans Treatment Court is for Veterans to get the help they need. Once the Veteran successfully fulfilled the requirements from the Veteran's Treatment Court, the Veteran's application may be accepted for membership in accordance with the National Bylaws (NBL) and Administration Processors (NAP) of the Marine Corps League. (New 2025)

b. Once accepted as a member in good standing by the detachment membership, that member may not be removed from the detachment's roll except for cause (Chapter 9 of the NAP) or by that member requesting transfer (Chapter Seven, Section 7005 of the NAP).

c. An associate member in good standing in a detachment who subsequently qualifies as a regular member as set forth in Article V, Section 515, a., of the NBL, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from associate membership to regular membership by forwarding the standard "Request for Transfer" Form as set in Chapter Seven, Section 7005 of the NAP clearly indicating on such form that it is a transfer from associate to regular membership. In the event that the detachment votes not to accept an associate member as a regular member, such associate member may request transfer to any other detachment who agrees to accept him as a regular member or shall be transferred to Member At Large status by completing the Standard Transfer Form as set forth in Enclosure Seven to the NBL & NAP.

Section 6035. Bonding. Detachment commandants, detachment adjutant/paymasters or paymasters, as applicable and officers authorized by the detachment commandants to handle detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of $10,000.00 with a deductible of $1,000.00. The detachment at the expense of the detachment shall arrange any additional

bonding coverage desired for detachment officers. In accordance with the terms of the League's commercial general liability policy, the "coverage territory" includes the United States of America (including its territories and possessions), Puerto Rico and Canada. The same holds true for the bonding policy. Existing off-shore detachments and all newly forming off-shore detachments will be responsible for securing their own commercial general liability policy and officer bonding policy. The Marine Corps League Inc. must be named as an **"additional insured"** in each policy and must also be **"held harmless"** in an addendum to such policies. A **"summary of coverages"** and a copy of the policies must be submitted to National Office annually by all off-shore detachments indicating that the referenced insurance policies are current.

Section 6040. Additional Detachment. When a charter is sought for a detachment which is to be located within the same state and 25 straight-miles from another detachment's original charter location, the written consent of the existing detachment shall accompany the application. Should such existing detachment disregard a request for consent, or refuse consent, the department commandant, employing discretion, may approve and recommend the granting of such charter. In the event the department commandant fails to act or refuses approval of the proposed new detachment, an appeal may be made to the National BOT for its consideration and action. The action of the National BOT shall be conclusive. (Rev 2021)

Section 6045. Charter Suspension, Revocation

a. The charter of a detachment may be suspended or revoked for:

   (1) The persistent failure to maintain a minimum of fifteen (15) regular members in good standing.

   (2) The persistent failure to promptly forward funds due to the National body.

   (3) Acts and conduct bringing the MCL into public disrespect.

   (4) Willful violation of NBL & NAP.

   (5) The violation of federal, state, or municipal laws or ordinances.

   (6) Other activities detrimental to the good name of the MCL.

b. The suspension or revocation of charters may be consummated by a department board of trustees and/or the National BOT and shall be implemented in accordance with the provisions of the NBL & NAP in a manner considerate of the well-being and good name of all concerned.

c. When a detachment charter is suspended or revoked, the board of trustees of the jurisdictional department, or where a department is non-existent, the jurisdictional Division National Vice Commandant shall upon written authorization of the National Commandant, certified by the NED/COO, assume custody of such detachment's assets and liabilities. The board of trustees of the jurisdictional department shall, within the limits of such assets, satisfy the liabilities of the detachment in question. However, if a jurisdictional department is non-existent, the responsibility for satisfying the outstanding liabilities shall

devolve to the National BOT upon receiving, from the jurisdictional Division National Vice Commandant, such assets and liabilities which are in his custody.

d. The detachment properties and assets will be held by the department for a period of one (1) year or until a new detachment is formed. Should a new detachment be formed during that period, and the new detachment retains the old detachment name, ALL properties and assets will be returned. After the one (1) year, the properties and assets will revert to the department. The charter will be returned to National Office and placed in the archives. All assets will then become the property of the department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

e. The department will perform an audit to determine if members are living. If members are found deceased, the department will perform procedures as found in Section 7010 of this document. The department will ensure the current membership in good standing, suspended members, as well as delinquent members still held on the National Rolls of the detachment will distributed to the closest detachments pending the approval of the accepting detachment. The accepting detachment will have 30 calendar days to approve member(s). Once approved, the members in question will have 30 calendar days to decline the transfer at which point the transfer will be approved or, if declined by either party, the member(s) will then be moved to the National Members at Large roster. If the current department's charter is under suspension or revocation, the National Office along with the Division National Vice Commandant will ensure these transfers take place in accordance with this subsection. (Rev 2024)

Section 6050. Charter Voluntary Surrender

a. The charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the detachment. Upon a determination that it is no longer practical to maintain said, detachment, the detachment board of trustees shall immediately notify its jurisdictional department, or if a jurisdictional department is non-existent, its Division National Vice Commandant in writing of its intent to dissolve and surrender its charter. The detachment shall then:

(1) Call a special meeting of the detachment by giving written notice of such special meeting to all members of the detachment at least fourteen (14) days prior to such special meeting. If the regular meeting date of the detachment is to be used for the special meeting, the aforesaid written notice must still be given to all detachment members at least fourteen (14) days before the regular meeting date.

(2) Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there is not a minimum of fifteen (15) regular members of the detachment who remain ready, willing, and able to carry on the detachment, then: (Rev 2024)

(a) The detachment shall immediately notify, in writing, the jurisdictional department, or where such department is non-existent, the jurisdictional Division National Vice Commandant, of the detachment's vote to voluntarily surrender its charter.

(b) The department will perform an audit to determine if members are living. If members are found deceased, the department will perform procedures as found in Section 7010 of this document. The department will ensure the current membership of the detachment will be distributed to the closest detachments pending the approval of the accepting detachment. The accepting detachment will have 30 calendar days to approve the member(s). Once approved the members in question will then have 30 calendar days to decline the transfer at which point the transfer will be approved or, if declined by either party, the member(s) will then be moved to the National Members at Large roster. If the current department's charter is under suspension or revocation, the National Office along with the Division National Vice Commandant will ensure these transfers take place in accordance with this subsection. (Rev 2024)

(c) The detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the detachment other than the normal course of business of the detachment.

(d) Upon acceptance of the surrender of its charter, if the detachment is incorporated, the detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

(3) No surrender of a detachment charter shall be deemed effective or accepted until all members of the detachment have been appropriately transferred.

b. Upon acceptance of the surrender of the detachment charter by the jurisdictional department, or where such department is non-existent, by the jurisdictional Division National Vice Commandant, such jurisdictional department or jurisdictional Division National Vice Commandant shall upon written authorization of the National Commandant, certified by the NED/COO, assume custody of such detachment's assets and liabilities. The board of trustees of the jurisdictional department shall, within the limits of any assets of the detachment, satisfy any remaining liabilities. However, if a jurisdictional department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National BOT within the limits of any assets received from the jurisdictional Division National Vice Commandant of said detachment.

c. After satisfying the legitimate liabilities of the surrendering detachment, any detachment properties and assets will be held by the jurisdictional department for a period of one (1) year or until a new detachment is formed during that period. Should a new detachment be formed during that period, and the new detachment retains the old detachment's name, all

properties and assets will be returned to the detachment upon the written authorization of the National Commandant, certified by the NED/COO, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the jurisdictional department and will then become the property of the jurisdictional department. The jurisdictional department shall return the surrendered detachment charter to National Office which charter shall then be placed in the archives. However, if a jurisdictional department is non-existent, the National BOT shall hold any detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional department except that at the end of the one (1) year period, the detachment properties and assets shall revert to National Office and will then become the property of National.

d. All ceremonial rifles must be accounted for and disposed of by the surrendering detachment as set forth in the issuing agreement and regulations (Title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the detachment's possession.

2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN
Members

Section 7000. Initiation. All applicants acceptable for membership in the MCL shall be properly obligated in accordance with the "Ritual" and be presented the official membership card and lapel pin of the MCL; however, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required, by signature on membership application, assume the obligation of membership.

Section 7005. Membership Transfer. Any member in good standing may transfer from one detachment to another, without payment of additional dues or transfer fees, upon his application to and approval of the gaining detachment and of the losing detachment. (See enclosure seven (7)).

a. Members At Large must be certified as members in good standing by the NED/COO.

b. The losing detachment, upon receipt of a member's request for transfer, must process this request within thirty (30) days. If the request is approved, this action is noted on the request for transfer and appropriate copies are forwarded to the gaining detachment. If the request for transfer is disapproved, the detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the losing detachment's judge advocate and department judge advocate for their files.

c. The gaining detachment, upon receipt of a member's request for transfer, will vote on whether or not they will accept the member's request for transfer into their detachment. This vote must take place within thirty (30) days of receipt of the request form. If the request for transfer is disapproved, the detachment must note this action on the request and notify the member making the request. Copies are then forwarded to the gaining detachment's judge advocate, the losing detachment's judge advocate, and the department judge advocate for their files.

Section 7010. Death of a Member of the Marine Corps League

a. Upon notification of the demise of any member, the detachment chaplain shall:

(1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

(2) Without delay, report the death of the member directly to both the National Chaplain, division chaplain and department chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.

(3) Utilize the "Notice of Death" form. See NAP Enclosure (8) as an example. The form is available from the Member Library in the MCL National website. This form will be filled out and the detachment chaplain shall print out four copies. The detachment should retain a copy. If mailed, the detachment chaplain should send three copies to the department chaplain. The department chaplain will retain a copy

and forward a copy to the division chaplain and a copy to the National Chaplain. If e-mailed, the detachment chaplain should e-mail the Notice of Death Form to the department chaplain, the division chaplain, and the National Chaplain. One copy of the Notice of Death should be e-mailed as an attachment to each chaplain as listed. (REV 2021)

(4) The chaplain or other designated officer will email the notice of death form to the detachment paymaster and the Membership Manager at National Headquarters. (REV 2025)

b. It shall be the duty of all members of the MCL who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the detachment commandant with assistance of the detachment chaplain and adjutant/ paymaster shall develop a plan to notify detachment members in a timely manner.

Section 7015. Membership

a. **Honorary Active Duty Member.** Detachments, departments and the National Office may, at the discretion of the respective commandant, issue honorary membership to active duty Marines or FMF qualified Navy personnel, free of charge, for the entire tour of their active military duty. These honorary active duty members will be entitled to the rights, privileges and benefits available to a regular member, except for receipt of the official printed publication but will be eligible to obtain a copy of the official publication on line at no charge. These members will not be listed in the database and will not show up on the detachment roster. In addition, members in this category will not be counted as an eligible voting delegate member in accordance with these Admin Procedures, Chapter Two, Section 2025. Nor will this category of membership be eligible to hold an elected office in the MCL. (Rev 2021)

b. **Corporate Member.** There will be four types of corporate membership based on the amount of the donation.

Type of Membership	Cost	Annual Renewal Fee
Bronze Membership	$1,000.00	20% of original membership cost
Silver Membership	$ 2,000.00	20% of original membership cost
Gold Membership	$ 5,000.00	20% of original membership cost
Platinum Membership	$10,000.00	(One time) None- Lifetime Member

(1) Corporate member will receive a handsome corporate membership plaque.

(2) Corporate members' names will appear in the authoritative MCL Publication.

(3) Complimentary subscription to the MCL Publication.

(4) A corporate membership lapel pin will be presented to the director of the participating corporation. (Additional lapel pins, up to five, will be presented to the director of the participating corporation. (Additional lapel pins, up to five, will be presented to the corporation upon request).

(5) The corporate membership program will be operated in full compliance with the Internal Revenue Service (IRS) regulations in regard to the MCL non-profit status and rules governing fund raising. Corporate membership will be restricted in states where such transactions/solicitations are inconsistent with local statutes.

(6) All funds from the corporate membership program will be deposited into the MCL General Fund. A double entry system will be comprised with the operating funds used for the payment of all expenses from the legitimate percentage lesser side of funds deposited. All payments of expenses shall be monitored by the National Comptroller, in accordance with these Admin Procedures, Chapter Three, Section 3025.

(7) The distribution of the larger percentage side of the funds derived from the corporate membership program will be determined by the League members present at the National Convention.

Section 7020. Membership Application. Any person eligible for membership in the MCL under the provisions of the NBL & NAP of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Office with all required dues and fees.

a. The standard application form shall be designed and approved by the National BOT and published by the National Office. (Rev 2022)

b. Departments and Detachments are authorized to modify the Standard Application by incorporating specific information to identify their organization, such as their Name, Mailing Address, and the amount of their Dues. However, such modification(s) will be consistent with the form on the National MCL Web Site, and Detachments will not change the intent of any of the information provided in the Standard Application posted on the National Marine Corps League Web Site. (Rev 2024)

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

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

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

Section 7025. Membership Dues and Fees. The payment of annual national membership dues entitles all members in good standing an automatic subscription to the MCL publication, and enrollment privileges in any national group insurance programs that may be in effect.

a. The national annual per capita dues and fees shall be recommended and published by the budget and finance committee at the Mid-Winter National Staff Meeting and will require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than one hundred (100) days prior to the convening of the convention. An announcement in the MCL Magazine, Spring Issue, will suffice as written notification. (Rev 2022)

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

c. All of the national membership dues and fees which are due National Office are in addition to the dues of a detachment and a department which are authorized under the provisions of these Admin Procedures, Chapter Five, Section 5010 and Chapter Six, Section 6010.

d. The membership year and the dues for members paying annually shall expire on 31 August of each year.

(1) New members joining between 1 September and 28/29 February pay the full current national dues + $5.00 initiation fee, and their membership expires on August 31 of the current year.

(2) New members joining between 1 March and 30 June pay one-half the current national dues + $5.00 initiation fee, and their membership expires on 31 August of the current year.

(3) New members joining between 1 July and 31 August pay the full current national dues + $5.00 initiation fee, and their membership expires on 31 August of the following year.

The department and the detachment's portion are added to the national dues to determine the total amount of initial dues to be paid by the new member to the detachment. (Rev 2023)

Section 7030. Good Standing. All members shall be considered in good standing in the MCL.

a. Except when:

(1) Indebted to or required dues are not paid and transmitted on or before the membership expiration date to the member's primary detachment*.(Rev 2022)

(2) A member is indebted, other than dues, to a detachment other than their primary detachment*, a department or to National Office. (Rev 2022)

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

*Member's primary detachment is the detachment in which their voting rights are held. (Rev 2022)

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

Section 7032. Not in Good Standing. Remaining as a member in good standing is what all activities of the League rely upon and paramount to the success of a detachment. All members shall be considered not in good standing in the MCL if they meet any of the criteria set forth in Section 7030 above. It is the member's responsibility to pay their dues in a timely manner in order to remain as a member in good standing. It is the responsibility of the commandant to inform the members that this procedure is in place and do everything possible to have all members remain in good standing. It is desirous that any responsible elected or appointed officer submit their resignation to that office if they do not intend to remain a member in good standing.

a. Members not in good standing are subject to the restrictions defined in the detachment's and department's bylaws, and unless stated therein otherwise:

(1) No longer have the right to participate in any detachment meeting of any MCL organization. At the discretion of the commandant, they could be allowed to attend as a guest and thus be "authorized to attend" as stated by the SAA at the opening of every meeting.

(a) The paymaster will provide a list of the members not in good standing to the SAA.

(b) The SAA will make note of members who attend the meeting who are named on the list provided by the paymaster.

(2) At the discretion of the commandant or presiding officer of the meeting, when the member provides full dues payment to the paymaster prior to the meeting's opening, they become a member in good standing.

b. Elected or appointed officers not in good standing shall relinquish their title. At the opening of the meeting, the commandant or presiding officer shall announce after chaplain's prayer before any other business transpires, that the elected or appointed office is now vacant. Furthermore, the commandant or presiding officer:

(1) Shall announce that during this meeting a member in good standing shall be appointed to fill that vacated office as prescribed in the detachment's bylaws and or administrative procedures.

(2) Shall authorize the SAA or adjutant to acquire within three (3) days any and all books, records, and other property of the detachment for which the office of being vacated. These items shall then be delivered to the newly appointed member to that vacated office. At the successful completion of the transfer of items, the SAA or adjutant shall report to the commandant at the next meeting of the organization when these actions took place.

c. The SAA, when reporting that all present are qualified to remain will add the number of members who cannot participate in any detachment deliberations.

d. If the member subsequently regains their membership in good standing before being taken off the national rolls, they will have all their member rights reinstated. The vacated elected or appointed office position will not be automatically reinstated. Detachment procedures for electing or appointing officers are then to be followed. (New 2021)

Section 7035. Delinquent Member. A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date. (Rev 2023)

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

b. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The member may be restored to "good standing" status by:

(1) Submitting a transmittal accompanied by a standard application and ALL past dues which have accumulated during the entire period of the applicant's delinquent status, or (Rev 2023)

(2) Submitting a standard application and standard transmittal form with a code of R/I and the applicable renewal fee as currently established, or

(3) Submitting the following:

(a) A statement from the detachment commandant verifying the member has been informed and understands that their original enrollment date will be deleted, and all past dues removed. This effectively creates a new join date for MCL tenure*; and.

(b) A statement from the detachment commandant that the member has not committed a felony during the delinquency period. If a felony was committed, a signed statement from the delinquent member that he/she agrees to waive their rights under the privacy act and disclose the nature of the felony conviction for consideration of reinstatement in the MCL; and

(c) A statement from the detachment commandant that the member does not have a pending Chapter 9 case or is currently suspended by the MCL or has been expelled by the MCL; and

(d) A standard transmittal form with a code of R/I; and

(e) The applicable renewal fee as currently established. (REV 2021)

c. No delinquent member may be transferred.

NOTE: * A new join date for tenure applies to only rejoin date and the time when dropped from the MCL rolls. It would not impact awards, ribbons, medals previously earned, but all that time spent in a delinquent status would not count for overall service awards – 5, 10 or 20 year membership recognition would have to be appropriately adjusted. (Rev 2023)

Section 7040. Ineligible Member

a. If the there is reason to believe a member of the MCL does not meet the qualification to be a member, this (these) reason(s) must be submitted in writing, to the detachment commandant who will require the detachment judge advocate to investigate the charge as presented.

b. If the detachment judge advocate determines that the member does not have the necessary qualifications to be a member, the detachment judge advocate will present a written report of his/her investigation with a draft of a disciplinary charge to the members of the detachment. Any member of the detachment may make a motion for disposition of the proposed disciplinary charge. If a motion to file a charge with the department judge advocate is adopted, the detachment judge advocate will file the charge in accordance with NAP Section 9000.

c. If the person to be investigated is the detachment commandant, the request will be given to the detachment senior vice commandant.

d. If the person to be investigated is the detachment judge advocate, the detachment commandant will appoint a past detachment commandant to hold the investigation.

Section 7045. Members-at-Large (MAL). Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Office or by presenting the application to a regular member of the MCL. All applicants who submit applications on line or via mail for regular membership as a MAL must include a DD-214 that includes nature of discharge, establishing their eligibility for regular membership as set forth in the NBL, Article V, Section 500. Applications for MAL will not be accepted for associate membership; however, current associate members in a detachment may make a transfer request to MAL.

The NED/COO at National Office shall be the sole judge of the membership classification of MAL. Once he/she is in receipt of and has verified the appropriate documentation (outlined above; if it is determined that the applicant is eligible for regular membership, the NED/COO will cause

the member to be processed in as a regular member. If it is determined the applicant is not eligible, the NED/COO will notify the applicant they do not qualify. Applications for MAL regular membership submitted "in person" to National Office or to any regular member of the League will be treated in the same manner as any applicant seeking to join a detachment. Proof of eligibility should be requested in any instance where uncertainty exists.

a. Effective on the renewal date, subsequent annual dues of MAL as established by the delegates all the National Convention, shall be remitted to National Office.

b. A member who is in good standing in a detachment may become a MAL in the following manner;

(1) The member submits a request for transfer (see Enclosure Seven (7)) with section 1 completed, and instead of a desired detachment, the "or to MAL status" will be checked.

(2) The detachment paymaster (or adjutant/paymaster) submits the request for transfer with section 2 completed by the detachment commandant, on a Dues Transmittal via the jurisdictional department paymaster (or adjutant/paymaster), who forwards the request to National Office.

(3) Upon approval at National Office of the request for transfer to MAL status, the department and National Office shall remove the name of the member from the detachment membership roster. National Office shall carry the member on its membership roster as a MAL.

(4) A detachment from which a paid life member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said paid life member; however, should the paid life member thereafter become affiliated with a detachment, such detachment shall be eligible to participate in the life interest distribution of said life member.

(5) For the purpose of this subsection, a "member in good standing" shall mean a member as described in these Admin Procedures, Article Six, Section 6030.

c. A MAL is eligible to affiliate with a detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued.

(1) A MAL is carried on the MCL roles only at the National level and does not appear on any detachment, department or division rosters. As such, they are not a member and they cannot be nominated, elected or appointed to serve in any position or capacity within those organizations. Nothing precludes MAL from attending MCL meetings as long as they are in "good standing", but they cannot represent a detachment, department, or division in any formal capacity until such time as they request transfer to and are accepted by the respective detachment and appear on their rolls.

(2) A detachment which accepts a MAL shall submit a request for transfer attached to a dues transmittal via the jurisdictional department paymaster (or adjutant/paymaster) to the National Office requesting that said member be transferred from MAL status to member status of the detachment. (Rev 2023)

d. In any case in this section where a jurisdictional department does not exist, the detachment will submit the forms directly to National Office.

Section 7050. Life Members. Regular or associate members of the Marine Corps League who are in good standing (as defined in the NAP, Section 7030 (GOOD STANDING) may become a **LIFE MEMBER** upon proper payment of the fee, as is required. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to that detachment, department, or National Office. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a MCL member choose to become a member in multiple detachments, they must become a member in good standing by paying annual dues and then life membership dues in each additional detachment, if they so desire. Effective 1 September 2021 the life membership fee shall be as established by the National Board of Trustees and shall be posted on the National Website. (REV 2021)

a. The full life membership fee shall be paid to National Office with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded.

b. National Office shall retain fifty percent (50%) of the **LIFE MEMBER** fees received, which will be designated for the General Fund. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk, defined as the "Blocked Fund". (Rev 2023)

c. An amount of four and one-half percent (4.5%) of the average fiscal year ending balance of the Life Member Fund for the trailing three-year period ending 30 June 2022 for distribution as detailed below in 2023 and increasing to six percent (6%) beginning 1 July 2023 to be distributed beginning in 2024 and subsequent years also as follows: (REV 2022)

(1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent 1 July anniversary year of all participating **LIFE MEMBERS** on the active rolls of the MCL, the **LIFE MEMBER'S** detachment, department, and National Office will share proceeds derived above based on the ratio of 1/3 to detachment, 1/3 to department, and 1/3 to National Office *(General Fund)*. In a case where the **LIFE MEMBER** does not belong to a detachment or a department, the proceeds which would be due to the detachment, or the department will accrue in its entirety to National Office *(General Fund)*.

(2) Prior to above stated second anniversary year of a **LIFE MEMBER'S** participation, no interest will be distributed for that **LIFE MEMBER.**

(3) Using (1) and (2) above as a firm base for departure, if at any time the ratio of interest realized from this fund should exceed thirty dollars ($30.00) per annum, per participant, the portion over those thirty dollars ($30.00) shall be returned to the blocked fund to further augment the growth of the principal.

(4) Progressively, should at any time the ratio of interest realized from this fund exceed forty-five dollars ($45.00) per annum, per participating Life Member, that portion over the forty-five dollars ($45.00) shall be distributed through the general fund as follows: Twenty-five percent to the general fund to offset increased costs of operations and seventy-five percent to support the Scholarship Fund.

(5) Should a participating **LIFE MEMBER** die, resign his/her membership or be expelled from the MCL, the members quota of interest division shall terminate.

d. When a participating **LIFE MEMBER** dies, resigns his/her membership, or is expelled from the MCL, the "unused" portion of the member's original investment in life membership shall remain in the blocked fund. **NO REFUND** shall be made to the survivors, the former member, nor to his/her department or detachment.

e. When a department or detachment which awards a life membership or wishes for the awardee to become a National **LIFE MEMBER,** it is necessary for the detachment or department to pay to National Office the participating fee stated herein, and the **LIFE MEMBER** and the detachment or department would be participants.

f. National Office shall keep, in a separate non-participating file, all those present **LIFE MEMBERS** who have received such life membership as an award as well as all future national awardees.

g. All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are members of the MCL, shall be carried on the rolls on the national, department, and detachment as paid-up **LIFE MEMBERS** of the Marine Corps League (nonparticipating).

h. **LIFE MEMBER** Interest:

(1) Determine the number of GROSS PLM PARTICIPANTS: GPLM (GPLM = Last PLM # issued - #173 and prior)

(2) Determine the number of DECEASED PLM PARTICIPANTS: DPLM

(3) Determine the number of NEW PLM PARTICIPANTS: NPLMP

(4) Determine the GROSS ANNUAL INTEREST AVAILABLE from total blocked fund: GAIE

(5) Formula for computations:

GPLM-DPLM-NPLM	= ED	Eligible for Distribution
GAIE/ED	= GD	(Gross Distribution per PLM)
GAIE/ED*.334	=NATS	
GAIE/ED*.333	=DPTS	
GAIE/ED*.333	=DETS	

(NOTE: + for addition, - for subtraction, * for multiplication, / for division)

Section 7055. Certification of Life Members.

a. If a procedural change improves auditing of Life Members (PLM Audit), the National Office is authorized to revise and disseminate the changed procedures to the departments and detachments. The NED/COO is then to propose an amendment to this section that documents the procedure and submit it for review and approval at the next National Convention.

b. If no procedural changes are made:

(1) The National Office shall prepare a Life Interest Check Edit List for each detachment before 1 September each year. This list will be grouped by department and emailed to each respective department. The department will forward the detachments' list to the respective detachments before 15 September of that year.

(2) The detachment will make the necessary corrections to their list, following the instructions provided by the National Office. Any corrections to their list will include the reason, and whenever possible, will provide supporting documentation (i.e., dues, transmittals, transfer forms, etc.) to assist in correcting the records in National Office.

(3) The corrected audited list will be certified to be correct when signed by the detachment commandant and detachment adjutant/paymaster (or paymaster).

(4) The detachment, having signed the audit listing, will follow the instructions and send (mailed or emailed) the listing together with all referenced documents including any notice of death forms to the designated office(s) by the deadline noted in the instructions.

(5) The department paymaster will follow the instructions from the National Office to get all detachment audit listings and attachments to the National Membership Manager by the defined deadline.

c. No funds from the interest on the life member fund will be distributed to a detachment unless the certified listing is received at National Office by the deadline. If a detachment

fails to submit the annual Eligible Life Member Audit by the deadline, that detachment's share of the interest distribution shall remain in the Life Member Blocked Fund. (Rev 2023)

Section 7060. Dual Membership (Membership in more than one detachment by the same individual). When a member of the Marine Corps League becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at department and National Conventions only as an associate member. Such regular member shall be a regular voting member in the detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Office via the jurisdictional department paymaster or adjutant/paymaster if a department exists. The transfer form, (Enclosure (7)) will be utilized for the purpose of transfer of voting rights to another detachment. A regular member with dual membership in more than one detachment, will have all the rights and privileges within each detachment. This includes that they have full voting rights within each detachment to vote on any issue within each individual detachment, to include the ability to hold an elected or appointed office in each detachment. (REV 2021)

Section 7065. Resignation

a. The member will submit his/her resignation from the MCL to the National Commandant via the department commandant and the Division National Vice Commandant with a copy to the detachment commandant. In the event that the member has pending Chapter Nine charges against him/her, the member must resign "with prejudice".

b. After consultation with the detachment commandant, the department commandant will forward the resignation to the National Commandant via the Division National Vice Commandant within fourteen (14) calendar days, stating:

   (1) The circumstances of the resignation; and

   (2) His/her recommendations, if any.

c. The Division National Vice Commandant will forward the resignation to the National Commandant within fourteen (14) calendar days with comments, if any.

d. The National Commandant will:

   (1) Accept the resignation and direct the National Adjutant/Paymaster to remove the member from the rolls. He/she will then forward the original resignation to the NED/COO,

   or

   (2) Determine alternate administrative action.

e. If directed by the National Commandant, the National Adjutant/Paymaster will remove the member from the rolls and notify the member by USPS mail that his/her name has been

removed from the rolls effective retroactively do the date of the resignation letter, with an e-mail copy to the Division National Vice Commandant and the department commandant who will inform the detachment commandant.

f. The member forfeits his/her life membership by resigning. The money paid for the life membership and any remaining "regular membership" dues is not refundable.

g. Unless the resignation was "with prejudice" - to rejoin the Marine Corps League the member must apply as a new member to a detachment of his/her choice.

Section 7070. Membership Numbers. When a new member is joined into the MCL, they shall be assigned a new sequential membership number immediately following the membership number assigned to the member immediately preceding them. Once assigned, the membership number will be maintained for that particular member. Membership numbers once assigned will not be reassigned to another member even though the original member may have died, become delinquent and dropped off the membership rolls, have resigned, or have been expelled from the MCL. The same stipulation applies to the Paid Life Membership (PLM) Number.

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2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT
Subsidiaries and Subordinates

Section 8000. IRS Reports

a. **IRS Forms 990 and 990-EZ** - Each detachment, department or other entity, including the National Subsidiary Organizations and National Subordinate Groups, identified in the below sections of Chapter Eight, which directly or indirectly operates under the Congressional Charter and/or the name of the MCL must annually file with National Office, via their department, if such exists, a true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations, normally by 15 November following the end of the fiscal year of 30 June unless an extension has been requested.

b. **IRS Form 990-N** - Those detachments, departments 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. The submission will be via their Department Paymaster. The Department Paymaster will forward the Acceptance Receipts to National Office 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 Office. Where there is no jurisdictional department, the copy of the Acceptance Receipt will be submitted directly to the NED/COO.

c. The IRS Form 990 reports will be utilized by National Office to update the annual report required by our Group Exemption filing requirements to the IRS. Failure to file the appropriate 990 reports to the IRS and updating of our annual filing will subject the subordinate or subsidiary entity to the loss of its exempt non-profit status.

Section 8005. Relationship with Subsidiary Organizations. The MCL recognizes and adopts each of the organizations listed below in this Chapter as official subsidiary organizations of the MCL which shall ever be subject to the authority, supervision, direction, control, and discipline of the MCL at the National level, only. Each of these subsidiary organizations operates as a separate entity under its own by-laws, as amended. Individual MCL members as well as detachments, departments and divisions are encouraged to work with and support the subsidiary organizations at their own level; however, no member of the MCL, unless a registered member of the specific organization, shall interfere in any way with the day-to-day operations of the subsidiary organization. The same restriction applies to detachments, departments and divisions of the MCL.

Section 8010. Subsidiary Organizations. The following are official subsidiary organizations of the MCL and must be an IRS Code 501(c)(4) Non-Profit Organization under the Marine Corps League IRS Umbrella 0955.

a. **Marine Corps League Auxiliary.** The MCL recognizes and adopts the Marine Corps League Auxiliary as the official subsidiary Women's Auxiliary of the Marine Corps

League and declares that the Marine Corps League Auxiliary shall ever be subject to the control and supervision of the Marine Corps League.

b. **Military Order of the Devil Dogs.** The Marine Corps League recognizes and adopts the Devil Dogs as an official subsidiary organization of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control, and discipline of the MCL. Membership in the Military Order of Devil Dogs shall be limited to regular members of the MCL, 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.** The MCL recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary which shall ever be subject to the authority, supervision, direction, and discipline of the MCL. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.

d. **The Marine of the Year Society.** The MCL recognizes the Marine of the Year Society as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, direction and control and discipline of the MCL.

e. **The Associate Member of the Year Society**. The MCL recognizes the Associate Member of the Year Society as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, direction and control and discipline of the MCL.

f. **The Past National Commandants Society.** The Marine Corps League recognizes the Past National Commandants Society as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, direction and control and discipline of the MCL.

Section 8015. Relationship with Independent Organizations. The following are independent organizations associated with the Marine Corps League. Each of them has their own EIN and are not responsible to the Marine Corps League under the Umbrella 0955.

a. **Marine Corps League Youth Physical Fitness Program.** The MCL recognizes the Marine Corps League Youth Physical Fitness Program as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, direction, control, and discipline of the MCL.

b. **Marine Corps League Foundation.** The MCL recognizes the Marine Corps League Foundation as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, direction, control, and discipline of the MCL.

c. **Young Marines of the Marine Corps League.** The MCL recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the MCL which shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League at the National level. (Such authority and control does not extend to divisions, departments or detachments.) The Young Marines of the Marine Corps League operates as a separate entity under its own by-laws, as amended. MCL Detachments are

encouraged to work with and support the local units. No member, division, department, or detachment of the MCL, unless a registered member of the Young Marines staff, shall interfere with the day-to-day operations of the Young Marines of the Marine Corps League.

d. **Marines Helping Marines, Inc.** The MCL recognizes the Marine Corps League – Marines Helping Marines – Wounded Marines Program as an official subordinate group of the MCL which shall ever be subject to the authority, supervision, directions and control and discipline of the Marine Corps League. (At this time, the Marines Helping Marines, Inc has been temporarily closed until their services are again needed.)

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2025 NATIONAL ADMINISTRATIVE PROCEDURES

CHAPTER NINE
Grievance and Discipline

SECTION 9000 - DEFINITIONS

The goal of this chapter shall be to ensure that matters are expeditiously, fairly, and justly heard.

a. **Petitioner.** The petitioner is the member, detachment, or department filing a grievance or disciplinary charge. The petitioner shall be in good standing (See NAP, Chapter Seven, Section 7030). If the petitioner is a detachment or department, each member of the board of trustees shall sign the disciplinary charge and state his office.

b. **Respondent.** The respondent is the member, detachment, or department against whom either a grievance or disciplinary action has been filed.

c. **Grievance.** A grievance is an injustice, a lack of fairness which gives grounds for complaint because it is harmful, unjust or believed to be wrong. Use the latest version of the Grievance Form, located in the Member Library, to prepare the grievance.

(1) The written grievance shall specify:

(a) what is alleged to have occurred,

(b) when it was alleged to have occurred,

(c) where it was alleged to have occurred,

(d) the names of the parties and witnesses, and

(e) such other supporting information as may be necessary to adequately inform the respondent, so a defense may be prepared.

(2) A grievance does not subject the member, detachment, or department to punishment. The goal of the grievance is to resolve the injustice.

(3) Prior to the written grievance being filed with the jurisdictional JA, the grievance must be considered by the detachment to attempt to mediate the problem. (Rev 2021)

(a) Where mediation has been attempted at the detachment level, a summary of the actions taken shall be provided to the jurisdictional JA by the detachment commandant. This is merely relevant information to preclude the start again at ground zero. (Rev 2024)

(b) Examples might include: the detachment JA initiated an informal fact gathering investigation; obtained an outside, impartial disinterested regular member in good standing from another detachment acceptable to both the petitioner and respondent to serve as mediator; the mediator met with witnesses; had face-to-face meeting with both parties. The summary should exclude personal comment without any perceived assumptions, which

could be interpreted as pre-judging an outcome. That will be determined when and if the Hearing Board is convened and held to formally resolve the grievance. (Rev 2024)

(4) When a grievance is filed with the jurisdictional JA (see Section 9000, e., below) by the aggrieved member, in accordance with Section 9015 of this chapter, the role of the detachment is then terminated, and the grievance moves forward in accordance with those procedures.

d. **Disciplinary Charges.** A disciplinary charge is a formal accusation that a member, detachment, or department has violated the Bylaws or Administrative Procedures of the MCL and disciplinary punishment is sought. The charges shall reference the subsection of Section 9040 or Section of the NBL violated. Use the latest version of the Disciplinary Charge Form, located in the Member Library, to prepare the disciplinary charge(s).

(1) A disciplinary charge shall specify:

(a) what is alleged to have occurred,

(b) when it was alleged to have occurred,

(c) where it was alleged to have occurred,

(d) the names of the parties and witnesses, and

(e) such other supporting information as may be necessary to adequately inform the respondent, so a defense may be prepared.

(2) Detachments do not have any disciplinary jurisdiction upon any member.

e. **File.** A grievance or disciplinary charge is filed by submitting the original of the document with the jurisdictional JA by mail with a tracking number or email, supported by digital signature*, with a request delivery/read receipt. A grievance or disciplinary charge is filed, and the Chapter Nine procedures triggered thereby become effective the day after it is received by the jurisdictional JA.

* "Mail with a tracking number" refers to any delivery service that provides proof of mailing and delivery.

* Digital signature – Refers to a script style font that you have on your computer or device that resembles a written signature when you type it.

f. **75-Day Clock.** The time period from the day after the date the grievance or disciplinary charge is received to the date the jurisdictional JA publishes the written decision of the Hearing Board. Various sections of Chapter Nine have time milestones that must be met during the 75-day period.

g. **Appointing Authority.** The department commandant of the department where the grievance or disciplinary charge has been filed or the National Commandant in the case of national charges.

h. **Jurisdictional Judge Advocate.** The department JA or the National JA, depending on which level has jurisdiction. In the event of disqualification of the department JA or the National JA, the member appointed to replace him.

i. **Counsel.** A member of the MCL selected by the petitioner or the respondent to represent him in prehearing, hearing, and post-hearing procedure under Chapter Nine. The member selected must be:

(1) in good standing and

(2) a member of the MCL for at least a year.

j. **Party.** Party means the petitioner or respondent.

k. **Member.** Member means a member of the MCL.

l. **Gender.** As used herein the use of a masculine pronoun shall include both the male and female gender as specifically applicable to the party involved.

Section 9005. Rules of Evidence

a. **Rules of Evidence.** The rules of evidence prevailing in courts of law and/or equity shall not be controlling in actions under this chapter.

b. **Admissibility and Credibility.** All questions of admissibility of evidence and the credibility of witnesses and evidence shall be determined by the Hearing Board. The board's ruling shall not be overturned on appeal unless the ruling is clearly in error.

c. **Oath.** All testimony will be given under oath. The oath will be: "I do solemnly affirm to tell the truth, the whole truth, and nothing but the truth."

d. **Burden of Proof.** The petitioner has the burden of proving his allegations. Any countercharges made by the respondent must be proved by the respondent.

e. **Standard of Proof.** The petitioner must prove the allegations by a preponderance (51%) of the evidence.

f. **Admissibility.** To be admissible, evidence must be relevant and trustworthy.

(1) **Relevant**: evidence having any tendency to make the existence of any fact that is of consequence to the determination of the disciplinary charge or grievance more probable or less probable than it would be without the evidence;

(2) **Trustworthy**: there is no compelling reason not to believe the information from the witness or in the exhibit.

g. **Objections.** Either party or a board member may object to the admission of an exhibit or facts testified to by a witness based on the standard in Section 9005, f., above.

(1) The party will state the basis for the objection and facts to support the objection.

(2) The chairman of the Hearing Board shall rule on the objection as:

(a) "overruled"; or

(b) "sustained," in which case the evidence may not be considered by the Hearing Board in deliberations.

Section 9010. Rules of Prehearing Procedure. The rules of procedure prevailing in courts of law and/or equity shall not be controlling in actions under this chapter. All questions as to the regularity of the proceedings shall be determined by the Hearing Board. The Hearing Board's ruling shall not be overturned on appeal unless the ruling is clearly in error. The goal of this chapter shall be to ensure that matters are expeditiously, fairly, and justly heard.

Section 9015. Filing, Service of Copies, Correspondence

a. **Filing by Petitioner and Respondent.** Petitioner and respondent shall submit all documents required to be filed by this chapter by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

b. **Correspondence and Service of Copies by Petitioner and Respondent.** Copies and correspondence from and to the petitioner and respondent required by this chapter shall be served by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

c. **Notices and Correspondence Between Hearing Board & NJA.** Notices and correspondence between the Hearing Board and the National JA, or the National JA and National Office and/or BOT only requires email.

d. **Vote by National Board of Trustees not in active Session.** On any vote under this chapter by the National BOT while not in active session, notice by e-mail directed to the NED/COO shall be deemed sufficient.

e. **Filing Grievance or Disciplinary Charge.** The petitioner shall file the grievance or Disciplinary Charge in writing with the jurisdictional JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt. The day after receipt by the jurisdictional JA is Day One on the 75-day clock.

(1) The petitioner shall serve copies of the disciplinary charge or grievance upon the respondent, the department commandant, the National Commandant, and the National JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

(2) A failure to accept or a refusal to accept mail with a tracking number or email with a request delivery/read receipt, supported by a digital signature, shall be deemed to be good service.

(3) When the disciplinary charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the jurisdictional JA.

f. **Respondent's Reply to Grievance or Disciplinary Charge.** The respondent shall have ten (10) days to respond to the jurisdictional JA in writing by mail with a tracking number or email with a request delivery/read receipt, supported by digital signature concerning his defense to the alleged grievance or disciplinary charge but need not respond if he so chooses.

g. **75-Day Clock.** The jurisdictional JA is responsible for ensuring that the time limits of the 75-day clock in the various sections of Chapter Nine are met as closely as possible.

h. **Computing Time Limits in Sections**

(1) The day after the date of receipt of a document is counted as day one (1).

(2) The postmark on mail with a tracking number or sent date on the email, supported by a digital signature, is considered the date of filing for purposes of computing whether a document has been filed within the time limits stated in the applicable section.

a. On mail with a tracking number, the postmark is the date of filing.

(3) The day after the date of receipt of mail with a tracking number or refusal to accept mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt is day one of the period to respond to the enclosed document.

(4) Proof of timely filing or service is on the proponent. Mail with a tracking number or an email, supported by a digital signature, with a request delivery/read receipt at the time of emailing constitutes proof of date of filing or service.

Section 9020. Prehearing Duties

a. **Counsel.** If a party will be represented by counsel, that party shall notify the jurisdictional JA of the name of the counsel within five (5) days after counsel accepts the party's request.

b. **Petitioner's Witnesses.** The petitioner is responsible to invite witnesses to testify on his behalf. The petitioner may submit notarized statements from any witness that cannot appear at the hearing in person.

c. **Respondent's Witnesses.** The respondent is responsible to invite witnesses to testify on his behalf. The respondent may submit notarized statements from any witness who cannot appear at the hearing in person.

d. **Notice of Hearing.** The jurisdictional JA shall notify the parties of the date and location/time of the hearing not less than twenty days prior to the convening date of the Board.

(1) A request for a change of hearing date or location/time shall be filed in writing with the jurisdictional JA, who shall immediately forward the request to the chairman of the Hearing Board. The chairman shall respond in writing to the request using his

best judgment. Copies of the request and the chairman's ruling shall be attached to the record as a Board exhibit.

(2) With the notice the jurisdictional JA shall enclose copies of Section 9000, Section 9005, Section 9010, Section 9025 or Section 9040, Section 9065, and Section 9080.

(3) If the respondent is absent from the hearing the jurisdictional JA shall make the mail with tracking number or email, supported by a digital signature, with a request delivery/read receipt a Board exhibit to document notice.

e. **Notice of Composition of Hearing Board.** The jurisdictional JA shall notify the petitioner and respondent of the names of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board.

f. **Challenges to Members of the Hearing Board**

(1) Both the petitioner and respondent shall have ten (10) days from the date of receipt of the notice to challenge in writing by mail with tracking number or email, supported by a digital signature, with a request delivery/read receipt, any appointed member. A challenge shall be filed with the jurisdictional JA. Absent a timely challenge, the Hearing Board shall be deemed to be fair and impartial.

(2) Petitioner and respondent shall each have one peremptory challenge. All other challenges must be for good cause.

(3) The jurisdictional JA is not subject to challenge except for good cause. If the challenge to the jurisdictional JA is sustained, the appointing authority will appoint a replacement, preferably a past National JA or Past National or department Commandant.

(4) After conferring with the jurisdictional JA, the appointing authority shall determine if the challenge(s) is sustained.

(5) The appointing authority shall appoint replacements for all sustained challenges and the jurisdictional JA will notify the petitioner and the respondent of such replacements. Replacements are subject to challenge for good cause. The challenge shall be made within ten (10) days of receipt of the notification.

(6) When challenges are made to the composition of the Hearing Board, it may cause the process to be lengthier than would fit into the normal timing of the sample chronology suggested in Attachment 3. In such case, the appointing authority will have the authority to adjust the timeline accordingly and will ensure that all parties are notified on a timely basis.

(7) Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board.

g. **Parties Lists of Exhibits and Witnesses to Jurisdictional Judge Advocate.** Not less than fifteen (15) days before the hearing, the petitioner and the respondent shall send by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt to the jurisdictional JA a complete list of witnesses and copies of:

(1) Notarized statements from any witness who cannot appear at the hearing in person;

(2) All exhibits to be offered into evidence.

(3) Any witness not listed, or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

h. **Jurisdictional Judge Advocate Lists to Petitioner and Respondent.** The jurisdictional JA shall send by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt to the petitioner and respondent:

(1) A list of witnesses to be called by the Board.

(2) Copies of all exhibits with exhibit numbers to be introduced by the Board.

(3) A list of all witnesses to be called by the parties; and

(4) Copies of all exhibits with exhibit numbers or letters provided by the petitioner and the respondent not less than five (5) days prior to the convening of the Hearing Board.

i. **Motion of Failure to Follow Procedure**

(1) A complaint of failure to comply with the prehearing procedure required in Chapter Nine shall be made in writing with supporting exhibits attached and filed with the jurisdictional JA not later than five days prior to the date of the hearing.

(2) The motion shall state:

(a) the procedure allegedly not followed and pertinent section,

(b) the facts supporting the allegation of failure, and

(c) the remedy asked.

(3) The proponent shall serve the other party a copy at the time of filing.

(4) Allegations of failure of jurisdictional Judge Advocate to comply with Section 9020, §h., above may be presented in writing at the hearing.

(5) The motion shall be argued at the hearing prior to evidence being taken and ruled on by the chairman.

(6) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

Section 9025. Grievances

a. **Written Grievance.** If a member, detachment, or department has a grievance against another member, detachment, or department, the following procedure shall be followed:

(1) Prior to the grievance being filed with the jurisdictional JA, the grievance must be considered by the detachment to mediate the problem. When a grievance is filed with the jurisdictional JA by the aggrieved member, the role of the detachment is then terminated, and the grievance moves forward in accordance with Section 9025.

(2) The petitioner shall prepare the grievance using the Grievance Form by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt, with the jurisdictional JA clearly stating the basis for the grievance. The grievance shall specify what is alleged to have occurred, when it was alleged to have occurred, where it was alleged to have occurred, the names of the parties and witnesses, and such other supporting information as may be necessary to adequately inform the respondent, so a defense may be prepared.

(3) The petitioner shall serve a copy of the grievance upon the respondent, the department commandant and the National JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

(4) A failure to accept or a refusal to accept mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt shall be deemed to be good service.

(5) The respondent shall have ten (10) days to file a written response with the jurisdictional JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt stating his defense to the alleged grievance but need not respond if he so chooses.

b. **Jurisdictional Judge Advocate Action**

(1) Upon receiving the grievance, the department JA shall have twenty days in which he shall review the grievance and response (if any) and act as mediator in the dispute.

(2) If the department JA is successful in resolving the grievance, he shall in writing, or by email, report the settlement to the department commandant and serve a copy of the report on the parties and the National JA.

(3) If the grievance is not settled, the department JA may conduct an informal investigation to determine the merit of the grievance.

(4) If the department JA determines that the grievance does not have merit, he may dismiss the grievance. The petitioner may appeal the dismissal to the National JA as provided in Section 9080.

c. **Appointment of Hearing Board.** Upon receiving the report from the jurisdictional JA that the grievance is not resolved, the department commandant shall then appoint a Hearing Board composed of himself as chairman, the jurisdictional JA, and a minimum of two other members. No member of the petitioner's detachment or the respondent's detachment may be appointed to a Hearing Board, including the jurisdictional JA and department commandant. Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board. Any challenge to the composition of the Board shall be made in accordance with Section 9020, f., of this chapter.

d. **Convening the Hearing Board.** The Hearing Board shall convene within forty (40) days of the appointing order.

e. **Notice of Hearing**

(1) The jurisdictional JA shall notify the parties of the date, time and location of the hearing not less than twenty days prior to the convening date of the Board.

(2) The jurisdictional JA shall enclose copies of Section 9000, Section 9005, Section 9010, Section 9020, Section 9025 or Section 9040, Section 9065, and Section 9080 with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.

f. **Change of Location and/or Date.** A request for a change of the hearing location or date shall be made in accordance with Section 9020, d..

g. **Notice of Composition of Hearing Board.** The jurisdictional JA shall notify the petitioner and respondent of the names of the members appointed to the Hearing Board not less than twenty (20) days prior to the convening date of the Board. The notice is normally sent with the notice of hearing.

h. **Challenges to Members of the Hearing Board.** A challenge to a member of the Hearing Board shall be made in accordance with Section 9020, f., of this chapter.

i. **The Hearing.** The hearing shall be conducted in accordance with Section 9070 -HEARING PROCEDURE of this chapter.

j. **Written Summary of the Hearing.** The jurisdictional JA shall write a summary of the hearing as required in Section 9075 of this chapter.

(1) If the grievance is proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grounds for the grievance.

(2) If the grievance is not proved, the written decision shall so state, and the matter shall stand dismissed.

(3) The Jurisdictional JA shall serve the written summary within fifteen (15) days of the hearing on the petitioner and respondent with copies to the National Commandant, the National JA, the department JA, and the department commandant.

k. **Failure to Take Corrective Action.** The failure of a respondent to take the corrective action directed by the Hearing Board to resolve the grievance which has been proven may be grounds for disciplinary charges filed by the petitioner or any member not on the Hearing Board.

l. **Appeal to National Judge Advocate.** Either the petitioner or the respondent may appeal the decision of the Hearing Board to the National JA using the Appeal Form located in the Member Library. See Section 9080 of this chapter for procedure.

m. **Appeal to National Board of Trustees.** Either the petitioner or respondent may appeal the National JA's ruling to the National BOT using the Appeal Form located in the Member Library. See Section 9085 of this chapter for procedure.

n. **Hearing Board Member Expenses.** The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the department, which shall be reimbursable to the members upon submission of a voucher to the paymaster of the department.

Section 9030. Department, Division, or National Grievance

a. If a department, a division, a department officer, a division officer, or a national officer is the petitioner or the respondent, all matters shall be handled directly by the National JA; he and the National Commandant will proceed in accordance with the procedure outlined in paragraphs 9025.

b. Either the petitioner or the respondent may appeal the Hearing Board's decision to the National BOT in writing using the Appeal Form located in the Member Library via the National Commandant.

(1) Such appeal must be filed within thirty (30) days of the decision of the Hearing Board stating as clearly as possible the basis for such appeal.

(2) The National JA will distribute copies of all pertinent material to the members of the BOT.

(3) The BOT shall render their opinion in writing to National Office within fifteen (15) days; whereupon the National JA will inform the petitioner of the decision of the majority of the National BOT, either sustaining or denying such appeal with a copy to the NED/COO.

(4) The decision of the National BOT shall be final.

Section 9035. National Convention Grievance

a. If a grievance arises during a National Convention, it shall be immediately presented in writing using the Grievance Form, located in the Member Library, to the National JA. The National JA shall attempt to mediate the grievance. If mediation is unsuccessful:

(1) The National JA shall petition the National Commandant to immediately convene a Hearing Board of at least three (3) members of the National BOT or such other members as the National Commandant shall designate. The National Commandant may serve as the chairman of that Hearing Board or shall appoint a chairman to serve in his stead.

(2) The Hearing Board may call witnesses. It shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A Hearing Board may also conduct its own independent investigation.

(3) The Hearing Board's decision, which must be affirmed by a majority of the board, shall be served in writing upon the petitioner and respondent immediately.

(4) If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

(5) The petitioner may appeal the Hearing Board's decision directly to the Convention and has the burden of proving such grievance to the Convention.

(6) A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.

b. If the grievance concerns the seating or voting of a delegate or delegation, the Convention shall stand in recess until the matter is resolved.

c. Any grievance applicable to seating at a National Convention shall be filed in writing with the National JA, prior to commencement of the Convention; whereupon he shall proceed in accordance with Section 9035.

Section 9040. Discipline of a Member, Detachment, Department Officers and Board of Trustees

a. **Violation of the National Bylaws or the National Administrative Procedures.** Whenever a member, detachment, detachment officer, department officer other than the commandant, or a member of the board of trustees of a detachment or department violates the NBL or the NAP of the MCL; a petitioner may file a disciplinary charge(s) using the Disciplinary Charge Form, located in the Member Library, against said member, detachment, detachment officer, department officer, or a member of the board of trustees of a detachment or department.

b. **Conflict of Interest** If there are similar charges placed by the same Petitioner against the Department Commandant, those charges shall automatically be handled by the National Judge Advocate per Section 9045.

c. **No Detachment Jurisdiction.** Detachments DO NOT have disciplinary jurisdiction over any member.

d. **Filing Disciplinary Charge(s)**

(1) A Petitioner shall file a written disciplinary charge(s) using the Disciplinary Charge Form, located in the Member Library, setting forth in detail the basis for the disciplinary charges (See Section 9000, d.) with the department JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

(2) When a disciplinary charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the department JA.

e. **Response to Disciplinary Charge.** The respondent shall have 10 days to file with the department JA his written response to the disciplinary charge. He shall serve a copy of the defense on the petitioner. The respondent need not respond if he so chooses.

f. **Department Judge Advocate Action**

(1) Upon receiving disciplinary charge, the department JA shall have twenty calendar days in which he:

(a) May conduct an informal investigation to determine the merit of the disciplinary charge; and

(b) Should explore the possibility of a negotiated settlement.

(2) If the Department JA determines that the disciplinary charge does not have merit, he may dismiss the charge. The petitioner may appeal the dismissal to the National JA as provided in Section 9080.

(3) If a settlement is negotiated, the department JA shall in writing report the settlement to the department commandant with a copy to the parties and the NJA.

(4) If there is merit and no settlement has been negotiated, the department JA shall in writing so inform the department commandant.

g. **Appointment of Hearing Board.** Upon receiving the department JA's report that the disciplinary charge has merit, and a settlement has not been reached, the department commandant shall immediately appoint a Hearing Board.

(1) The Hearing Board shall be composed of the department commandant as chairman, the department JA and a minimum of two other members. No member of the petitioner's detachment or the respondent's detachment may be appointed to a Hearing Board, including the department commandant and department JA. Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves.

(2) A challenge to the composition of the Board shall be made in accordance with Section 9020, f., of this chapter.

h. **Convening of Hearing Board.** The Hearing Board shall convene at a time and/or place of its convenience within forty days from its appointment.

(1) The Department JA shall notify the parties of the date and location/time of the hearing not less than twenty days prior to the convening date of the Board.

(2) The department JA shall enclose copies of 9000, Section 9005, Section 9010, Section 9020, Section 9025 or Section 9040, Section 9065, and Section 9080 with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.

(3) A request for a change of hearing date or location/time shall be filed in writing with the department JA within ten days of the receipt of the notice(s). The department JA shall immediately forward the request to the chairman of the Hearing Board, who shall respond in writing to the request using his best judgment.

i. **Conducting the Hearing.** The hearing shall be conducted in accordance with Section 9070 of this chapter.

j. **Findings of the Hearing Board**. The findings of the Hearing Board shall be a section of the written summary of the hearing. See Section 9075.

(1) The department JA shall write the findings of the Hearing Board within 15 days of the hearing.

(2) The Board shall make a finding of "guilty" or "not guilty" on each charge and specification.

(3) A finding of "guilty" requires a vote for "guilty" by a majority of the Board members.

(4) The findings shall also state the punishment awarded by the Board.

(5) If any disciplinary charge is not proved, the findings shall state "not guilty"; and

(6) A copy of the written summary of the hearing shall be served on the petitioner, the respondent, the department commandant, the department JA, the National JA, and NED/COO (less exhibits).

k. **Appeal to National Judge Advocate.** An appeal of the Hearing Board's decision may be made to the NJA by either the respondent or petitioner using the Appeal Form, located in the Member Library, See Section 9080 of this chapter.

l. **Appeal to National Board of Trustees.** Either the petitioner or respondent may file an appeal of the NJA's ruling to the National BOT using the Appeal Form, located in the Member Library. See Section 9085 of this chapter.

m. **Expenses.** The legitimate travel and lodging expenses of the members of the Hearing Board shall be a charge against the department, which shall reimburse the members upon submission of a voucher to the paymaster of the department.

Section 9045. Department Commandant or Department

a. In the event the respondent is a department commandant or department, the following procedure shall be followed:

(1) Disciplinary charges shall be submitted in writing, using the Disciplinary Charge Form, located in the Member Library, to the National JA and to the respondent, with a copy to the National Commandant.

(2) Proof of service upon the respondent shall be provided to the National JA by the petitioner by either service in hand by the Department SAA, or by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt as set forth herein.

b. The National JA may, at his discretion, conduct a preliminary investigation to:

(1) determine the merit of the charge.

(2) explore the possibility of a negotiated settlement.

c. If the National JA determines that the disciplinary charge does not have merit, he may dismiss the charge. The petitioner may appeal this dismissal to the National BOT as provided in NAP Section 9085.

d. If the charge appears to be valid, and if it appears to the National JA that a negotiated settlement is not likely, or upon his own initiative, the National JA shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National JA. The National Commandant may, at his discretion, appoint current or former members of the BOT.

(2) The Hearing Board shall convene a hearing at the date, time and place in the state in which the disciplinary charges arose, or may conduct a virtual meeting at its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

e. The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its finding relating to the evidence and shall also state the punishment awarded by the Haring Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National JA. The National JA will affect proper service upon the petitioner and the respondent, with copies to all of the participating parties and the NED/COO.

f. The respondent or petitioner may appeal the decision of the hearing board in writing within thirty (30) days to the National BOT via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The NED/COO will distribute copies of all pertinent material to the members of the BOT.

(2) The BOT shall render their opinion in writing to National Office within fifteen (15) days; whereupon the National Executive Director/COO will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

(3) Any member of the BOT who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

g. The respondent or petitioner may appeal the decision of the National BOT in writing, using the Appeal Form located in the Member Library, and setting forth as clearly as possible the basis for such appeal directly to National Convention via the NED/COO. Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the National BOT and not less than thirty (30) days prior to the commencement of the National Convention.

h. The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Office and shall be reimbursable upon submission of a voucher to the NED/COO.

Section 9050. National Officers and Board of Trustees

a. If the respondent is a national officer or member of the National BOT, other than the National Commandant or National JA, the charges shall be filled out using the Disciplinary Charge Form and filed with the National JA, who will thereupon cause service of same either in hand by the National SAA, or by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt as provided herein upon the respondent, with copies to the National BOT.

b. The National Judge Advocate may conduct a preliminary investigation to determine:

(1) The merit of the charge.

(2) The possibility of a negotiated settlement.

c. If the charge appears to be valid and has merit, and if it appears to the National JA that a negotiated settlement is not likely, or upon his own initiative, the National JA shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) or more than five (5) members, including the National JA. The National Commandant may, with discretion, appoint current or former members of the BOT. If the charge is not found to merit further proceedings, such charge shall be dismissed, and the petitioner shall be so notified by the National JA.

(2) The Hearing Board is empowered to convene a hearing at a location/time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

d. The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relative to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National JA. The National JA will affect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

e. The respondent or petitioner may appeal in writing using the Appeal Form, located in the Member Library, within thirty (30) days to the National BOT via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The NED/COO shall distribute copies of all pertinent material to the members of the BOT.

(2) Each member of the BOT shall render their opinion in writing to National Office within fifteen (15) days; whereupon the NED/COO shall inform the petitioner and the respondent of the decision of the majority of the National BOT, either sustaining or denying such appeal.

(3) Any member of the BOT who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

f. The respondent or petitioner may appeal the decision of the National BOT in writing using the Appeal Form, located in the Member Library, setting forth as clearly as possible the basis for such appeal directly to National Convention via the NED/COO. Any appeal to the Convention must be made within thirty (30) days of the receipt of the decision of the National BOT and not less than thirty (30) days prior to the commencement of the National Convention.

g. The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Office and shall be reimbursable upon submission of a voucher to the NED/COO.

Section 9055. National Commandant

a. In the event the National Commandant shall be the respondent, the following procedure shall be followed:

(1) The National Senior Vice Commandant and the National JA shall determine if the charge is serious enough to merit further proceedings.

(2) If it is not found to merit further proceedings such charge shall be dismissed, and the petitioner shall be so notified by the National JA.

b. If found to have merit, the disciplinary charges as contained in the Disciplinary Charges Form shall be deemed filed with the National JA, who will thereupon cause service of same upon respondent, with copies to the National BOT.

c. The National Senior Vice Commandant shall immediately convene the entire National BOT (excluding the National Commandant) to serve as a Hearing Board. A quorum shall consist of at least eight (8) Board members.

d. If the Hearing Board finds it is in the best interest of the MCL, it may, by a two-thirds (2/3) vote, temporarily suspend the National Commandant from the duties of his office.

e. The Senior Vice Commandant shall serve as chairman of the Hearing Board. The Board shall conduct a hearing at the National Office at its own convenience, call witnesses, hear testimony, and it may conduct its own independent investigation.

f. The Hearing Board's decision, which must be affirmed by a two-thirds (2/3) vote, shall be served upon the National Commandant within fifteen (15) days of date of decision.

g. The National Commandant may appeal within thirty (30) days to the Senior Vice Commandant, through the NED/COO, who shall appoint an appeals board (Board of Appeals) which should be comprised of a minimum of five (5) Past National Commandants, none of which shall be current members of the National BOT. The Board of Appeals shall concern itself only with the appeal and a majority vote by the Board of Appeals is required for a decision.

h. The National Commandant may further appeal the decision of the Board of Appeals directly to the National Convention in writing using the Appeal Form, located in the Member Library, via the National Executive Director/COO.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

i. The legitimate travel and lodging expenses of the Hearing Board or Board of Appeals shall be charged against National Office and shall be reimbursable upon submission of a voucher to the NED/COO.

Section 9060. National Judge Advocate

a. In the event the National JA shall be the Respondent, the charges shall be filled out using the Disciplinary Charge Form and filed with the National Commandant, who shall affect service upon the respondent and all participating parties.

b. The Junior Past National Commandant and National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings. If it is not found to merit further proceedings such charge shall be dismissed, and the Petitioner shall be so notified by the Junior Past National Commandant.

c. If any charge is found to have merit:

(1) The National Senior Vice Commandant as chairman shall immediately convene a Hearing Board, comprised of himself and four (4) other members of the National BOT.

(2) The Hearing Board is empowered to convene a hearing at a time and/or place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

d. If the Hearing Board finds it is in the best interest of the MCL, by a majority vote, it may temporarily suspend the National JA from the duties of his office.

e. The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant who will affect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

f. The respondent or petitioner may appeal in writing using the Appeal Form, located in the Member Library, within thirty (30) days to the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) Upon appeal, the National Commandant shall appoint an appeal board which shall be comprised of a minimum of five (5) department judge advocates, none of which shall be a current member of the National Board of Trustees.

(2) This Appeal Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision.

g. The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing using the Appeal Form, located in the Member Library, via the NED/COO. Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

h. The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Office and shall be reimbursable upon submission of a voucher to the NED/COO.

Section 9065. Duties and Rights at the Hearing Procedure

a. **Duties and Rights of Petitioner-**

(1) The petitioner has the burden of proving the grievance or disciplinary charge by a preponderance (51%) of the evidence. Failure to meet the burden is grounds for dismissing the grievance or disciplinary charge.

(2) The petitioner is responsible for inviting witnesses to testify on his behalf.

(3) The petitioner is responsible to present admissible evidence relevant to the grievance or disciplinary charge.

(4) The petitioner shall file a complete list of witnesses, notarized statements from any witness that cannot appear at the hearing in person, and copies of all exhibits to be offered into evidence with the jurisdictional JA fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed, or exhibits offered but not previously provided, may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

(5) The Petitioner may have a member of the Marine Corps League act as his counsel but the council must have been a member of the Marine Corps League for at least a year.

(6) The Petitioner or his counsel has the right to examine and cross examine witnesses.

b. **Duties and Rights of Respondent**

(1) A respondent has the right to file a written response with the department JA to a grievance or disciplinary charge filed against him but need not do so at his choice.

(2) The respondent is responsible for inviting witnesses to testify on his behalf and to present admissible evidence in his defense relevant to the grievance or disciplinary charge against him.

(3) The respondent's failure to appear or provide evidence shall not prevent the Hearing Board from making appropriate findings.

(4) The respondent shall file a complete list of his witnesses, notarized statements from any witness that cannot appear at the hearing, and copies of all exhibits to be offered into evidence with the jurisdictional JA fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed, or exhibits offered, but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

(5) The Respondent may have a member of the Marine Corps League act as his council, but the council must have been a member of the Marine Corps League for at least a year.

(6) The Respondent or his counsel has the right to examine and cross examine witnesses.

c. **Duties of the Recorder: Official Recording of the Proceedings**

(1) The chairman of the Hearing Board will appoint a recorder, preferably from the local area, to record the proceedings by digital recording. The recorder shall:

(a) Be the sole operator of the recording devise.

(b) Maintain a log of digital recording activities. (See Attachment 9-1).

(c) At the close of the hearing, turn over all digital recordings to the jurisdictional JA, who will sign the log as custodian. The recording shall be filed with the written summary of the hearing. See Section 9075.

(d) A duplicate of the log will be sent with all requests for copies of digital recordings; and

(e) Not participate in the Hearing Board's deliberations.

(2) There will be no digital recording of the proceedings other than the official recording taken by the recorder.

(3) The Board will make available to the parties upon written request filed with the jurisdictional JA a copy of the recording of the hearing. The request shall be made in writing within ten (10) days of receipt of the copy of the summary of the hearing.

(4) If the Petitioner or Respondent requests a copy of the recording of the hearing, the thirty (30) day appeal period in Section 9080, a., shall commence upon receipt of the copy of the recording.

d. **Duties of Sergeant at Arms (SAA).** The chairman of the Hearing Board will appoint a SAA preferably from the local area if a physical Hearing Board is to take place. The duties of the SAA are to preserve order and to perform other duties as required by the chairman of the Hearing Board.

e. **Duties of Hearing Board**

(1) Hearing shall be held in executive session.

(2) The Hearing Board shall conduct the hearing following Section 9070 below.

(3) The Hearing Board may but is not obligated to invite witnesses and obtain exhibits other than those designated by the petitioner and the respondent.

Section 9070. Conducting the Hearing++

NOTE. ++ If conducting a virtual Hearing Board, refer to AP –Chapter Nine-Attachment 2VHB.

a. **Preliminary Events.** The chairman calls the hearing to order and:

(1) Announces that the hearing will be held in executive session.

(2) Directs the SAA to:

(a) Secure the hearing room: only the members, parties, counsel, and recorder may be present and

(b) Lead the pledge of allegiance.

(3) States who is present and the billet of each person.

(4) Directs the jurisdictional JA to enter the exhibits in the record.

b. **Exhibits**

(1) Prior to the hearing the jurisdictional JA marks exhibits as follows:

(a) Board exhibits. At a minimum the following exhibits are marked as board exhibits:

B-1 Appointing and Convening Order.
B-2 Grievance or Disciplinary Charge*; and
B-3 If Respondent is absent, a copy of the Notice of Hearing sent to the respondent with a copy of the mail with tracking number or the email, supported by a digital signature, with a request delivery/read receipt a Board exhibit to document notice.

NOTE. *If the charge(s) or grievance filed does not number or letter the clearly different actions alleged, the jurisdictional JA shall make such designations on the charges filed or on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

(b) Petitioner's exhibits. The petitioner's exhibits are marked: P-1, P-2, etc.

(c) Respondent's exhibits. The respondent's exhibits are marked: A, B, C, etc.

NOTE. The exhibits shall be marked before copies are mailed or emailed to the parties.

(2) On the record the jurisdictional JA announces the list of exhibits.

(3) On the record the jurisdictional JA asks in turn if petitioner or respondent has an objection to any exhibit. See Section 9005, f., for basis for objection.

(4) The chairman of the Board shall rule on each objection that the exhibit is:

(a) admitted.

(b) not admitted; or

(c) admitted subject to conditions.

(5) On the record the jurisdictional JA announces which exhibits have been admitted in evidence

c. **Motions on Failure to Follow Prehearing Procedure. (See Section 9010)**

(1) The proponent shall offer his written motion of failure to comply with the prehearing procedure required in Chapter Nine, which has been filed with the jurisdictional JA not later than five days prior to the date of the hearing. The chairman may allow a written or oral motion submitted at the hearing if the proponent has good cause for not filing timely.

(2) The jurisdictional JA shall mark a copy of the motion as the party's exhibit next in order.

(3) The proponent of the motion shall argue his case and present relevant exhibits.

(4) The jurisdictional Judge Advocate shall respond to the proponent's case.

(5) The chairman shall rule on the motion: granted or denied.

(6) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

d. **Witnesses Sworn**

(1) **Oath**. All testimony will be given under the oath: "I do solemnly affirm to tell the truth, the whole truth nothing but the truth."

(2) The jurisdictional JA shall administer the oath to the witnesses:

(a) as a group prior to opening statements; or

(b) individually as called.

e. **Opening Statements.** Each party may give an opening statement. The petitioner is first and the respondent is second.

f. **Petitioner's Case.** The Petitioner calls his witnesses. Any witness called but not listed or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require. The sequence of questioning of each witness is:

(1) **Direct Examination.** Either petitioner or his counsel, but not both, shall examine a witness by question and answer. At the Board's discretion a witness may read a statement into evidence.

(2) **Cross-Examination.** Either respondent or his counsel, but not both, may cross-examine the witnesses on topics covered during the direct examination. The Board may permit questions into additional topics.

(3) **Redirect.** Either petitioner or his counsel, but not both, may ask questions on topics covered in cross examination.

(4) **Recross.** Either respondent or his counsel, but not both, may ask questions on topics covered in redirect.

(5) **Board Questions.** Board members may ask questions

(a) at any time during direct, cross, re-direct or re-cross and

(b) after the parties have no further questions.

g. **Respondent's Case.** Respondent is not required to present a defense. The case the respondent does present follows the same format outlined for Petitioner in Section 9070 above.

h. **Rebuttal.** Petitioner may present evidence in rebuttal to evidence presented by respondent.

i. **Surrebuttal.** Respondent may present evidence in surrebuttal to evidence presented by petitioner in rebuttal.

j. **Board Evidence.** The Board may invite additional witnesses to testify and introduce additional exhibits. The chairman shall designate a member of the Board to conduct the direct examination of the Board witness. Each party or his counsel may cross examine the witness.

k. **Additional Session.** If the hearing cannot be concluded on the scheduled day, the hearing may be continued to another day.

l. **Closing Arguments.** Each party may give a closing argument. Because the petitioner has burden of proof he has the last word. The Petitioner closes first, and the Respondent is second. The Petitioner may offer rebuttal.

m. **Adjourn the Hearing.** Before declaring the hearing adjourned the chairman states that:

NOTE. It is advisable to keep the parties and witnesses present until deliberations have been completed in case questions arise during deliberations.

(1) the findings will be made within 15 days.

(2) the findings will be in writing; and

(3) copies will be mailed or emailed, supported by a digital signature, to:

(a) the parties,

(b) the National JA,

(c) the National Commandant,

(d) the National Adjutant, and

(e) the MODD if applicable.

n. **Deliberations on Findings.** The Board shall close (go off the record with only Board members present) to deliberate on findings.

(1) Charges and Specifications

(a) A finding shall be made on each charge and specification.

NOTE. If the charge(s) or grievance filed does not number or letter the clearly different actions alleged to be violations, the jurisdictional JA shall make such designations on the charges or grievance on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

(b) Findings of guilty shall be made by a majority vote.

(c) Less than a majority vote for "guilty" is a finding of "Not Guilty."

(2) Punishment in the Case of a Finding of Guilty in a Disciplinary Hearing (See Section 9095-Punishment).

(a) A finding for punishment shall be by a majority vote.

(b) The Board may make a finding of "No punishment."

(c) A member at any level may be punished by:

1. Written reprimand.

2. Suspension for a specified period of time; or

3. Expulsion from the MCL.

(d) A detachment or department:

1. May receive a reprimand.

2. Charter may be suspended; or

3. Charter may be revoked.

(e) A punishment more than a reprimand and less than suspension that is reasonable, e.g., letter of apology, restitution, is authorized by this section.

(3) Corrective Action in the Case of a Finding of Guilty in a Grievance Hearing.

(a) Any corrective action necessary to eliminate the grounds for the grievance shall be directed by a majority vote.

(b) The Board may find "no corrective action is necessary."

Section 9075. RESULTS OF THE HEARING

a. **Written Summary of the Hearing.** Within 15 days of the hearing, the jurisdictional JA shall write a summary of the hearing to include: (See Attachment 4, Sample of a Written Summary.)

(1) Date and times convened and adjourned of each session.

(2) The names and billets of those present.

(3) A list of the exhibits of the Board, petitioner, and respondent with each exhibit attached to the original summary of the hearing.

(4) A summary of each witness's testimony.

(5) The findings of the Hearing Board:

(a) each charge and Specification: guilty or not guilty and

(b) any punishment in a disciplinary hearing; or

(c) any corrective action directed in a grievance hearing; and

(6) Appeal rights of the parties.

(7) The summary shall be signed by all members of the Board.

b. **Original and Service of Copies of the Written Summary of the Hearing**

(1) The original of the written summary of the hearing and the official recording of the hearing shall be retained in the department files or National Offices files for at least five years with the jurisdictional JA as custodian.

(2) Upon obtaining all members' signatures, the jurisdictional JA shall serve a copy of the written summary of the hearing on the parties, the department commandant, the National JA, and the National Adjutant (less exhibits).

c. **Duties of National Judge Advocate and National Adjutant**

(1) If no appeal is filed and the punishment is suspension or expulsion from the MCL, the National JA shall request in writing by mail with a tracking number that the NED/COO strike or suspend respondent from the roles.

(2) The NED/COO shall strike or suspend the respondent from the roles and inform the National JA of the action taken by mail with a tracking number or email.

(3) The National JA shall serve a copy of the notice that the respondent's name has been stricken or suspended from the roles on:

(a) the parties by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt; and

(b) the National Commandant; the Division National Vice Commandant, the department commandant, the department JA, and if appropriate a National Officer in the MODD by mail or by email.

Section 9080. Appeals to the National Judge Advocate

a. **Appeal to National Judge Advocate.** Either the respondent or petitioner or the counsel of either may file a written appeal of the Hearing Board's decision to the National JA. The appeal shall clearly state the basis for the appeal utilizing the Appeal Form located in the Member Library.

b. **Filing the Appeal**

(1) The appeal shall be filed with the National JA by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt within thirty (30) days after receipt of the Hearing Board decision. Mail with a tracking number or an email, supported by a digital signature, with a request delivery/read receipt within such period constitutes proof of filing of the appeal. Any appeal not filed timely shall be deemed waived absent a showing of good cause, which shall be decided by the National JA.

(a) If the appeal is not timely the National Judge Advocate shall notify the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

(b) If the appealing party (a) contests the National Judge Advocate's decision that the appeal is untimely or (b) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and serve a copy on the National Judge Advocate.

(c) If the National Commandant grants the request, the National Commandant shall direct the National JA to decide the appeal on the merits.

(2) A complete copy of the appeal shall be served on the other party (respondent or petitioner) and to the jurisdictional JA concurrent with the filing of the appeal to the National JA. All copies shall be served by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt.

(3) If the petitioner or respondent requests a copy of the recording of the hearing, as provided in Section 9065, c., (3), the thirty (30) day appeal period in Section 9080 shall commence upon receipt of the copy of the recording.

c. **National Judge Advocate Ruling**

(1) The National Judge Advocate shall rule on the appeal in writing within thirty (30) days of receipt of the appeal either granting or denying the appeal.

(2) The National Judge Advocate shall serve copies of his ruling on:

(a) the parties by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt, and

(b) the National Commandant, the Division National Vice Commandant, the department commandant, and the department JA by email.

(3) The National JA may make his decision from the official recording and the written summary of the hearing, or he may permit the petitioner or respondent or the counsel of either to make an oral or written argument concerning the appeal after written notice to the other party. No oral or written argument to or contact with the National JA should be made concerning the appeal absent his specific request for the same.

(4) If the record of the hearing is insufficient or there exist material irregularities in procedure, the National JA may refer the matter back to the Hearing Board to supplement the record or correct such material irregularity.

(5) Questions of admissibility of evidence, the regularity of the proceedings, and the credibility of witnesses and evidence determined by the Hearing Board shall not be overturned on appeal unless the Hearing Board is clearly in error.

Section 9085. Appeals to the National Board of Trustees

a. **Appeal to National Board of Trustees**. Either the petitioner or respondent or the counsel of either may appeal the National Judge Advocate's ruling to the National BOT. The appeal shall be in writing and state the basis for the appeal utilizing the Appeal Form, located in the Member Library.

b. **Filing the Appeal.** The appeal shall be filed with the National JA, copy to the National Commandant and to the other party, by mail with a tracking number or email, supported by digital signature, with a request delivery/read receipt within thirty (30) days after receipt of the National Judge Advocate's ruling. Mail with a tracking number or an email, supported by a digital signature, with a request delivery/read receipt within such period constitutes proof of filing the appeal.

(1) Any appeal not filed timely shall be deemed waived absent a showing of good cause.

(2) The National JA shall determine if an appeal is timely.

(a) If the appeal is timely, the National JA shall inform the National Commandant in writing.

(b) If the appeal is not timely the National Judge Advocate notifies the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

(3) If the appealing party:

(a) contests the National JA's decision that the appeal is untimely, or

(b) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and place it on the agenda of the National BOT.

(c) The party shall serve a copy of the appeal to the National JA.

(4) If the petitioner or respondent requests a copy of the recording of the hearing, as provided in Section 9065, c., (3), the thirty (30) day appeal period in Section 9085 shall commence upon receipt of the copy of the recording.

c. **Agenda of National Board of Trustees.** If the appeal is timely or good cause is shown, the National Commandant shall:

(1) place the appeal on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board and

(2) notify the National Judge Advocate that the appeal is on the Board's agenda for a certain date.

d. **Preparing the Appeal for the Board.** The National JA shall:

(1) Inform the appellant by written notice that:

(a) the appeal will be on the National Board of Trustees agenda on a certain date.

(b) he has until the date certain to submit seventeen copies of his appeal to the National JA for distribution to the National BOT members.

(2) Draft a brief for the Board:

(a) stating the charges and specifications and findings and pertinent evidence,

(b) commenting on each basis for the appeal, and

(c) attaching a copy of his ruling denying the appeal to the National JA.

(3) Prepare the appeal for distribution to board members.

e. The National JA shall not sit as a member of the National BOT to hear the appeal. The National Commandant shall appoint an acting National JA while the appeal is before the National BOT.

f. **Basis for the Board Ruling.** The Board may:

(1) Make its decision based on the official recording and the written summary of the hearing.

(2) Permit the petitioner and/or the respondent or the counsel of either to appear and argue the matter before the National BOT after written notice to the other party.

(3) Permit the National JA to present his brief orally to the Board.

(4) Take further evidence including evidence in mitigation or aggravation under such rules and conditions as it may adopt.

g. **The Board Ruling.** The National BOT may sustain or reject the ruling of the National JA. If the National BOT fails to sustain the ruling of the National JA, it shall issue its own decision in writing. The acting National JA shall draft the ruling of the Board. The NED/COO shall serve a copy of the Board ruling on the petitioner, respondent, department JA, department commandant, the Division National Vice Commandant, the National Commandant and the National JA.

h. **No Further Appeal.** The decision of the Board of Trustees is final and there is no further right of appeal.

Section 9090. Suspension of Pending Hearing. In all disciplinary proceedings brought under Sections 9040, 9045, and 9050 herein, the designated jurisdictional JA shall possess the discretionary authority to temporarily suspend the respondent from membership, office or function pending final resolution of the disciplinary charge. The National JA and NED/COO shall be notified in writing of such suspension.

Section 9095. Punishment

a. Following conformance with the procedures outlined in this Chapter if the respondent is adjudged guilty of committing any act which would tend to bring the MCL into public disrepute, and/or conduct unbecoming a member of the MCL, or if he has violated any of the applicable provisions of the national, department or detachment bylaws or administrative procedures, or any offense set forth in Section 9105 hereof, the respondent shall be subject to the following:

(1) A member, or officer at any level, may be punished by written reprimand, suspension for a specified period of time, or be expelled from the MCL. (See Section 9080 & 9085)

(2) A detachment or department may receive a reprimand; its charter may be temporarily suspended; or its charter may be permanently revoked.

(3) The NED/COO shall be notified of all actions taken pursuant to this section.

b. When the respondent has been adjudged guilty, and punished by suspension or expulsion, the respondent is stricken from the roles of the MCL for the specified period of time specified by the adjudication. During that time, the respondent is not permitted to attend or participate in any functions of the MCL, subsidiary, and subordinate organizations or to

represent that he is a member of the MCL. If the respondent is found in violation of a suspension, the respondent is subject to further charges and possible expulsion from the MCL.

c. The administrative procedures for Suspension and Reinstatement are delineated in Attachment Six (6). The administrative procedures for Expulsion are delineated in Attachment Seven (7). The administrative procedures for Resignation In lieu of Hearing are delineated in Attachment Eight (8).

Section 9100. Criminal Acts. Should any member of the League, or any subsidiary organization, subordinate group, or members thereof, violate any of the criminal laws of the United States, or a state having jurisdiction thereof, the complaint should be made directly to the proper federal, state, or local authority, and not to the League, although such conduct may also be the basis for a disciplinary charge under this chapter.

Section 9105. Offences. The following offenses are recognized:

a. Violation of oath of membership.

b. Violation of oath of office.

c. Conduct unbecoming a member of the Marine Corps League.

d. Any action detrimental to the League.

e. Conviction of any crime which constitutes a felony in a county, city, state, or federal court in the United States of America. A charge filed alleging a violation of any of the above offenses shall be processed in accordance with the procedures in Chapter Nine.

Section 9110. Charges Stemming from a Previously Heard Matter. In the event a charge stems from a previously heard grievance or disciplinary charge, the failure to take corrective action to resolve a grievance, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such finding, suspension, or punishment.

a. A charge filed under this section shall be submitted in writing to the National Commandant and the National JA.

(1) If the charge stems from a previously heard matter, the National JA will determine and immediately notify the commandant of the jurisdictional body to re-convene a hearing at a time and place of its convenience at, or near, the place of the previous hearing. It may hear testimony and may conduct its own independent investigation and shall make such additional findings and render such additional punishment, if any, that it finds necessary to enforce the prior decision.

(2) If the charge stems from a violation of a temporary suspension, the National JA will determine and immediately notify the jurisdictional commandant who may, prior to convening a hearing, conduct his own independent investigation, document his

findings, and make such findings known to the Hearing Board. If a violation is found, the Hearing Board shall render such additional punishment as may be deemed necessary to enforce the prior punishment.

(3) The Hearing Board's decision, which must be agreed to by a majority of the Hearing Board, shall be forwarded to petitioner and the respondent and the National JA within fifteen (15) days. The National JA will thereupon affect proper service of the Hearing Board's decision to the National BOT and the NED/COO.

(4) The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.

Section 9115. Administrative Expulsion of a Member

a. In the case wherein a member is convicted of a crime which constitutes a felony in a county, city, state or federal court in the United States of America, the detachment or department in which the member is in good standing, may file appropriate charges in accordance with the guidelines set forth in Chapter Nine. However, the member may be given the opportunity to resign from the MCL with prejudice, in lieu of filing of charges under Chapter Nine.

b. In the event the convicted felon member does not wish to resign, and the detachment or department does not desire to retain the convicted felon as a member, the detachment or department may obtain the applicable court documents wherein the member was convicted of the felony and submit the certified court documents to the department JA with a request to approve the administrative expulsion from the rolls of the MCL with prejudice.

c. If the department JA approves the administrative expulsion request, the member will be notified by mail with a tracking number and/or email, supported by a digital signature, with a request delivery/read receipt, with email copies being provided to the National Office and to the detachment. The Member may appeal the decision of the department JA in accordance with Section 9085 within 30 days.

2025 Administrative Procedures - Chapter Nine - Attachment 1

Marine Corps League
National/Department Hearing Board
Digital Recording Log of Activities

Date: _____ Recorder: _____
(Print name)

_____ **V** _____
Petitioner Respondent

Signature of Recorder: _____ Date: _____

Printed name of Media Custodian: _____ Date: _____

Signature of Media Custodian: _____ Date: _____

Printed names of Hearing Board Members with signed initials

1)_____ 4)_____

2)_____ 5)_____

3)_____

Start Time	Stop Time	Reason

Page _____ of _____

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Start Time	Stop Time	Reason

Page _____ of _____

2025 Administrative Procedures - Chapter Nine - Attachment 2

SAMPLE RITUAL FOR CONDUCTING A HEARING BOARD IN ACCORDANCE WITH CHAPTER NINE (9) MCL ADMINISTRATIVE PROCEDURES

Any hearing under Chapter Nine of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.

HAVE THE RECORDER START THE DIGITAL RECORDING

(Have the recorder monitor the digital recording. If the recording needs to be stopped for any reason, he will inform the Chairman who will then stop the proceedings and direct stopping the recording~~,~~. The Recorder will make the necessary changes and resume the recording. The Chairman then directs the continuation of the proceedings. NO DISCUSSION WILL OCCUR WITH THE RECORDING STOPPED.) **

CHAIRMAN: "Sgt at Arms secure the hearing room."

SGT AT ARMS: "Aye, aye sir: The hearing room is secure."

CHAIRMAN: "Sgt at Arms, lead us in the Pledge of Allegiance."

SGT AT ARMS: "Aye, aye, sir. - Hand salute! - I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all. Ready – Two!"

CHAIRMAN: We are now in executive session. This Hearing Board is convened in accordance with and under the authority of Chapter Nine (9) of the National Marine Corps League Administrative Procedures to hear the charges brought by:

_____ v. _____.
(PETITIONER) (RESPONDENT)

Today is _____ (Day) and the date is _____ and the time is _____.

"Everyone will remain quiet and respectful during the conduct of this hearing. You will not speak unless the Chairman has given you the floor or the person who has the floor asks you a question. There will be only one person speaking at a time. No one will speak out of turn and if you violate this rule, the Sgt at Arms will escort you from the hearing room. If you are escorted from the room, you will not return. There will be no additional warning given. Members of the Hearing Board may interrupt and ask questions of any person or witness at any time.

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The members of the Hearing Board are as follows:

Chairman Name: _____ Position: _____ Unit: _____

JA Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Other non-voting members of the Hearing Board are –

Sgt at Arm's Name: _____.

Recorder's Name: _____.

The charges before this Hearing Board are as follows: - (READ CHARGES)

"The Judge Advocate will now list and identify for the record all exhibits entered into evidence currently accepted by the Board:"

JUDGE ADVOCATE: *(LIST AND IDENTIFY EXHIBITS BY NAME AND NUMBER)*

CHAIRMAN: "Are there any challenges or objections to the marked exhibits and affidavits? If none, so state."

CHAIRMAN: "Are there any additional exhibits to be presented to the Board?" (Determine whether they will be accepted. If accepted, have the Judge Advocate mark and identify them.)

CHAIRMAN: "The Judge Advocate will now swear in all witnesses. Everyone who will present evidence to the Board please rise and raise your right hand."

JUDGE ADVOCATE: "Repeat after me: 'I do solemnly swear or affirm to tell the truth, the whole truth, and nothing but the truth'."

CHAIRMAN: "Be seated."

CHAIRMAN: "The petitioner may present an opening statement." (If desired by the Board)

PETITIONER: *Presents opening statement.*

CHAIRMAN: "The respondent may present an opening statement." (If desired by the Board)

RESPONDENT: *Presents opening statement.*

CHAIRMAN: "The petitioner will call his first witness."

(At this point, the floor is turned over to the petitioner to present his case. After the petitioner finishes his questions then ...)

CHAIRMAN: "The petitioner may call his next witness."

(The process repeats itself until the petitioner has presented his case and called all his witnesses. If, after the respondent questions a witness, the petitioner wants to ask another question or redirect the witness, he may. If he does, the respondent also gets a chance to redirect that witness.)

CHAIRMAN: "The respondent may call his first witness."

(At this point the process repeats with respondent asking his questions first and then when he is finished, the petitioner gets a chance to ask his questions of the same witness.)

CHAIRMAN: "The respondent may present a closing statement." (If desired by the Board).

RESPONDENT: *Presents closing statement.*

CHAIRMAN: "The petitioner may present a closing statement." (If desired by the Board).

PETITIONER: *Presents closing statement.*

CHAIRMAN: "There being no more business to be brought before this Board we will proceed to adjourn. The Board will not render its decision today. The Board will render its decision in writing within fifteen (15) days from today. Both parties will be notified by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt.

The Hearing Board is adjourned. The time is _____.

STOP THE RECORDING

NOTES FOR CONDUCTING HEARING BOARD

CONDUCT:

- Any hearing under Chapter Nine (9) of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.

- Assemble the hearing room so that the Hearing Board is all seated at the same table facing the room. The petitioner and respondent should have separate tables facing the Hearing Board.

- Have the National Flag and Bible present at the hearing.

- The Hearing Board Chairman calls the hearing to order and introduces all of the Hearing Board members, the Recorder and the Sgt at Arms. Announce why the Sgt at Arms is there and make sure that everyone is perfectly clear that; the hearing will be orderly, no one will argue or speak out of turn and that, if they do, they will be directed to immediately vacate the hearing room. Never allow the parties to argue amongst themselves. Strike quickly on the first attempt, no matter how minor, and you may prevent any further attempts.

- All persons having permission to speak must first identify themselves before speaking. This is important for any follow up as a result of an appeal. The person or persons acting on an appeal must be able to know who is speaking when listening to the tape.

- If for some reason the hearing cannot be concluded on the day set forth in the original notice, the hearing may be re-convened on another day, time and place. The Administrative Procedures do not set forth a time limitation on what that date should be. However, minimally comply by setting the first hearing date within the sixty (60) day period from receiving the grievance or disciplinary charge and then continue the hearing to another date if need be. If you announce at the hearing the date, time, and place of re-convening the hearing, there is no requirement to send out additional written notices to anyone. If you do not, and set a date, time, and place later, you must serve new notice by mail with a tracking number or-email, supported by a digital signature, with a request delivery/read receipt.

JUDGE ADVOCATE DUTIES:

- Introduce all exhibits into evidence. All the exhibits should have been previously provided by the Petitioner and Respondent fifteen (15) days prior to the date of the hearing and the Petitioner and Respondent should have received a list of all of the exhibits to be introduced prior to the hearing. The exhibits should be marked consecutively with numbers for the Petitioner and consecutively with letters for the Respondent.

- Exhibit (1) should be the written grievance or disciplinary charges being brought.

- Exhibit (2) should be the written response, if any, from the Respondent.

- Exhibit (3) should be the written notice to the parties setting out the Hearing Board members and the date, time and place of the hearing. Attach copies of the mail with tracking number or emails, supported by a digital signature, making sure that the date of service is clear. If the respondent was served by the Sgt at Arms, attach a copy of his Return of Service showing the date, time and place of service.

- If any of the original Hearing Board members were challenged, the written challenge and the written notice of replacement should be entered as exhibits along with documentation showing service to respondent and petitioner.

- If the Hearing Board conducted its own investigation, the written report of the investigator should also be an exhibit. NOTE: No member of the Hearing Board should conduct the investigation himself. The investigator should be called as a witness by either the Board, the petitioner or the respondent. If a Hearing Board member conducts an investigation himself, he has created a conflict because he cannot appear as an independent witness and a Hearing Board member who must decide the case.

- Mark any notarized affidavits as permitted in this chapter.

HEARING BOARD DECISION:

- It is recommended that the Hearing Board not announce your findings at this time and that the Chairman merely notify all parties that the decision will be rendered as required by the Administrative Procedures within fifteen (15) days.

- Write your decision and get a majority vote on the decision.

- If a grievance is substantiated, set out what action will be necessary to resolve the grievance.

- If punishment is warranted on a disciplinary charge, set out the punishment clearly.

- Try to make your decision as clear as possible setting out why you found the way you did. It is entirely appropriate to set out that you believed certain evidence or did not believe certain evidence. The Hearing Board has the duty to make the determination as to whom and what version of events it believes. The Hearing Board gives whatever weight it chooses to the evidence. Please remember that in the event of any appeal of your decision, it is being reviewed by someone or some other body, such as the National Judge Advocate or the BOT who did not have the opportunity to view the case and the witnesses, or hear the evidence, and that they are relying upon the record created.

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SAMPLE RITUAL FOR CONDUCTING A VIRTUAL HEARING BOARD IN ACCORDANCE WITH CHAPTER NINE (9) MCL ADMINISTRATIVE PROCEDURES

Any virtual hearing under Chapter Nine of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.

HAVE THE RECORDER (VIRTUAL MEETING HOST) START THE AUDIO/VIDEO RECORDING OF THE MEETING

(Have the recorder monitor the digital recording. If the recording needs to be stopped for any reason, he will inform the Chairman who will then stop the proceedings and direct stopping the recording. The Recorder will inform the Chairman when the recording can resume. The Chairman then directs the continuation of the proceedings. NO DISCUSSION WILL OCCUR WITH THE RECORDING STOPPED.)

CHAIRMAN: "Meeting Recorder secure the hearing room."

MEETING HOST/RECORDER: "Aye, aye sir: The hearing room is secure."

CHAIRMAN: We are now in executive session. This Hearing Board is convened in accordance with and under the authority of Chapter Nine (9) of the National Marine Corps League Administrative Procedures to hear the charges brought by:

_____ v. _____.
(PETITIONER) (RESPONDENT)

Today is _____ (Day) and the date is _____ and the time is _____.

"Everyone will remain quiet and respectful during the conduct of this hearing. You will not speak unless the Chairman has given you the floor or the person who has the floor asks you a question. There will be only one person speaking at a time. No one will speak out of turn and if you violate this rule, the JJA will have you removed from the virtual hearing room. If you are removed from the room, you will not return. There will be no additional warning given. Members of the Hearing Board may interrupt and ask questions of any person or witness at any time.

The members of the Hearing Board are as follows:

Chairman Name: _____ Position: _____ Unit: _____

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JA Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Other non-voting members of the Hearing Board are –

Meeting Host/Recorder's Name: _____.

The charges before this Hearing Board are as follows: - (READ CHARGES)

"The Judge Advocate will now list and identify for the record all exhibits entered into evidence currently accepted by the Board:"

JUDGE ADVOCATE: *(LIST AND IDENTIFY EXHIBITS BY NAME AND NUMBER)*

CHAIRMAN: "Are there any challenges or objections to the marked exhibits and affidavits? If none, so state."

CHAIRMAN: "Are there any additional exhibits to be presented to the Board?" (Determine whether they will be accepted electronically. If accepted, have the Judge Advocate mark and identify them.)

CHAIRMAN: "The Judge Advocate will now swear in all witnesses (The witnesses will be brought into the meeting from the "waiting room"). Everyone who will present evidence to the Board please raise your right hand."

JUDGE ADVOCATE: "Repeat after me: 'I do solemnly swear or affirm to tell the truth, the whole truth, and nothing but the truth'."

CHAIRMAN: "The witnesses can now be sent back to the waiting room."

CHAIRMAN: "The petitioner may present an opening statement." (If desired by the Board)

PETITIONER: *Presents opening statement.*

CHAIRMAN: "The respondent may present an opening statement." (If desired by the Board)

RESPONDENT: *Presents opening statement.*

CHAIRMAN: "The petitioner will call his first witness."

(At this point, the floor is turned over to the petitioner to present his case. After the petitioner finishes his questions then ...)

CHAIRMAN: "The petitioner may call his next witness."

(The process repeats itself until the petitioner has presented his case and called all his witnesses. If, after the respondent questions a witness, the petitioner wants to ask another question or redirect the witness, he may. If he does, the respondent also gets a chance to redirect that witness.)

CHAIRMAN: "The respondent may call his first witness."

(At this point the process repeats with respondent asking his questions first and then when he is finished, the petitioner gets a chance to ask his questions of the same witness.)

CHAIRMAN: "The respondent may present a closing statement." (If desired by the Board).

RESPONDENT: *Presents closing statement.*

CHAIRMAN: "The petitioner may present a closing statement." (If desired by the Board).

PETITIONER: *Presents closing statement.*

CHAIRMAN: "There being no more business to be brought before this Board we will proceed to adjourn. The Board will not render its decision today. The Board will render its decision in writing within fifteen (15) days from today. Both parties will be notified by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt.

The Hearing Board is adjourned. The time is _____.

STOP THE RECORDING

NOTES FOR CONDUCTING HEARING BOARD

CONDUCT:

- Any virtual hearing under Chapter Nine (9) of these Administrative Procedures should be conducted in an orderly and efficient manner enabling the parties to be heard and evidence presented, and to enable the Hearing Board to make a fair and just decision.

- The Hearing Board Chairman calls the hearing to order and introduces all of the Hearing Board members~~,~~ and the Recorder. Make sure that everyone is perfectly clear that; the hearing will be orderly, no one will argue or speak out of turn and that, if they do, they will be immediately vacated from the hearing room. Never allow the parties to argue amongst

themselves. Strike quickly on the first attempt, no matter how minor, and you may prevent any further attempts.

- All persons having permission to speak must first identify themselves before speaking. This is important for any follow up as a result of an appeal. The person or persons acting on an appeal must be able to know who is speaking when listening to the recording.

- If for some reason the hearing cannot be concluded on the day set forth in the original notice, the hearing may be re-convened on another day and time. The Administrative Procedures do not set forth a time limitation on what that date should be. However, minimally comply by setting the first hearing date within the sixty (60) day period from receiving the grievance or disciplinary charge and then continue the hearing to another date if need be. If you announce at the hearing the date and time of re-convening the hearing, there is no requirement to send out additional written notices to anyone. If you do not, and set a date, and time later, you must serve new notice by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt.

JUDGE ADVOCATE DUTIES:

- Introduce all exhibits into evidence. All the exhibits should have been previously provided by the Petitioner and Respondent fifteen (15) days prior to the date of the hearing and the Petitioner and Respondent should have received a list of all of the exhibits to be introduced prior to the hearing. The exhibits should be marked consecutively with numbers for the Petitioner and consecutively with letters for the Respondent.

- Exhibit (1) should be the written grievance or disciplinary charges being brought.

- Exhibit (2) should be the written response, if any, from the Respondent.

- Exhibit (3) should be the written notice to the parties setting out the Hearing Board members and the date and time of the hearing. Attach copies of the mail with a tracking number or emails making sure that the date of service is clear. If the respondent was served by the Sgt at Arms, attach a copy of his Return of Service showing the date, time and place of service.

- If any of the original Hearing Board members were challenged, the written challenge and the written notice of replacement should be entered as exhibits along with documentation showing service to respondent and petitioner.

- If the Hearing Board conducted its own investigation, the written report of the investigator should also be an exhibit. NOTE: No member of the Hearing Board should conduct the investigation himself. The investigator should be called as a witness by either the Board, the petitioner or the respondent. If a Hearing Board member conducts an investigation himself, he has created a conflict because he cannot appear as an independent witness and a Hearing Board member who must decide the case.

- Mark any notarized affidavits as permitted in this chapter.

HEARING BOARD DECISION:

- It is recommended that the Hearing Board not announce your findings at this time and that the Chairman merely notify all parties that the decision will be rendered as required by the Administrative Procedures within fifteen (15) days.

- Write your decision and get a majority vote on the decision.

- If a grievance is substantiated, set out what action will be necessary to resolve the grievance.

- If punishment is warranted on a disciplinary charge, set out the punishment clearly.

- Try to make your decision as clear as possible setting out why you found the way you did. It is entirely appropriate to set out that you believed certain evidence or did not believe certain evidence. The Hearing Board has the duty to make the determination as to whom and what version of events it believes. The Hearing Board gives whatever weight it chooses to the evidence. Please remember that in the event of any appeal of your decision, it is being reviewed by someone or some other body, such as the National Judge Advocate or the BOT who did not have the opportunity to view the case and the witnesses, or hear the evidence, and that they are relying upon the record created.

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2025 Administrative Procedures - Chapter Nine - Attachment 3

A SAMPLE CHRONOLOGY

All hearings whether for a grievance or a disciplinary action start with the basic proposition that from the date of the filing on the complaint to the date of the start of the hearing should be 75 days or less. This chronology is only a guide and assumes a grievance or disciplinary procedure at the primary department level where the jurisdictional JA is the department JA and the jurisdictional commandant is the department commandant.

DAY ONE Judge Advocate receives by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt from the petitioner the grievance or disciplinary charge(s) against a respondent with copies to the department commandant, the National JA and the National Commandant. The petitioner must provide evidence of service of the original of the grievance of disciplinary charge(s) upon the respondent by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt.

DAY 2 TO DAY 19 The judge advocate and/or the department commandant have 20 days in which to conduct a preliminary investigation and/or attempt to obtain an informal settlement of the grievance or disciplinary charge(s).

DAY 20 If the matter is not settled, the commandant shall immediately appoint a Hearing Board comprised of the department commandant, the department JA and at least two other members. The JA shall notify the petitioner and the respondent in writing of the composition of the Hearing Board and the date of the convening of the hearing which should be within 75 days of the original receipt of the grievance or disciplinary charge(s). The convening date cannot be less than 20 days from the original receipt.

Administrative Note: Copies of specific Sections of Chapter 9 must be forwarded to the petitioner and the respondent with this notification. See Section 9020, Paragraph e.

DAY 21 TO DAY 30 The petitioner and the respondent each have 10 days to file a written challenge to the composition of the Hearing Board in accordance with Section 9020, §f., of this chapter. The judge advocate is not subject to challenge except for good cause. Upon receipt of a sustained challenge, the appointing authority shall appoint a replacement who shall be subject to challenge only as specified in Section 9020, f.

DAY 60 Not less than 15 days before the established hearing date, the petitioner and the respondent must provide the JA with a full list of all witnesses and a list and copy of all exhibits and all notarized statements to be presented to the Hearing Board. Note that if the hearing date is less than 75 days then you count backwards from the hearing date to establish the date upon which these materials must be provided.

Administrative Note: The date these materials must be provided should be included in the notification sent to the petitioner and respondent on DAY 20.

DAY 70 Not less than 5 days before the date of the hearing the judge advocate shall provide copies of the lists of witnesses, lists of the exhibits, copies of the exhibits and copies of the notarized statements to the petitioner and respondent. If the Hearing Board intends

to call its own witnesses and/or introduce its own exhibits, the judge advocate should prepare the appropriate list and forward copies to the petitioner and respondent. Again, if the hearing date is less than the 75th day, you count backwards from the hearing date to establish this date.

DAY 75 Hearing is started. From the date of the conclusion of the hearing, the Hearing Board has 15 days in which to render its written decision. Upon entry of the finding and the decision, the petitioner and the respondent have 30 days to file a "Notice of Appeal" as set forth in these procedures.

All email under this chapter must be supported by digital signature, request delivery/read receipt, or by mail with a tracking number.

NOTE: *Adjustments to coincide with the modified timeline and references were made to this chronology, recognizing that this chronology is only a guide and is not mandatory. See Section 9000, f., of this Chapter.*

2025 Administrative Procedures - Chapter Nine - Attachment 4

FINDINGS OF THE _____ VIRTUAL/HEARING BOARD BETWEEN
(DISCIPLINARY or GRIEVANCE)

PETITIONER_____

v.

RESPONDENT _____

A Hearing Board was convened on _____ at _____ to hear this complaint.
(Day/Date) (Place/Location)

The Hearing Board was comprised of the following members:

Chairman Name: _____ Position: _____ Unit: _____

Judge Ad Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Member Name: _____ Position: _____ Unit: _____

Other Hearing Board Personnel:

Sgt at Arms Name: _____ Unit: _____

Recorder's Name: _____ Unit: _____

NOTE: If a Hearing Board Investigator was named and used, list their name and unit here.

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ATTACHMENTS:

Order of Authorization of the Hearing Board by the Commandant of the Department of _____ dated _____.

EXHIBITS:

#1 Filing of formal Grievance by Petitioner
#2 Written response (if any) by Respondent
#3 Notice to parties identifying Hearing Board Members and date, time and place of hearing.
#4 Petitioner Exhibit
#5 Petitioner Exhibit
#A Respondent Exhibit
#B Respondent Exhibit

SUMMARY:

PETITIONER FOR DETACHMENT ,_____.
(Detachment & #) (Name) (Title)

Petitioner _____ filed a grievance/charges concerning

_____

_____

_____

The petitioner wanted _____

_____

_____

The Hearing was opened and the department JA listed for the record the exhibits before the board. There were/were not challenges or objections to any exhibit. The chairperson swore in all witnesses at the same time or individually. Board did/did not desire opening statements.

The Petitioner complaints/charges were stated as:

#1_____

_____

_____

_____

_____

#2 _____

_____

_____

_____

#3 _____

_____

_____

_____

No witnesses were called or:

Witness stated that _____

_____

_____

_____

Witness stated that _____

_____

_____

_____

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Petitioner _____rested his case.

Respondent _____ presented his case.

Witness stated that _____

_____

_____

_____

Witness stated that _____

_____

_____

_____

Respondent _____ rested his case.

The Hearing Board did/did not desire closing statements.

The Hearing Board called _____ who was assigned by the Hearing Board as an investigator. Investigator _____filed his report as Exhibit _____ with/without objection. His report concluded that:

_____

_____

_____

_____

The Board agreed/disagreed with Investigator_____ _____ conclusions.

FINDINGS:

The findings of the Hearing Board are as follows:

The Board found/did not find evidence to support any of the Petitioner's claim specifically:
Complaint #1 – the Board found that:

_____

_____

_____

_____

Complaint #2 -the Board found that:

_____

_____

_____

_____

Complaint #3 – the Board found that:

_____

_____

_____

_____

REQUIRED ACTION:

GRIEVANCE HEARING BOARD:

The Board directs that: _____

_____

_____

_____

DISCIPLINARY HEARING BOARD:

PUNISHMENT:

By majority agreement the Board adjudges _____ guilty of
(Respondent)

(List the charges that the Board adjudged the Respondent guilty of)

1. _____

2. _____

3. _____

The Hearing Board awards punishment as: _____

_____

If punishment is suspension for a specific period of time, or expulsion from the Marine Corps League, provide the following Respondent's information:

MCL Profile ID _____ MCL Life Member Number _____

MODD Membership Number _____ MODD Life Member Number _____

MODD Pound Name and Number _____

NOTES

Be specific. Identify by name, persons who appeared before the Hearing Board and what their statements were. State what the Hearing Board thought of each witness and/or exhibit. Did the Board believe or disbelieve the witness and why. Did the Board believe or disbelieve the exhibit and why. Both sides may present witnesses and any witnesses should be identified in the findings. If the grievance is substantiated, indicate what action is required to resolve the grievance. If any disciplinary charge is substantiated or proved, the Hearing Board shall state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Board. If any disciplinary charge(s) is not substantiated or proved, the written decision shall so state. If punishment is suspension for a specific period of time or expulsion from the Marine

Corps League, include all identifying information about the Respondent including MCL Profile ID and whether or not the member is a member of the MODD. This information is required to ensure the correct member is removed from both the League and MODD rolls.

The findings of the Hearing Board must be agreed to by a majority of the Board members.

2025 Administrative Procedures - Chapter Nine - Attachment 4

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2025 Administrative Procedures - Chapter Nine - Attachment 5

Sample Grievance Letter, Disciplinary Charge & Appeal Letter Instructions

If the letter is filed officially from the detachment or department, the full letterhead should be used, and that information should be included in the text.

Note that the addressing is different for a grievance and for disciplinary charges.

The detachment or department board of trustees may direct the jurisdictional judge advocate to file the complaint, and act as the petitioner for the board of trustees at any hearing that may result from the complaint.

If the grievance(s) or disciplinary charge(s) are filed by a member or members against the action(s) of another member or members, the Grievance or Disciplinary Charge(s) Form shall be used, or may be omitted altogether if the organization is not pertinent to the complaint.

For a grievance or disciplinary charges, the respondent has the right to provide a written response but is not required to do so. The response is to be sent to the jurisdictional judge advocate within 10 days of the receipt of the grievance or disciplinary charge and should only address the stated charges as briefly as possible and should not include any potential evidence or exhibits. The format of the response should generally follow the format of the complaint.

If the grievance(s) or disciplinary charge(s) are filed against the action(s) of a department commandant, a department, or any elected national officer, Chapter Nine has specific protocols that must be followed.

The date is important. The actual date it gets emailed starts the clock for calculating the sequence of events. It should be dated the same day it goes in the email.

If there is more than one petitioner, such as a board of trustees of the detachment, each petitioner's digital signature must be on the form.

The Petitioner(s) may request some specific action that they believe is appropriate, but the final action is the prerogative of the Hearing Board.

As noted in Chapter Nine, <u>all correspondence must be sent</u> by mail with a tracking number or <u>by email, supported by a digital signature, with a request delivery/read receipt</u> unless there is a specific exception cited. If there is more than one respondent, each will have a copy of the respective letter sent to them.

Mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt must be sent to the respondent, the department commandant, the department judge advocate, the National Commandant, and the National Judge Advocate.

2025 Administrative Procedures - Chapter Nine - Attachment 5

SAMPLE GRIEVANCE LETTER

SAMPLE ONLY - SEE MEMBER LIBRARY FOR CURRENT AVAILABLE FORM

Grievance Form

To be completed by the Petitioner

Date _____

This action is initiated under (select one box with an X):

- ☐ **NAP Section 9025** - If a member, detachment, or department has a grievance against another member, detachment, or department
- ☐ **NAP Section 9030** – If a department, a division, a department officer, a division officer, or a national officer is the petitioner or the respondent
- ☐ **NAP Section 9035** - If a grievance arises during a National Convention

Petitioner(s): ***Fill in at least one row.***

Member#	Name	Email	Phone	Detachment Name & #

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Respondent(s): ***Fill in at least one row.***

Member#	Name	Email	Phone	Detachment Name & #

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Witness(es): ***Fill in the information on any witness who can substantiate any of the grievances.***

Member#	Name	Email	Phone	Grievance #(s) this member witnessed; Detachment Name & No

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

CC: Distribution List: ***Title, National/Division/Department/Detachment***

Title	Name	Email	Phone	Organization @

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

@ Organization (National or Division/Department name)

2025 Administrative Procedures - Chapter Nine - Attachment 5

Grievance Details: *List all Grievances; the National, Department, and/or Detachment Bylaw or AP sections violated; and cite their offences.*

Grievance 1 Summary:
Alleged Violated Document and Section: 1. ***Citation 1:*** ***Citation 2:***

Proposed resolution: *How would you like this matter resolved?*

On my/our oath or affirmation as a member(s) of the Marine Corps League, I/we declare that I/we have reasonable belief that the above described act or acts have been committed.

Enter the Petitioner's name in both columns. Both the digitized and handwritten signature are authorized.

Petitioner(s) Signatures	
Print name:	**Sign name:**

SAMPLE ONLY - SEE MEMBERLIBRARY FOR CURRENT AVAILABLE FORM

2025 Administrative Procedures - Chapter Nine - Attachment 5

SAMPLE DISCIPLINARY CHARGE LETTER

SAMPLE ONLY - SEE MEMBERLIBRARY FOR CURRENT AVAILABLE FORM

Disciplinary Charges Form

To be completed by the Petitioner

Date _____

This action is initiated under (select one box with an X):

- ☐ **NAP Section 9040** - If the respondent is a member, detachment, detachment officer, department officer other than the commandant, or a member of the board of trustees of a detachment or department
- ☐ **NAP Section 9045** – If the respondent is a department commandant or department
- ☐ **NAP Section 9050** - If the respondent is a national officer or member of the National BOT, other than the National Commandant or National Judge Advocate
- ☐ **NAP Section 9055** - If the respondent is the National Commandant
- ☐ **NAP Section 9060** - If the respondent is the National Judge Advocate

Petitioner(s): *Fill in at least one row*

Member#	Name	Email	Phone	Detachment Name & #

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Respondent(s): *Fill in at least one row*

Member#	Name	Email	Phone	Detachment Name & #

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Witness(es): *Fill in the information on any witness who can substantiate any of the grievances.*

Member#	Name	Email	Phone	Actions #(s) this member witnessed; Detachment Name & No

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

CC: Distribution List: *Fill in the information on who should receive this form*

Title	Name	Email	Phone	Organization @

Title	Name	Email	Phone	Organization @

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below
@ Organization (National or Division/Department name)

Disciplinary Charges Details: *List all Disciplinary Charges; the National, Department, and/or Detachment Bylaw or AP sections violated; and cite their offences.*

Disciplinary Charge 1 Summary:
Alleged Violated Document and Section: 1. *Citation 1:* *Citation 2:*

Proposed disciplinary charges resolution: *How would you like this matter resolved?*

On my/our oath or affirmation as a member(s) of the Marine Corps League, I/we declare that I/we have reasonable belief that the above described act or acts have been committed.

Enter the Petitioner's name in both columns. Both the digitized and handwritten signature are authorized.

Petitioner(s) Signatures	
Print name:	**Sign name:**

SAMPLE ONLY - SEE MEMBERLIBRARY FOR CURRENT AVAILABLE FORM

2025 Administrative Procedures - Chapter Nine - Attachment 5

SAMPLE APPEAL LETTER

SAMPLE ONLY - SEE MEMBER LIBRARY FOR CURRENT AVAILABLE FORM

Appeal Form

To be completed by the Petitioner

Date _____

NAP Section Reference

This action is initiated under (select one box with an X):

☐ **NAP Section 9080** – Appeals to the National Judge Advocate

☐ **NAP Section 9085** – Appeals to the National Board of Trustees

Petitioner(s): *Fill in at least one row*

Member#	Name	Email	Phone	Detachment Name & #

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Appeal against the decision: *Fill in at least one row*

Case file name	Date of Hearing	Date of decision	Jurisdiction

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

Appealing Office: *Fill in the information on all officers to which this appeal is being presented.*

Officer's Name	Officers Title	Officer's Email

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

CC: Distribution List: *Title, National/Division/Department/Detachment*

Title	Name	Email	Phone	Organization @

Note: To insert more rows, Place cursor in the last row, Right-Click; Insert; Rows Below

@ Organization (National or Division/Department name)

Appeal to the following decision(s): *List all appeals and cite the justification for the appeal.*

Cited Decision Number and Text:

Appeals Form Effective 22 August 2025 Page **1** of **2**

2025 Administrative Procedures - Chapter Nine - Attachment 5

Justification for appealing this decision:
Citation 1:
Citation 2:

Proposed resolution: *How would you like this matter resolved?*

On my/our oath or affirmation as a member(s) of the Marine Corps League, I/we declare that I/we have reasonable belief that the above described grounds for appeal are valid.

Enter the Petitioner's name in both columns. Both the digitized and handwritten signature are authorized.

Petitioner(s) Signatures	
Print name:	**Sign name:**

SAMPLE ONLY - SEE MEMBERLIBRARY FOR CURRENT AVAILABLE FORM

2025 Administrative Procedures - Chapter Nine - Attachment 5

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2025 Administrative Procedures - Chapter Nine - Attachment 6

SUSPENSION PROTOCOL

Suspension Protocol

a. **Temporary Suspension.** Under **NAP SECTION 9090** the jurisdictional JA may order a temporary suspension, but is not required to do so, after a disciplinary charge is formally filed by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt with the jurisdictional JA. The temporary suspension:

(1) Is effective on the date of service* on the respondent;

(2) Includes NAP Section 9095 (b) restrictions; and

(3) Ends on the date of the findings of the Hearing Board (Findings).

If the respondent holds an office, the office is considered vacant, and a temporary officer is appointed to fill the vacancy until the temporary suspension ends. If the respondent is found (1) not guilty or (2) guilty but not suspended or expelled, the respondent is restored to his/her office.

Note – No member may be suspended unless disciplinary charges have been properly filed in accordance with Chapter Nine. Then, only the jurisdictional JA can suspend a MCL member.
*For effective service, see Paragraph c., (4), below

b. **Punishment.** The Hearing Board awards to Respondent, punishment of suspension for _____ months/years.

c. **Date Suspension is Effective**

(1) Temporary suspension ends on the date of the Findings.

(2) Suspension is effective on the date of the Findings.

(3) If the sentence of the Hearing Board states the beginning date of the suspension, the suspension begins and ends on accordance with the stated date.

(4) Service of findings will be made in accordance with NAP Section 9075 using by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt. Proof of delivery of mail with a tracking number or email with a request delivery/read receipt to respondent's last known mailing/email address constitutes service even if respondent does not accept delivery.

d. **Any Office Held.** Any office held by respondent is vacant on the date of the findings. The detachment, the department or national may proceed immediately to fill the vacancy.

e. **Appeal Denied or Not Filed.** If punishment of suspension is still in effect when the appeal process is exhausted*, the National Judge Advocate (NJA) notifies the NED/COO that the respondent's name is to be stricken from the rolls. In practice, respondent's name remains on the roster of his detachment having the notation "suspended" marked after his name.

* Appeal not filed within time limits or last appeal ruled upon.

f. **Removal from Rolls.** The NED/COO removes respondent's name from the rolls by notation "suspended" after his/her name. Respondent continues to be carried as a member of his/her detachment on the National Roster but with a notation of suspension.

After the date of suspension is effective, respondent remains a member of the detachment in which he/she held membership at the time of suspension.

The NED/COO does not maintain a list of suspended or expelled members separate from the National Roster.

The National JA shall maintain a list of suspended and expelled members, which is updated weekly and sent to the NED/COO.

g. **Notification of Removal of Name from Rolls.** Upon receiving written notice from the NED/COO of the notation of suspension, the National JA notifies in writing*, the Division National Vice Commandant, department commandant, department JA, detachment commandant, MOOD Smart Dog, petitioner, and respondent:

Respondent's name has been removed from rolls, a notation of suspension after respondent's name, but respondent remains a member of the Detachment under the conditions set forth in Section 9095;

Date suspension became effective;

Date suspension ends; and

Protocol for reinstatement (See Reinstatement Protocol below).

*NAP Section 9015 applies. Petitioner and respondent are notified by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt. E-mail to all others is acceptable.

h. **Violation of Suspension**

(1) A violation of suspension stops "good time" towards the suspension from the date of the violation.

(2) Upon resolution of charge of violation of suspension:

(a) If guilty, National Judge Advocate re-computes suspension time according to punishment; or

(b) If not guilty, Respondent receives credit for all time since date of suspension.

i. **Suspension period ends.** Respondent is not notified that the suspension period has

ended. It is his/her responsibility to keep track of his/her status. Until respondent receives a letter of reinstatement from the National JA, the conditions of suspension under Section 9095 remain in effect.

REINSTATMENT PROTOCOL

Reinstatement on the Rolls

a. Until respondent is reinstated on the rolls, the conditions of suspension in Section 9095 remain in effect.

b. Respondent remains a suspended member of the detachment in which he/she held membership at the time of suspension until reinstated.

c. Respondent has the responsibility to request reinstatement on the rolls by letter to the National Judge Advocate sent by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt.

d. Upon ascertaining that all conditions have been met for reinstatement, the National JA will issue a Letter of Reinstatement stating: (1) the date of reinstatement and; (2) the detachment in which respondent is a member in good standing.

e. The National JA shall send a copy of the reinstatement letter to NED/COO, Division National Vice Commandant, department commandant, department JA, detachment commandant, MODD Smart Dog, and petitioner.

f. The National JA shall request that the NED/COO remove the "suspended" designation in the National database.

g. When the National JA receives e-mail from the NED/COO that the notation of suspension has been removed the National JA will forward the e-mail to all officers named above.

h. If respondent does not request reinstatement within **two (2) years** from the date of the end of suspension, the National JA will notify the NED/COO that the respondent's name is to be removed from the membership rolls.

i. Thereafter, to rejoin the MCL the respondent must apply to a detachment of his choice for membership.

2025 Administrative Procedures - Chapter Nine - Attachment 6

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2025 Administrative Procedures - Chapter Nine - Attachment 7

EXPULSION PROTOCOL

a. Punishment – The Hearing Board awards to respondent punishment of expulsion.

b. Date expulsion is effective –

(1) Expulsion is effective on the date of the findings of the Hearing Board (Findings)

(2) Service of findings shall be made to all parties concerned. NAP Sections 9075. The respondent will be served by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt, NAP Section 9015. Proof of delivery of mail with a tracking number or email with a request delivery/read receipt to respondent's last known address constitutes service even if respondent does not accept delivery.

(3) The National JA shall maintain a list of expelled members, which is updated weekly and sent to the NED/COO. The respondent's name shall be added to the list with the notation "appeal period running."

c. Appeal Process – when the appeal process is exhausted*:

(1) If punishment of expulsion is still in effect the National JA shall notify the NED/COO in writing that the respondent's name is to be stricken from the rolls.

(2) If punishment of expulsion is NOT in effect, the National JA shall make notifications in accordance with paragraph "e" below.

* Appeal not filed or last appeal is ruled on.

d. Removal from Rolls –

(1) Upon receipt of written notice from the National JA that respondent's name is to be stricken from the rolls, the NED/COO shall remove respondent's name from the rolls.

(2) The NED/COO does not maintain a list of expelled members separate from the membership roster.

(3) The National JA shall remove the notation "appeal period running" after respondent's name on the expulsion list and insert the date the NED/COO is to remove the name from the rolls.

e. Notification – The National JA shall notify:

(1) The Division National Vice Commandant, department commandant, department JA, detachment commandant, and MODD Smart Dog, in writing or by e-mail and;

(2) The petitioner and respondent by mail with a tracking number or email, supported by a digital signature, with a request delivery/read receipt, that the respondent's name has been removed from the rolls on the date stated by the NED/COO.

f. Bar to Membership – Expulsion is a permanent bar to membership in the League.

2025 Administrative Procedures - Chapter Nine - Attachment 7

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2025 Administrative Procedures - Chapter Nine - Attachment 8

RESIGNATION IN LIEU OF HEARING (ILH) BOARD PROTOCOL

When disciplinary charges have been filed, the following procedure shall be followed if the respondent submits his/her resignation from the MCL to avoid the hearing:

A. Respondent submits his/her resignation, with prejudice, from the MCL to the convening authority with a copy to the jurisdictional JA and the detachment commandant. (Attachment A is a sample resignation letter).

   The convening authority has the option to accept or reject the resignation.

B. **Accept.** If the convening authority accepts the resignation, he/she forwards the resignation to the National JA with a copy of the forwarding letter to respondent, petitioner and detachment commandant.

   The resignation is effective retroactively to the date of the resignation letter.

C. **Reject.** If the convening authority rejects the resignation, he/she sends a letter of rejection to the respondent with a copy to the National JA, the jurisdictional JA, the petitioner and the detachment commandant. The convening authority may continue the disciplinary procedure in NAP, Chapter Nine (9).

   The National JA shall forward the accepted original resignation letter to the NED/COO and request that the NED/COO remove the respondent's name from the rolls. The National JA shall also send a copy of the letter to the National Commandant and Division National Vice Commandant.

D. The NED/COO shall remove the respondent's name from the rolls and notify the National JA by e-mail.

   The National JA shall:

   Send a letter by mail with a tracking number and/or email, supported by a digital signature, with a request delivery/read receipt to the respondent informing him/her that his/her name has been removed from the rolls, with a copy to the petitioner;

   Forward the same letter via e-mail to the NED/COO, Division National Vice Commandant, convening authority, jurisdictional judge advocate, and the detachment commandant.

   Place the respondent's name on the "Expulsion/Resignation ILH" list.

2025 Administrative Procedures - Chapter Nine - Attachment 8

RESIGNATION IN LIEU OF HEARING

(Name of Department Commandant)
CommandantDepartment of (_____) (State)
Address
City, State, Zip Code

RE: Resignation of Marine Corps League Membership

(Name of Department Commandant):

In lieu of appearing before a hearing board to defend myself against disciplinary charges, I hereby resign with prejudice, my membership in the Marine Corps League effective immediately.

DATE:_____ PRINTED:_____

SIGNED: _____
(Name of Member Resigning)

DATE:_____ PRINTED:_____

SIGNED: _____
(Witness)

CHAPTER TEN
MISCELLANEOUS

Section 10000. Fund Raising

a. **Fund Raising.** Fund raising activities may be entered into by the National Marine Corps League, its departments, detachments and subsidiary and subordinate units.

(1) Provided all funds raised shall be for the sole benefit of such organization less such expenses incurred.

(2) Provided such MCL organization shall receive and disburse all funds.

(3) Provided such fund-raising activity does not violate any federal, state, county, or municipal law or ordinance or reflect discredit upon the MCL.

(4) Nothing in this section shall prevent the National Convention Committee, or a department convention committee, or a detachment convention committee from selling ads or soliciting funds for any convention book.

b. **Fund Raising if More Than One (1) Detachment in City.** If a detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one detachment exists, such detachment shall advise all other detachments in such city of its intention and request approval. Any detachment opposing such project shall immediately file objection thereto with the detachment proposing the project, and with the department. The decision of the matter by the department shall be final.

c. **Limitations of Fund Raising by Detachment.** No detachment of the MCL or unit of the MCL Auxiliary shall conduct a fund-raising project in any municipality or territory other than its own territory without first securing the approval of such other detachment or unit, as hereinbefore provided.

d. **Limitation of Fund Raising by National.** The National Organization of the Marine Corps League shall not conduct any fund-raising project in any department without first obtaining the permission of said department.

e. **Solicitation.** Any individual or committee soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete report, signed, written to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profit.

f. **Fund Raising by Department.** No department shall conduct any finance raising project in any city where there is one or more detachments, without the consent of such detachment or detachments. Any detachment opposing the project shall file immediate objection with the Division National Vice Commandant of that Division, and his decision in the matter shall be final.

g. **Fund Raising at Conventions, Conferences, and Meetings.** Fund raising at National Conventions shall be governed by the provisions of Chapter Two of the NAP. At all other conventions, conferences and meetings, any and all fund raising shall be

under the control of the detachment, department or other organization that is hosting the event. No other detachment, department, or National Office of the MCL or any other unit, department or National Office of the MCL Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including the sale of military or MCL related merchandise in, on or about the event site without the expressed approval and consent of the detachment, department or other organizations that are hosting the event.

Section 10005. Respect

a. The Bible shall be opened and placed on an altar which is covered with a clean and attractive "Altar Cloth" during all the meetings of the MCL. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the altar for physical support, and shall not, under any circumstances, use the altar or Bible as a resting place for any item or material. All space between the altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

b. The "Ritual" of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

Section 10010. Resolutions, Submitting, and Processing. Resolutions may be submitted by a member in good standing, a detachment or department for consideration by a National Convention, provided said resolutions are in proper form and in compliance with all the following requirements:

a. **Resolutions.** The resolution must be typewritten with an original and three (3) copies and must be registered at National Office no later than 1 July prior to the National Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the NED/COO. One copy shall be retained at the National Office as a part of the permanent file; one copy shall be placed in "working file" to be referred to the National Resolutions Committee for the committee's consideration and recommendations; one copy shall be used by the NED/COO 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 National Convention shall be drawn on such form as will identify it as being adopted by the MCL in "National Convention assembled." Any resolution not written in this form shall be returned by the NED/COO 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 National Convention, no motion proposing adoption of a resolution shall be placed on the floor of the National Convention unless the requirements of this section have been complied with.

d. The National Office staff shall prepare an adequate supply of all resolutions registered by the NED/COO 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 National Convention. A complete file of all registered resolutions shall be available in the Convention Office of the NED/COO for inspection by any delegate or members of the MCL who desire to take advantage of such inspection.

e. The NED/COO shall make a report to the National Mid-Winter Staff Meeting of the actions taken to comply with the resolutions passed at the preceding National Convention.

Section 10015. Authorization

a. **Name and/or Emblem**

(1) Pursuant to Title 36 U.S. Code Section 117, Chapter 1401, The Marine Corps League has the exclusive right to the use of its name and the sole exclusive right to the use of the emblem and badges adopted by the corporation. It is a federal offense to use the name or emblems of a federally chartered veteran's organization. (See Title 18, U.S. Code Section 705). No detachment, department, division, subsidiary or other unit of the Marine Corps League and no officer or member has authority to grant the right to manufacture, reproduce or deal in items bearing the name, including the acronym MCL, and/or emblem of the Marine Corps League or any colorable imitation thereof.

(2) The only authority to use the name and/or emblem of the Marine Corps League would be the express written permission of the National Commandant, the National Board of Trustees or the NED/COO of the Marine Corps League or their authorized representative. Permission must be obtained by submitting a request, in writing, to the NED/COO. A log will be maintained at National Office showing each request (must be attached), date requested, name of individual or company requesting, intended purpose, date authorized, date of expiration of authorization and name of individual authorizing such use. Individual Marine Corps League Members, detachments, departments, and divisions are authorized to use the emblem for personal use without requesting permission. Commercial use must be approved as outlined above.

b. **Signature Stamp.** Permission must be obtained for the use at National Office of a signature stamp or signed by direction, for each occasion of use. The individual requesting authorization and the individual granting authorization will both enter in separate LOGS the following information: DATE REQUESTED, DATE AUTHORIZED, subject of letter or correspondence, name of individual requesting and name of individual authorizing the use.

Section 10020. Amendments

a. The Bylaws and Administrative Procedures may be revised, amended, or repealed by a majority vote of the properly registered and approved delegates voting at a National Convention, provided that the proposed revision, amendment, or repeal is submitted to the NED/COO at National Office no later than 1 April prior to the National Convention at which said proposals are to be considered.

(1) Submission of proposed revisions, amendments or repeals shall be in typewritten form and the body shall include:

(a) The document name, article or chapter number, and all section numbers proposed for amending.

(b) The current section(s) text to be proposed for amending or adding.

(c) Optionally, the current section(s) text with annotations indicating the proposed revisions.

(d) The text for the proposed revised section(s)

(e) The justification for proposing the change.

(f) The NBL Section 1115 and NAP Section 10020 allow correcting clerical. Both of these governing documents need to have consistent highlighting and capitalizing. To accomplish this, the NBL and NAP Committee has developed the MCL Style Guide and Glossary (Style Guide)

1) Both documents will be edited to adhere to the Style Guide.

2) All approved changes by the National Convention will incorporate the Style Guide's protocols.

3) The MCL Style Guide is a document added to these Admin Procedures as Enclosure (9).

4) Changes to the Style Guide will be implemented by the NED/COO after majority approval of the National Bylaws and Administrative Procedures Committee. The procedure to accomplish the approval of any changes will be at the direction of the NED/COO.

(2) Submission **can** be sent via Email, Certified U.S. Mail, or by other carriers where certified delivery may be verified, and a return receipt may be requested. If the proposal is mailed, it is recommended that a PDF of the source document be emailed to the NED/COO. Additionally, the source document (MS Word, WordPerfect, etc.) shall be emailed to the NED/COO. Receipt of the email submission(s) will be acknowledged by the NED/COO.

Exception: Department Anniversaries Requests shall be approved by the National BOT and not voted on by a National Convention. The request will be submitted to the National BOT via the National Uniform Committee using the "DEPARTMENT ANNIVERSARY MEDAL/RIBBON REQUEST" form in Enclosure (4), page 20. Additionally, all National Convention and/or

Anniversary Medals and Ribbons shall be proposed and approved by the National BOT only. (REV 2023)

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 or have impact with any other sections within the same document or the other document, the changed or corrected wording of those sections will be included in the single submission.

c. 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 Marine Corps League National Website no later than May 1 prior to the National Convention at which the proposal is to be considered.

(1) The NED/COO shall provide notice of said posting in the issue of "Semper Fi" published subsequent to the posting on the National website. Such notice shall include instructions on how to access and review the proposed revisions on the National website.

(2) A hard copy of the proposed revisions shall be made available to any existing detachment and department commandant, each member of the National Board of Trustee, and each Past National Commandant upon submission of a written request to the NED/COO; submission instructions, including any applicable deadlines, on how to receive a hard copy of the proposed revisions via U. S. Mail from the National Executive Director/COO shall be included in the notification which is placed in "Semper Fi". Requests for printed copies must be postmarked no later than June 1st of the current year. (REV 2021)

d. When a proposed amendment is brought to the floor of the National Convention for consideration and a motion is made relevant to adoption thereof, that motion becomes a Main Motion, and as such the proposed amendment may be amended from the floor in accordance 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.

e. The National Administrative Review Committee and the NED/COO shall have the authority to identify and, with the advice and consent of the National Bylaws and Administrative Procedures Committee, correct errors in the National 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.

Section 10025. Effective Date. Each revision, amendment, or repeal of a provision of the National Administrative Procedures which are approved at a National Convention, as outlined in the National Bylaws, Article XI, Section 1105, and does not provide for an effective date will become effective upon the close of the National Convention at which it is approved.

Section 10030. National Administrative Procedures Distribution

a. The current edition of the National Administrative Procedures of the MCL along with any published changes shall be posted on the National website, no later than 30 business days after the close of the National Convention, for the access and review by all members of the MCL, the National BOT, National Office, MCL Auxiliary, and the Military Order of the Devil Dogs Kennel. Changes approved at the National Convention each year shall be posted to the website once completed and notice of said posting shall be provided in the issue of "Semper Fi" in the next issue subsequent to the posting on the National website. Such notice shall include instructions on how to access and review the approved changes on the National website. A hard copy of the approved changes may be purchased (printing and mailing cost) by any existing detachment, department, Past National Commandant, member of the National BOT, National Office of the Marine Corps League Auxiliary, and the Military Order of the Devil Dogs Kennel upon submission of a written request to the NED/COO. Submission instructions, including any applicable deadlines on how to receive a hard copy of the approved changes via U. S. Mail from the NED/COO shall be included in the notification which is placed in "Semper Fi". (Rev 2025)

b. Any member of the MCL may purchase copies of the National Administrative Procedures from the NED/COO.

Section 10035. Blanket Bond. The following Officers are included under a blanket bond provided through a commercial crime policy paid for and administered by the National Organization:

a. National Commandant
b. National Office Manager
c. National Comptroller
d. National Executive Director/Chief Operating Officer
e. Division National Vice Commandants and Assistant Division Vice Commandants
f. National, Division Adjutant/Paymaster or Paymaster, as applicable
g. Department Commandant
h. Department Adjutant/Paymaster or Paymaster, as applicable
i. Detachment Commandant
j. Detachment Adjutant/Paymaster or Paymaster, as applicable
k. National Director of Veterans Service (Rev 2024)
l. National Director of Conventions Committee and his Committees
m. All officers designated to handle funds of a Department/Detachment within the territorial provisions of the commercial crime policy are covered by the blanket bond.

Section 10040. Violation. Any member who violates the precepts of the National Bylaws or the Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.

International Handicap Symbol

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2025 Administrative Procedures – Enclosure (2)

AMERICANISM PROGRAM

Entry Rules: May be submitted as a "bound book", "scrapbook", or an "album".

All entries must be hand delivered to the National Convention. If a member of the detachment will not be present, another MCL member may be designated to deliver the entry.

- All Entries will be returned after the awards are announced at the Convention.
- All detachments and departments may enter and are encouraged to do so.

Documentation will be provided each year on the MCL National Website and/or mailed out to each detachment and department commandant with specific instructions for submission for that year.

Suggested Titles: "(Name) Detachment Diary
"Department of (Name) Diary

Awards: Nine (9) Plaques awarded according to membership strength.

-	Category 1 -	15-50 Members	1st, 2nd, & 3rd Place
-	Category 2 -	51-100 Members	1st, 2nd, & 3rd Place
-	Category 3 -	101 Members & Over	1st, 2nd, & 3rd Place

Top Award: Gil Gray Award with Plaque. Awarded to the top entry regardless of category.

Suggested Contents of the Entry Book:

- Installations (both detachment and department)
- Marine Corps Balls – Parades – Veteran Days Activities – Memorial Day Activities
- Christmas Parties – Toys for Tots – CDCE Activities
- Youth Activities – Young Marines of the Marine Corps League – YPF – Boy Scouts
- School or Sports Activities – Respect for Flags Classes – Veteran's Appreciation
- MCL Membership & Recruiting Programs
- MCL and/or MCLA Social Events – Historical Events
- Participation with other Veterans Organizations – Support of other Organizations
- Events that may be included are not limited to this list.

Include photographs, newspaper articles, and other documentation for each event cited in the entry book. All items should include the date and all photographs should include captains identifying the event and the individuals in the photograph.

The entry book should include events over an entire 12-month period determined by the committee and published on the individual year's documentation.

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2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (3)

UNIFORM CODE
MARINE CORPS LEAGUE

PREFACE

The guidance of this Uniform code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniform. The word "Uniform" itself is defined as: (1) Always the same, as in character or degree unvarying, (2) conforming to one principle, standard, or rule; consistent.

Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an unmindful public may see that we are the Marines; and when today's Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as one of their own. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms prescribed in this Uniform Code are considered appropriate to preserve the respect and dignity of The Marine Corps League and the United States Marine Corps.

I. MEDALS and RIBBONS

a. MCL and DOD medals and/or ribbons should **NEVER** be mixed on any uniform. The wearer has only the choice of wearing authorized medals and/or ribbons of **EITHER**, but **NEVER BOTH TOGETHER**.

b. One, two, or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. MEDALS MAY BE OF THE WEARER'S CHOICE.

c. Miniature MCL or Miniature DOD Medals may be worn **ONLY** with the FORMAL DRESS UNIFORM, either on the Evening Dress Jacket, or on the MCL Red Blazer when worn as the optional jacket for the FORMAL DRESS UNIFORM.

d. Enclosure Four (4) should be referenced for proper precedence of MCL medals and/or ribbons.

e. Members are expected to know their individual authority to wear DOD medals, badges, devices, and awards and the proper way to wear those decorations. Appropriate military uniform directives should be referenced for proper precedence of USMC or other DOD medals and/or ribbons.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (3)

II. WEARING OF MINIATURE MEDALS

a. Miniature medals (MCL or DOD) may be worn only on the **FORMAL DRESS UNIFORM (Evening Dress Jacket or MCL Red Blazer when worn as an optional jacket on the Formal Dress Uniform.)**

b. Miniature medals worn on the Evening Dress Jacket should be worn centered on the left lapel, and below the tip of the lapel notch.

c. The following applies only if wearing the Red Blazer as an optional jacket for the Formal Dress Uniform.

- Miniature medals may be worn on the left lapel of the Red Blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one (1) inch out from the edge of the inside of the left lapel. In those instances where regulation size holding bar/bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the Red Blazer.

- Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medals count is uneven.

III. MOUNTING OF MINIATURE MEDALS

a. When more than one (1) medal is worn they should be suspended from a holding bar of sufficient stiffness to support the weight of the medals.

b. When eleven (11) medals are worn, there will be five (5) medals on the top row, and six (6) medals on the bottom row. When there is an uneven number of medals, the rows cannot be even top to bottom.

c. The maximum length of the holding bar for miniature medals should be four (4) inches, (3 RIBBON BAR) although a holding bar of maximum length has room for a maximum of five (5) medals side by side; it can however accommodate ten (10) medals if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.

d. Mounting of the Miniature medals by rows:

One to ten (10) medals, one (10) row only

- Two medals, mounted side by side on a 1-5/16" (1 ribbon bar)

- Three medals mounted on a 1-5/16" bar (1 ribbon bar) overlapped

- Four medals, mounted side by side on a 2-5/8" bar (2 ribbon bar)

- Five medals, mounted on a 2-5/8" bar (2 ribbon bar) overlapped

- Six to ten medals, mounted on a 4" bar (3 ribbon Bar) overlapped

- Eleven medals, 2 rows-first row (5) second row (6)

- Twelve or more medals should be tiered on rows as above.

e. In the case of MCL issued medals only; in lieu of the above prescribed overlapping mini-medals mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of (4) or (5), when five (5), ten (10), fifteen (15) or twenty (20) are worn, or partial additional rows of one (1), two (2), or three (3) mini-medals, without overlapping, may be worn.

IV. **SHOULDER PATCHES.** Shoulder patches are worn on the undress uniform white aviator shirt, short sleeve or long sleeve, and the female white USMC style shirt **ONLY**.

a. The Marine Corps League shoulder patch will be worn on the LEFT sleeve, centered on the sleeve and 1-1/2" below the shoulder seam.

b. The United States Flag patch (2" x 3") will be worn on the RIGHT Sleeve, centered on the sleeve and 1-1/2" below the shoulder seem. The United States Flag patch will have a WHITE border and will have a field of BLUE to the right (to the wearer's front.)

c. **AT THE WEARER'S CHOICE**; if a member is also a member of the Military Order of Devil Dogs, the MODD patch may be worn in place of the United States Flag patch, centered on the sleeve and 1-1/2" below the shoulder seam. Only one patch can be worn on each sleeve.

d. NO service or unit patches are to be worn on the MCL Uniform.

V. **MARINE CORPS LEAGUE COVER**

a. The basic uniform of the MCL is the unique cover that identifies the members of the MCL. Because all other parts of the uniform that are designated in this enclosure are optional, the cover remains as the only consistent identifier for MCL members, which is why the cover is worn indoors at appropriate MCL functions. When MCL members are wearing the appropriate cover, as listed below, they are considered in uniform. **NO OTHER TYPE OF COVER MAY BE WORN AT A MARINE CORPS LEAGUE FUNCTION OR MEETING**.

b. All members of the Marine Corps League are authorized to wear the RED COVER.

- Members elected or appointed at the department level are authorized to wear the RED COVER with a GOLD CROWN.

- Members elected to a national office or appointed to a national staff/committee are authorized to wear GOLD COVERS.

- The Chief Devil Dog will wear a BLACK COVER. (Rev 2024)

- The National Commandant will wear a WHITE COVER.

c. The Past National Commandants and Honorary Past National Commandants are authorized to wear a GOLD COVER with WHITE CROWN.

- The Past Chief Devil Dogs and Honorary Chief Devil Dogs are authorized to wear a GOLD COVER with a BLACK CROWN.

- Past National Vice Commandants of Divisions, Past Division Vice Chief Devil Dogs, Past National Executive Directors, and Past National Directors of Young Marines are authorized to wear a GOLD COVER with a GOLD CROWN. (Rev 2022)

- Past Department Commandants and Past Pack Leaders are authorized to wear a RED COVER with a GOLD CROWN.

- Past Detachment Commandants and Past Pound Keepers are authorized to wear a RED COVER with a RED CROWN.

- All past officers listed above may identify their past office with a title strip or embroidery and may display the years that they held that office.

  (1) However, members who were elected to these positions and resigned from their office without completing a successful tour will neither be entitled to wear such title strip or embroidery denoting successful completion of their tour of duty nor entitled to conduct installation of officers. (Rev 2024)

  (2) Exceptions to this policy for circumstances where a National, department or detachment commandant becomes incapacitated or unable to perform due to diagnosed or prolonged illness or other unforeseen circumstances may be permitted and authorized by the Board of Trustees and detachment membership. (Rev 2024)

- With the exception of Past National Commandants, Honorary Past National Commandants, Past Chief Devil Dogs, and Honorary Chief Devil Dogs, they all may also display the organization where they held that office (i.e., Southeast Division; Department of Ohio; Chattanooga Detachment; etc..)

- Only the officers listed in this paragraph are authorized to retain the cover for their previous office after they leave that office. All other members will revert back to the appropriate cover for the elected or appointed office currently held, and if any, removing the officer identification STRIP(S) for prior offices no longer held.

d. The only insignia authorized for wear on the MCL covers is the 1-1/2" X 1-1/2" anodized solid gold color or polished brass Marine Corps emblem **(Enlisted Style Only)** on the left side. The Devil Dog patch, if authorized, will be worn up front on the right side of the cover. The identification strips, i.e., department or detachment strip, or embroidering, will be centered on the right side. If the "LIFE" strip is worn, it will be to the rear of the right side. The "LIFE MEMBER" strip will be worn the same as the identification strips are worn and

should be worn above other strips. **NO DIVISION PINS OR OTHER PINS/ORNAMENTS ARE AUTHORIZED ON MARINE CORPS LEAGUE COVERS.** (See diagram Enclosure Three (3) Attachment 1-1.)

VI. SPECIAL UNIFORM AUTHORIZATION

The standard MCL cover is the minimum uniform item worn by members to be considered "IN UNIFORM". Members who are participating in memorial services and who are in MCL uniform may wear "WHITE GLOVES" of the same type as worn by the uniformed services. Wearing of white gloves will be at the discretion of the senior officer in charge of the detail. Although clothing and apparel worn with the standard cover may or may not have a Marine Corps or MCL theme, and may be appropriate attire, that attire is not a uniform of the League.

The red cover may be worn by members in good standing while participating in a color guard or funeral detail comprised of members of multiple veteran's service organizations that have established their own uniform.

ONLY those uniforms that are outlined under "UNIFORM- MALE"; "UNIFORM -FEMALE"; and "ASSOCIATE MEMBERS UNIFORM" are approved uniforms of the MCL. NO variation(s) of the prescribed uniforms are authorized. In case of inclement weather (rain, snow, sleet, or cold) the local Detachment or Department Commandant may authorize appropriate outer wear to be worn over the Marine Corps League uniform **(ALL UNIFORMS AND CLOTHING "MUST" BE THE SAME)**. Proposed changes to the uniform code must be submitted through the Bylaws and Administrative Procedures amendment process.

VII. MARINE CORPS LEAGUE CREST

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the red blazer pocket, or may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest, with Marine Corps emblem, MCL Seal permanently set into the plastic sleeve or embroidered MCL crest that is permanently embroidered on the pocket of the red blazer itself, may also be worn as optional wear.

VIII. LAPEL PINS

The following lapel pins may be worn only on the Red Blazer or Evening Dress Jacket. The Past National Commandant Pin may be worn inboard with the National Marine of the Year outboard. National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant Pin. (ONLY ONE PAST COMMANDANT PIN MAY BE WORN AT A TIME, WEARER'S CHOICE.) Kennel Devil Dog of the Year Pin may be worn outboard of the National Marine of the Year. The Chapel of Four Chaplains, MCL membership, or retired Marine or retired Navy lapel pins may also be worn. Although there are several types of MCL membership pins (i.e., National Associate Member of the Year, Past Commandant, Life Member, Five Year Membership, Ten Year Membership, etc...), only "ONE" MCL membership pin should be worn. Ordained ministers or chaplains may wear a symbol of their religion of the size approved by DOD. Whatever pins are approved for wear; **ONLY TWO (2) PINS MAY BE WORN AT ANYTIME**, WEARER'S CHOICE. Only ONE (1) miniature ribbon of the individual's choice may be worn

above the lapel pins on the red blazer or evening dress jacket, provided miniature medals are not worn on the evening dress jacket. (Rev 2021)

APPROVED LAPEL PINS

1. Past National Commandant Pin
2. National Marine of the Year Pin
3. Devil Dog of the Year Pin
4. National Associate Member of the Year Pin (Rev 2021)
5. Past Department or Past Detachment Commandant Pin
6. Chapel of Four Chaplains Pin
7. MCL Membership Pin
8. Retired Marine or Retired Navy Pin
9. Life Member Pin
10. Ordained Ministers or Chaplains Symbol Pin
11. United States Flag Pin (3/8" X 3/4" in size)
12. Vietnam War 50th Commemorative Pin
13. Gold Star (Rev 2021)
14. Next of Kin Deceased Personnel Pin (Rev 2021)
15. Presidential Volunteer Service Award Pin (Life, Gold, Silver, Bronze) (Rev 2022)

NOTE: There are many styles of most pins but only ONE (1) type may be worn at a time.

The Crossed Flag Pin (US & USMC) is NOT ALLOWED.

IX. NAME TAGS

A nametag may be worn on the UNDRESS UNIFORM (short sleeve white, long sleeve white or women's USMC white blouse) as optional wear. A nametag will **NOT BE WORN ON ANY OTHER UNIFORM.**

X. MEDALLIONS

The Marine of the Year or Associate Member of the Year medallion and ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit,

Humanitarian Award, and Bronze Medallion Award); the Chief's Badge of Office, the Past Chief Devil Dog Collar, or the Military Order of Devil Dogs collar, if authorized, may be worn with the RED BLAZER CASUAL UNIFORM, RED BLAZER FORMAL UNIFORM, THE EVENING DRESS UNIFORM, OR THE UNDRESS UNIFORMS (MALE AND FEMALE). Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. NOTE – **MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)** (Rev 2022)

XI. WHITE DUTY BELTS

a. White duty belts may be worn by a member while performing the duty as Sergeant at Arms (SAA) or as a member of a Color Guard or Honor Guard, and only with the undress uniform short sleeve white or long sleeve white shirt.

b. The white duty belt should be the **Standard Plain White Cotton Web Belt (2-1/2")** with brass Marine Corps waist plate (3-1/2" x 2-1/2") (DRILL INSTRUCTOR STYLE) or **Standard Plain White Cotton Web Belt (2-1/2")** with gold (in color) Marine Corps Buckle (3-1/2" x 2-1/2"), either highly shined brass or Hamilton gold plated anodized brass with the EGA. AN ASSOCIATE MEMBER MAY WEAR THIS BUCKLE WHILE PREFORMING THE DUTIES OF SERGEANT AT ARMS OR DURING AN HONOR GUARD DETAIL CEREMONY ONLY. **THE ASSOCIATE MEMBER MAY NOT WEAR THIS BUCKLE AT ANY OTHER TIME.**

c. The MCL **White Duty Belt** is for use while under arms (Honor Guard), standing post (SAA) or marching in a parade performing the duties of a Color Guard. It is NOT the same belt as the 1¾" dress blue uniform white belt. The illustrations below show the drastic difference between each belt. Only example "A" is the authorized duty belt to be worn during an MCL honor guard, color guard or sergeant at arms duty.

Example A: ALWAYS wear the above **White Duty Belt (2½" wide)** with NCO brass plate with two brass stoppers and black plate (not shown) with MCL undress short sleeve OR long sleeve uniform.

Example B: NEVER wear or allow others to wear the below **Dress Blue Uniform White Belt** with ANY MCL uniform items. USMC dress blue belt is only authorized for wear with the Dress Blue Blouse

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (3)

UNIFORM MALE

UNDRESS LONG SLEEVE - MALE

- Standard cover (Paragraph V).
- Devil Dog collar, if authorized (optional).
- Nametag (optional) (paragraph IX).
- White shirt, with military creases (to be airline pilot style with two (2) pockets with button down flaps and shoulder epaulets).
- MCL Sunburst insignias on collar, centered 1/2" inside the collar tip, with the wings of the emblem parallel to the deck.
- Shoulder patches as authorized (Paragraph IV).
- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2025)
- MCL ribbons or DOD authorized ribbons, wings, badges, (MCL AND DOD RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN ON THIS UNIFORM)
- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress long sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**
- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DOD awards and decorations should be worn as authorized to the individual.
- **TIE. PLAIN BLACK** with Marine Corps or MCL gold tie bar ENLISTED STYLE ONLY (no open collar).
- Trousers, dress blue (with NCO "RED" stripe) with belt, Marine Corps khaki web, with web belt brass buckle.
- Shoes, black, plain toe (military style, highly glossed)
- Socks, Black

OPTIONAL: Trousers, black, dress, with the black leather belt with square gold buckle with Marine Corps emblem (EGA); a ratcheting black leather belt with a gold Marine Corps emblem

buckle (EGA); or a ratcheting black leather belt with a gold buckle with MCL logo may be worn instead of the dress blue trousers and khaki web belt.

UNDRESS - SHORT SLEEVE - MALE

The short sleeve UNDRESS uniform is the same in every way to the long sleeve UNDRESS uniform with the following exceptions:

- The shirt shall be the same airline pilot style, but short sleeves instead of long.

- The shirt shall be worn with an open collar and NO TIE OR TIE BAR IS WORN WITH THE UNDRESS SHORT SLEEVE SHIRT.

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2025)

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized; may be worn with the undress short sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

CASUAL - RED BLAZER - MALE

- Standard cover (Paragraph V)

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2025)

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the casual – red blazer uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

- White shirt, plain collar (no button-down collars, **NO SUNBURST INSIGNIAS** on the collar).

- **TIE. PLAIN BLACK** with MCL or USMC (ENLISTED STYLE) gold tie bar.

- Blazer, red with two (2) MCL buttons on front and three (3) or four (4) MCL buttons on each sleeve cuff.

- Marine Corps League Crest (Paragraph VII).

- Lapel Pin(s) (optional) (Paragraph VIII).

- Trousers, black, dress.

- Belt, black leather, with Marine Corps emblem (EGA) on square gold buckle.

- Shoes, black plain toe (military style, highly glossed).

- Socks, black.

  OPTIONAL: A black leather dress belt may be worn as a substitute to the black leather belt with Marine Corps emblem (EGA) on square gold buckle. Also optional is a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo.

  One, two or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the MCL casual uniform - red blazer. Medals must be mounted on a single ribbon bar (PARAGRAPH III a.)

  Sunburst insignias are **NOT** worn on the shirt collar and the Marine Corps **Dress Blue trousers are NOT WORN with the CASUAL RED BLAZER UNIFORM**.

FORMAL DRESS - MALE

- Standard Cover (Paragraph V) NOT WORN AT INDOOR FORMAL EVENTS / CEREMONIES.

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2025)

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the formal dress uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

- Military bow tie, black.

- White shirt, formal (standard collar), **PLEATED FRONT - NO RUFFLES**.

- Gold cuff links with EGA and gold studs.

- Cummerbund, gold - OR - gold vest front (only approved design.)

- Trousers, black tux, - OR - trousers, black, with black dress belt (a ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo are an approved optional dress belt.)

- MCL red evening dress jacket, medium weight gabardine material with MCL buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.

- Lapel pin(s) (optional) (Paragraph I, II and III and VIII.)

- Shoes, black plain toe (military style, highly glossed.)

- Socks, black.

- Miniature medals, wings, badges (paragraph I, II and III.)

  OPTIONAL: The red blazer may be worn as an option to the red evening dress jacket with the FORMAL DRESS UNIFORM. If the red blazer option is chosen, the following applies.

- The Marine Corps League Crest (Paragraph VII) is optional if miniature medals are worn.

- Medals may be worn per Paragraphs I, II and III.

  OPTIONAL: In addition to the black tuxedo trousers worn with the evening dress jacket, the wearer may opt to wear the Marine Corps dress blue trousers with NCO red stripe in place of the black tuxedo trousers.

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL <u>NOT</u> BE WORN WITH THE RED BLAZER AT ANY TIME.

<u>UNIFORM FEMALE</u>

<u>UNDRESS - LONG SLEEVE - FEMALE</u>

- Standard cover, male or female style with 1-1/2" x 1-1/2" (ENLISTED STYLE) anodized solid gold color or polished brass EGA (Paragraph V.)

- Devil Dog collar, if authorized **(OPTIONAL)**.

- Nametag (optional) (Paragraph IX.)

- White shirt, (to be airline pilot style with two (2) pockets with button down flaps and shoulder epaulets or women's white USMC shirt or Army white ASU.) (Rev 2021)

- MCL Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck.

- Shoulder patches as authorized (Paragraph IV.)

- MCL ribbons or DOD authorized ribbons, wings, badges, **(MCL AND DOD RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS TO BE WORN ON THIS UNIFORM.))**

- MCL ribbons should be centered over the left breast pocket 1/8" above the pocket flap, DOD-awards and decorations should be worn as authorized to the individual on the AIRLINE PILOT STYLE WHITE SHIRT.

- **TIE. PLAIN BLACK** with USMC gold (enlisted) or MCL gold tie bar or women's USMC black neck tab (no open collar.)

- Skirt, black, straight (length should be 1" to 2" below the knees) or trousers, black, dress, with the black leather belt and square gold buckle with EGA, or female dress blue trousers to match male uniform regulations, dress blue trousers with NCO red stripe with Marine Corps khaki web belt with web belt dress buckle.

  NOTE: Women's dress blue trousers do not have belt loops and cannot be altered to have belt loops. When wearing the female dress blue trousers, you must wear the women's white USMC shirt (shirt is worn outside of the trousers.)

- When wearing the male dress blue trouser you must wear the men's white shirt as authorized under the male undress long sleeve regulations.

- Shoes, black oxford patent leather with trousers. Patent leather flats or pumps with skirt. Heels for pumps will measure up to 2" in height.

- Hose, nylon, black or flesh tone (with pumps) or socks, black, (with trousers.) (Rev 2021)

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2024)

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress long sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

  NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

UNDRESS - SHORT SLEEVE - FEMALE

The Short Sleeve UNDRESS UNIFORM is the same in every way to the Long Sleeve UNDRESS UNIFORM with the following exceptions:

- The shirt will be the same airline pilot style, but short sleeve instead of long sleeve, or women's USMC white blouse, style worn with dress blue trousers or Army white ASU style. (Rev 2021)

- The female USMC style white shirt can be worn with either female dress blue trousers or with black trousers, open collar.

- The Marine of the Year Medallion and Ribbon (national, division, department or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the undress short sleeve uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

  NOTE: THE MEN'S WHITE SHORT SLEEVE SHIRT CANNOT BE ALTERED TO WEAR ON THE OUTSIDE OF THE FEMALE DRESS BLUE TROUSERS.

CASUAL– RED BLAZER - FEMALE

- Standard cover, Male or Female style with 1-1/2" X 1-1/2" (ENLISTED STYLE) anodized gold color or polished brass EGA (Paragraph V.)

- The Marine of the Year Medallion and Ribbon (national, division, department, or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the casual – red blazer uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer. **NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)**

- White blouse, long or short sleeve plain collar (no button-down collars and no sunburst insignias on the collar.)

- **TIE. PLAIN BLACK** with USMC Gold (Enlisted) or MCL gold tie bar or women's USMC black neck tab.

- Red Blazer, {Male or Female Style} with two (2) MCL buttons on the front and three (3) or four (4) MCL buttons on each sleeve cuff.

- Marine Corps League Crest (Paragraph VII) (optional).

- Lapel Pin(s) (Paragraph VIII) (optional).

- Skirt, black, straight (length should be 1" to 2" below the knees) or trousers, black, dress, with black leather belt and square gold buckle with Marine Corps emblem (EGA) or a black dress belt. The ratcheting black leather belt with a gold Marine Corps emblem buckle (EGA) or a ratcheting black leather belt with a gold buckle with MCL logo are approved optional dress belts.)

- Shoes, black oxford patent leather with trousers. Patent leather flats or pumps with skirt; heels for pumps will measure up to 2" in height.

- Hose, nylon, black (with Pumps) or socks, black (with trousers).

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2024)

- One, two or three large (standard) MCL medals or DOD medals may be worn centered over the left breast pocket of the MCL red blazer uniform.

- Medals must be mounted on a single ribbon bar (Paragraph I, B.)

- Sunburst insignias are **NOT WORN** on the shirt collar and the Marine Corps Dress Blue Trousers are **NOT WORN WITH THE CASUAL UNIFORM**.

FORMAL DRESS - FEMALE

- Standard Cover (Paragraph V) NOT WORN AT INDOOR FORMAL EVENTS / CEREMONIES

- The Marine of the Year Medallion and Ribbon (national, division, department, or detachment); the Chapel of Four Chaplains Medallion (Legion of Merit, Humanitarian Award, and Bronze Medallion Award); or the Military Order of Devil Dogs collar, if authorized, may be worn with the formal dress uniform. Only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

  NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

- White shirt, formal (standard collar) pleated front. NO RUFFLES.

- Gold cuff links with EGA and gold studs.

- Tie, Women's USMC black neck tab.

- Cummerbund, gold or gold vest front (only approved design).

- Skirt, long women's USMC evening dress uniform skirt of women's tuxedo skirt, black straight ankle length with slit on left side, no higher than bottom of knee cap.

- Skirt - short black straight (Length should be 1" to 2" below the knees) When wearing this skirt, it is to be worn with the red blazer, white shirt, tie, plain black with Marine Corps Gold (Enlisted) or MCL gold tie bar or women's USMC black neck tab.

- MCL red evening dress jacket, with MCL Buttons, gold waist chain and sunburst collar devices at locating holes in the jacket collar. The red blazer may be worn as an option to the red evening dress jacket with the formal dress uniform.

- Lapel Pin(s) (optional) (Paragraph Ill).

- Shoes, black oxford patient leather with trousers.
  Patient leather flats or pumps with skirt.
  Heels for pumps will measure up to 2" in height.

- Hose, nylon, black with pumps or socks, black with trousers.

- Earrings (optional) will be worn in a professional manner. When worn, earrings will fit tight against the ear and will not extend below the earlobe. (Rev 2024)

- Miniature medals, WINGS, BADGES {paragraph I, II and III}.

  OPTIONAL: If the red blazer is worn as an option to the red dress evening jacket, the following applies:

- The Marine Corps League Crest is optional (Paragraph VII).

- Miniature medals may be worn per Paragraph I, II and III.

  OPTIONAL: In addition to the long black evening skirt, the black dress trousers may be worn with the evening dress jacket. The wearer may opt to wear Marine Corps dress blue trousers with NCO red stripe. The wearer must wear military black bow tie in place of the female USMC black neck tab. (Men's Formal Dress)

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS, OR THE WOMEN'S DRESS BLUE TROUSERS WILL <u>NOT</u> BE WORN WITH THE RED BLAZER AT ANY TIME.

<u>ASSOCIATE MEMBERS UNIFORM</u>

The uniform code for both male and female applies to all ASSOCIATE MEMBERS with the following exceptions:

- The associate member is to wear the MCL sunburst insignia in lieu of the Marine Corps Emblem on their cover. The 1/2" x 1/2" gold “MCL” insignia will be worn on the shirt collars.

- The MCL associate shoulder patch will be worn in lieu of the standard MCL shoulder patch. (Paragraph IV A.)

- Flag patch, on right shoulder, may be worn (Paragraph IV B.)

- No Blazer Crest/Bullion seal will be worn unless one is designed and approved by a National Convention.

- Marine Corps dress blue trousers may be worn, but without the NCO red stripe.

- The Associate Member of the Year Medallion and Ribbon (national, division, department or detachment); only one of these devices, medallions, or collars, may be worn at a time at the option of the wearer.

- NOTE – MEDALLIONS MAY NOT BE WORN WITH ANY OTHER STYLE

- SHIRT (I.E., POLO, T-SHIRT, OR CIVILIAN DRESS SHIRTS.)

- White blouse, long or short sleeve plain collar (no button-down collars and no

- MCL insignias on the collar.) (Rev 2021)

CEREMONIAL UNIFORMS

NOTE: There is not a unique ceremonial uniform following action at the 2009 National Convention. Whenever ceremonial functions are preformed, the uniform will be the UNDRESS UNIFORM (either short sleeve or long sleeve) or the CASUAL UNIFORM as determined by the jurisdictional Commandant, and weather conditions. The National SOP for Funeral Honors should be reviewed.

LETTERING:

Lettering should be 3/8" in height with 1/4 spacing between lines. Maximum of 3 lines can be used, all lettering should be in CAPITALS.

Bottom line has three options: DETACHMENT or DEPARTMENT or LOCATION (e.g. CITY, STATE or COUNTY, STATE).

LIFE:

Can either be in the form of a NAME STRIP or DIRECT EMBROIDERY.

If the word LIFE is used it is placed as show.

For neatness ½" from the rear of the cover and 1/4" down from the braid is recommended

FONT

FRANKLIN GOTHIC MEDIUM CONDENSED

This is a font to be 3/8" in hight and all CAPITALS, *this font allows the use of longer words and names.*

CENTERING:

Lettering should be centered between rear of the cover and front braid (this would allow for future placement of the MODD Patch if needed)

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2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

MARINE CORPS LEAGUE AWARDS
REVISED AND RE-FORMATTED AT
THE NATIONAL CONVENTION DAYTONA BEACH, FL
EFFECTIVE 19 AUGUST 2022

Order of Precedence (Large Medals) **(See NOTE 1 unless otherwise specified)**

1. Heroism (Rev 2022)
2. Distinguished Citizen Medal - Gold (Old and Current)
3. Distinguished Citizen Medal - Silver (Old and Current)
4. Distinguished Citizen Medal - Bronze (Old and Current)
5. Distinguished Service Medal
6. National Recruiter Medal – Gold
7. National Recruiter Medal – Silver
8. National Recruiter Medal – Bronze
9. Past National Commandants Medal
10. National Staff Elected Medal
11. National Staff Appointed Medal
12. Past Department Commandant Medal
13. Department Staff Elected Medal
14. Department Staff Appointed Medal
15. Department Recruiter Medal – Silver
16. Past Detachment Commandant Medal
17. Detachment Staff Elected Medal
18. Detachment Staff Appointed Medal
19. Detachment Recruiter Medal – Bronze
20. Pack Dog of the Year Medal **(See MODD BYLAWS ENCLOSURE 1)**
21. Pound Dog of the Year Medal **(See MODD BYLAWS ENCLOSURE 1)**
22. Past Pack Leader Medal **(See MODD BYLAWS ENCLOSURE 1)**
23. Past Pound Keeper Medal **(See MODD BYLAWS ENCLOSURE 1)**
24. Marine Corps League Medal (Membership)
25. Marine Corps League 100th Anniversary Medal (Membership) (Rev 2023)
26. 50th National Convention Medal (Elected/Appointed/Selected) Silver
27. 50th National Convention Medal (Those in attendance) Bronze
28. 50th Department of California Convention Medal **(See NOTE 2)**
29. 50th Department of Illinois Convention Medal **(See NOTE 2)**
30. 50th Department of Wisconsin Convention Medal **(See NOTE 2)**
31. 50th Department of Michigan Convention Medal **(See NOTE 2)**
32. 60th Department of Ohio Convention Medal **(See NOTE 2)**
33. 60th Department of New Hampshire Convention Medal **(See NOTE 2)**
34. 60th Department of Oregon Convention Medal **(See NOTE 2)**
35. 75th Department of New York Convention Medal **(See NOTE 2)**
36. 50th Department of Texas Anniversary Medal **(See NOTE 2)** (Rev 2022)
37. State Commendation Medal (individual States' award) (**NON-MCL**)

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

Order of Precedence (Miniature Medals) **(See NOTE 1 unless otherwise specified)**

1. Heroism (Rev 2021)
2. Distinguished Citizen Medal - Gold (Old and Current)
3. Distinguished Citizen Medal - Silver (Old and Current)
4. Distinguished Citizen Medal - Bronze (Old and Current)
5. Distinguished Service Medal
6. National Recruiter Medal – Gold
7. National Recruiter Medal – Silver
8. National Recruiter Medal – Bronze
9. Past National Commandants Medal
10. National Staff Elected Medal
11. National Staff Appointed Medal
12. Past Department Commandant Medal
13. Department Staff Medal Elected
14. Department Staff Medal Appointed
15. Department Recruiter Medal – Silver
16. Past Detachment Commandant Medal
17. Detachment Staff Elected Medal
18. Detachment Staff Appointed Medal
19. Detachment Recruiter Medal – Bronze
20. Kennel Dog of the Year Medal **(See MODD BYLAWS ENCLOSURE 1)**
21. Pack Dog of the Year Medal **(See MODD BYLAWS ENCLOSURE 1)**
22. Pound Dog of the Year Medal **(See MODD BYLAWS ENCLOSURE 1)**
23. Past Chief Devil Dogs Medal **(See MODD BYLAWS ENCLOSURE 1)**
24. Past Pack Leader Medal **(See MODD BYLAWS ENCLOSURE 1)**
25. Past Pound Keeper Medal **(See MODD BYLAWS ENCLOSURE 1)**
26. Marine Corps League Medal (Membership)
27. Marine Corps League 100th Anniversary Medal (Rev 2023)
28. 75th National Convention Medal - Gold (Elected & Selected)
29. 75th National Convention Medal- Silver (Those in Attendance)
30. 50th Department of Pennsylvania Convention Medal **(See NOTE 2)**
31. 50th Department of Virginia Convention Medal **(See NOTE 2)**
32. 50th Department of Michigan Convention Medal **(See NOTE 2)**
33. 50th Department of Missouri Convention Medal **(See NOTE 2)**
34. 50th Department of Florida Convention Medal **(See NOTE 2)**
35. 60th Department of Ohio Convention Medal **(See NOTE 2)**
36. 60th Department of Oregon Convention Medal **(See NOTE 2)**
37. 75th Department of New Jersey Convention Medal **(See NOTE 2)**
38. 60th Department of New Hampshire Convention Medal **(See NOTE 2)**
39. 75th Department of New York Convention Medal **(See NOTE 2)**
40. 75th Department of California Convention Medal **(See NOTE 2)**
41. 60th Department of Washington Convention Medal **(See NOTE 2)**
42. 75th Department of Pennsylvania Anniversary Medal **(See NOTE 2)**
43. 75th Department of Illinois Convention Medal **(See NOTE 2)**
44. State Commendation Medal (individual States' award) **(NON-MCL)**

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

Order of Precedence (Ribbons, Awards and Commendations) **(See NOTE 1 unless otherwise specified)**

1. Heroism (Rev 2022)
2. Distinguished Citizen Ribbon - Gold (Old and Current)
3. Distinguished Citizen Ribbon - Silver (Old and Current)
4. Distinguished Citizen Ribbon - Bronze (Old and Current)
5. Distinguished Service Ribbon
6. National Marine of the Year Ribbon -White (**See NOTE 3**)
7. National Associate Member of the Year Ribbon -White (**See NOTE 4**) (Rev 2021)
8. Division Marine of the Year Ribbon - Gold (**See NOTE 3**)
9. Division Associate Member of the Year Ribbon – Gold (**See NOTE 4**) (Rev 2021)
10. Department Marine of the Year Ribbon - Scarlet and Gold (**See NOTE 3**)
11. Department Associate Member of the Year Ribbon - Scarlet and Gold (**See NOTE 4**) (Rev 2021)
12. Detachment Marine of the Year Ribbon - Scarlet (**See NOTE 3**)
13. Detachment Associate Member of the Year Ribbon – Scarlet (**See NOTE 4**) (Rev 2021)
14. National Recruiter Ribbon – Gold
15. National Recruiter Ribbon – Silver
16. National Recruiter Ribbon – Bronze
17. Past National Commandant Ribbon
18. National Staff Elected Ribbon
19. National Staff Appointed Ribbon
20. Past Department Commandant Ribbon
21. Department Staff Elected Ribbon
22. Department Staff Appointed Ribbon
23. Department Recruiter Ribbon – Silver
24. Detachment Commandant Ribbon
25. Detachment Staff Elected Ribbon
26. Detachment Staff Appointed Ribbon
27. Detachment Recruiter Ribbon – Bronze
28. Marine Corps League Community Service Ribbon
29. Board of Trustees Commendation Ribbon (Victor T. Fisher Award)
30. Meritorious Unit Commendation Ribbon – National
31. Meritorious Unit Commendation Ribbon – Department
32. Meritorious Individual Commendation Ribbon
33. Ceremonial Guard Ribbon
34. Marksmanship Rifle Ribbon **(See NOTE 5)**
35. Marksmanship Pistol Ribbon **(See NOTE 5)**
36. Kennel Dog of the Year Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
37. Chief Devil Dogs Meritorious Commendation Ribbon (Individual) **(See MODD BYLAWS ENCLOSURE 1)**
38. Pack Dog of the Year Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
39. Pack Leaders Meritorious Commendation Ribbon (Individual) **(See MODD BYLAWS ENCLOSURE 1)**
40. Pound Dog of the Year Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
41. Pound Keepers Meritorious Commendation Ribbon (Individual) **(See MODD BYLAWS ENCLOSURE 1)**
42. Past Chief Devil Dogs Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
43. Past Pack Leader Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
44. Past Pound Keeper Ribbon **(See MODD BYLAWS ENCLOSURE 1)**
45. Marine Corps League Ribbon (Membership)
46. Marine Corps League 100th Anniversary Ribbon (Rev 2023)

47. 50th National Convention Ribbon (Elected/Appointed/Selected) Silver
48. 50th National Convention Ribbon (Those in attendance) Bronze
49. 75th National Convention Ribbon (Elected & Selected – Gold
50. 75th National Convention Ribbon (Those in Attendance) – Silver
51. 50th Department of California Convention Ribbon **(See NOTE 2)**
52. 50th Department of Illinois Convention Ribbon **(See NOTE 2)**
53. 50th Department of Pennsylvania Convention Ribbon **(See NOTE 2)**
54. 50th Department of Wisconsin Convention Ribbon **(See NOTE 2)**
55. 50th Department of Virginia Convention Ribbon **(See NOTE 2)**
56. 50th Department of Michigan Convention Ribbon **(See NOTE 2)**
57. 50th Department of Missouri Convention Ribbon **(See NOTE 2)**
58. 50th Department of Florida Convention Ribbon **(See NOTE 2)**
59. 50th Department of Ohio Convention Ribbon **(See NOTE 2)**
60. 60th Department of Oregon Convention Ribbon **(See NOTE 2)**
61. 75th Department of New Jersey Convention Ribbon **(See NOTE 2)**
62. 60th Department of New Hampshire Convention Ribbon **(See NOTE 2)**
63. 75th Department of New York Convention Ribbon **(See NOTE 2)**
64. 75th Department of California Convention Ribbon **(See NOTE 2)**
65. 60th Department of Washington Convention Ribbon **(See NOTE 2)**
66. 75th Department of Pennsylvania Convention Ribbon **(See NOTE 2)**
67. 75th Department of Illinois Convention Ribbon **(See NOTE 2)**
68. 75th Department of Florida Convention Ribbon **(See NOTE 2)**
69. 50th Department of Texas Convention Ribbon **(See NOTE 2)** (Rev 2022)
70. 75th Department of Washington Convention Ribbon **(See NOTE 2)**
71. 50th Department of Arizona Convention Ribbon **(See NOTE 2)**
72. State Commendation Ribbon (individual States' award) **(NON-MCL)**

Order of Precedence (Medallions) **(See NOTE 6)**

1. National Marine of the Year Medallion
2. National Associate Member of the Year Medallion
3. Division Marine of the Year Medallion
4. Division Associate Member of the Year Medallion
5. Department Marine of the Year Medallion
6. Department Associate Member of the Year Medallion
7. Detachment Marine of the Year Medallion
8. Detachment Associate Member of the Year
9. Chief's Badge of Office or Past Chief Devil Dog Medallion
10. Military Order of Devil Dogs Collar
11. Chapel of Four Chaplains Legion of Merit Award
12. Chapel of Four Chaplains Humanitarian Award
13. Chapel of Four Chaplains Bronze Medallion Award

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

DESCRIPTION OF MEDALS, RIBBONS, AWARDS AND COMMENDATIONS INCLUDING WHO MAY AUTHORIZE AND CRITERIA

1. **Heroism** **(See Note 1)**

Medal (Large/Mini):	Gold
Ribbon:	Gold, red, gold, white, gold, red, gold
Awarded By:	National Commandant or his/her representative.
Recommended By:	Detachment/Department/National Division Vice Commandant
For Approval:	National Awards Committee
Criteria:	This medal is presented to a civilian (including MCL members) for an act of heroism. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or denial. The medal will be awarded only to those who, in the opinion of the awards committee, have accomplished true acts of heroism.

2. **Distinguished Citizen Medal - Gold (Old)**

Medal (Large/Mini):	Gold
Ribbon:	Green, gold and silver with five (5) 3/16" Gold Stars

Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

2a. **Distinguished Citizen Medal - Gold (Current)** **(See Note 1)**

Medal (Large/Mini):	Gold
Ribbon:	Blue, yellow, white, green, red
Awarded By:	National Commandant Only
Recommended By:	Detachment/Department/National Division Vice Commandant
For Approval:	Department, National Division Vice Commandant and National Awards Committee
Criteria:	This medal will be awarded to members who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the MCL was founded. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval.

3. **Distinguished Citizen Medal - Silver (Old)**

Medal (Large/Mini):	Silver
Ribbon:	Green, gold and silver with five (5) 3/16" Silver Stars

Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

3a. **Distinguished Citizen Medal- Silver (Current)** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Black, yellow, maroon, yellow, black
A - Awarded By:	National Commandant

Recommended By: Detachment/Department/Division Vice Commandant
For Approval: Department/National Division Vice Commandant and National Awards Committee

B - Awarded By: National Division Vice Commandant
Recommended By: Detachment/Department
For Approval: National Division Vice Commandant

C - Awarded By: Department Commandant
Recommended By: Detachment
For Approval: Department Commandant

4. **Distinguished Citizen Medal- Bronze (Old)**
Medal (Large/Mini): Bronze
Ribbon: Green, gold and silver
Note: This was one of the original Distinguished Citizen Medals. There are no more, but those who have received them, may wear them in front of the current issue.

4a. **Distinguished Citizen Medal- Bronze (Current)** **(See Note 1)**
Medal (Large/Mini): Bronze
Ribbon: Maroon, white, maroon

A - Awarded By: National Commandant
Recommended By: Detachment/Department/National Division Vice Commandant
For Approval: National Awards Committee/National Commandant

B - Awarded By: National Division Vice Commandant
Recommended By: Detachment/Department
For Approval: National Division Vice Commandant

C - Awarded By: Department Commandant
Recommended By: Detachment
For Approval: Department Commandant

D - Awarded By: Detachment Commandant
Recommended By: Detachment
For Approval: Detachment Commandant

5. **Distinguished Service Medal** **(See Note 1)**
Medal (Large/Mini): Bronze (God, Country, and Corps)
Ribbon: Dark blue, maroon, dark blue
Awarded By: Detachment/Department/National Division Vice/National Commandant
Recommended By: Detachment/Department/National Division Vice/National Commandant
For Approval: Detachment/Department, National Division Vice Commandant, and National Awards Committee
Criteria: This medal will be awarded any members who, in the opinion of the approver, has given superior service to the MCL.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

6. **National Marine of the Year** **(See Note 3)**
   Medal: None (Medallion Only)
   Ribbon: Yellow, white, yellow with centered FMF Device
   See DESCRIPTION OF MEDALLIONS (1.) below for more information.

7. **National Associate Member of the Year** **(See Note 4)**
   Medal: None (Medallion Only)
   Ribbon: Yellow, white, yellow with centered Bronze "A" Device
   See DESCRIPTION OF MEDALLIONS (2.) below for more information.

8. **National Division Marine of the Year** **(See Note 3)**
   Medal: None (Medallion Only)
   Ribbon: Gold with centered FMF Device
   See DESCRIPTION OF MEDALLIONS (3.) below for more information.

9. **National Division Associate Member of the Year** **(See Note 4)**
   Medal: None (Medallion Only)
   Ribbon: Gold with centered Bronze "A" Device
   See DESCRIPTION OF MEDALLIONS (4.) below for more information.

10. **Department Marine of the Year** **(See Note 3)**
    Medal: None (Medallion Only)
    Ribbon: Red, Gold with centered FMF Device
    See DESCRIPTION OF MEDALLIONS (5.) below for more information.

11. **Department Associate Member of the Year** **(See Note 4)**
    Medal: None (Medallion Only)
    Ribbon: Red, Gold with centered Bronze "A" Device
    See DESCRIPTION OF MEDALLIONS (6.) below for more information

12. **Detachment Marine of the Year** **(See Note 3)**
    Medal: None (Medallion Only)
    Ribbon: Red with centered FMF Device
    See DESCRIPTION OF MEDALLIONS (7.) below for more information.

13. **Detachment Associate Member of the Year** **(See Note 4)**
    Medal: None (Medallion Only)
    Ribbon: Red with centered Bronze "A" Device
    See DESCRIPTION OF MEDALLION AWARDS (8.) below for more information

14. **National Recruiter Medal- Gold** **(See NOTE 1)**

Medal (Large/Mini):	Gold
Ribbon:	Green, white, yellow, green, yellow, white, green
Awarded By:	National Junior Vice Commandant
Awarded To:	National Recruiter of the Year
Approval & Criteria:	See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.

15. **National Recruiter Medal – Silver** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Red, white, green, red, green, white, red
Awarded By:	National Junior Vice Commandant
Awarded To:	2nd Place National Recruiter of the Year
Approval & Criteria:	See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.

16. **National Recruiter Medal - Bronze** **(See Note 1)**

Medal (Large/Mini):	Bronze
Ribbon:	Green, white, green, white, green, white, green
Awarded By:	National Junior Vice Commandant
Awarded To:	3rd Place National Recruiter of the Year
Approval & Criteria:	See National Junior Vice Commandant's Awards, Enclosure 4, Section 3, Individual Membership Recruiting Awards.

17. **Past National Commandant Medal - Gold** **(See Note 1)**

Medal (Large/Mini):	Gold
Ribbon:	White
Awarded To:	National Commandant
Criteria:	Upon completion of a term of office as National Commandant
Special Note:	**The Past National Commandant Pin is awarded to the outgoing National Commandant. This pin is oval shaped with Marine emblem and a diamond. It is presented at the completion of his/her tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.**

18. **National Staff Medal (Elected)** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Gold, white, gold, white, gold
Awarded To:	National Elected Officers
Criteria:	Upon being elected a National Officer

19. **National Staff Medal (Appointed)** **(See Note 1)**

Medal (Large/Mini):	Bronze
Ribbon:	Red, gold, white, gold, white, gold, red
Awarded To:	National Staff Officers
Criteria:	Upon being appointed to the National Staff

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

20. **Past Department Commandant Medal** **(See Note 1)**

Medal (Large/Mini):	Bronze (Commandant Samuel Nicholas)
Ribbon:	Red, gold, red, gold, red
Awarded To:	Department Commandant
Criteria:	To be worn by Department Commandant upon successful completion of each elected term of office. (Rev 2023)

21. **Department Staff Medal (Elected)** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Blue, red, white, blue, white, red, blue
Awarded To:	Department Elected Officers
Criteria:	Upon being elected a Department Officer

22. **Department Staff Medal (Appointed)** **(See Note 1)**

Medal (Large/Mini):	Bronze
Ribbon:	Blue, red, white, red, white, red, blue
Awarded To:	Department Staff Officers
Criteria:	Upon being appointed to the Department Staff

23. **Department Recruiter Medal - Silver** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Green, gold, green
Awarded By:	Department Commandant
Awarded To:	Department Recruiter(s) of the Year
Criteria:	Awarded to the Department member that recruits the most new and reinstated members for the past 12 months (dates as specified by each Department).

24. **Past Detachment Commandant Medal** **(See Note 1)**

Medal (Large/Mini):	Bronze (Commandant John A. Lejeune)
Ribbon:	Dark blue, maroon, dark blue, maroon, dark blue, maroon, dark blue
Awarded To:	Detachment Commandant
Criteria:	To be worn by Detachment Commandant upon successful completion of each elected term of office. (Rev 2023)

25. **Detachment Staff Medal (Elected)** **(See Note 1)**

Medal (Large/Mini):	Silver
Ribbon:	Blue, white, red, white, blue
Awarded To:	Detachment Elected Officers
Criteria:	Upon being elected a Detachment Officer

26. **Detachment Staff Medal (Appointed)** **(See Note 1)**

Medal (Large/Mini):	Bronze
Ribbon:	White, blue, white
Awarded To:	Detachment Staff Officers
Criteria:	Upon being appointed to the Detachment Staff

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

27. **Detachment Recruiter Medal – Bronze** **(See Note 1)**

Medal (Large/Mini):	Bronze
Ribbon:	Gold, green, gold
Awarded By:	Detachment Commandant
Awarded To:	Detachment Recruiter(s) of the Year
Criteria:	Awarded to the Detachment member that recruits the most new and reinstated members for the past 12 months (dates as specified by each Detachment).

28. **Marine Corps League Community/CDCE Service** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	Green, gold, green
Awarded By:	National/Division/Department/Detachment Commandant
Awarded To:	An Individual
Approval:	National/Division/Department/Detachment Commandant
Criteria:	Awarded to a Marine Corps League member who in the opinion of the awarding Commandant has exemplified him/herself in their communities and/or National, including CDCE, but not necessarily both, helping all they have encountered. The recommendation MUST be in writing and have appropriate endorsements when making the submission.

29. **Board of Trustees Commendation (Victor T. Fisher Award)** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	Blue, white, red
Awarded By:	National/Division Vice/Department Commandant
Awarded To:	National/Division/Department Board of Trustees Member
Approval:	National/Division Vice/Department Commandant
Criteria:	Awarded by ANY National, Division or Department Commandant to a member of their Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League, and Marine Fisher.

30. **Meritorious Unit Commendation (National)** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	Red, white, and yellow
Awarded By:	National Commandant Only
Awarded To:	Department or Detachment
Recommended By:	Detachment/Department/Division Vice Commandant
Approval:	National Commandant via National Awards Committee
Criteria:	There is no specific criteria. It should be the responsibility of the submitter to explain that the Department or Detachment in question has provided service "above and beyond" for the betterment of the Marine Corps League.

Note: A Gold with Red lettered Streamer is also presented with this award.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

31. **Meritorious Unit Commendation (Department)** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	Yellow, white, yellow
Awarded By:	Department Commandant
Awarded To:	Detachment
Recommended By:	Detachment/Department
Approval:	Department Commandant
Criteria:	There is no specific criteria. It should be the responsibility of the submitter to explain that the Detachment in question has provided service "above and beyond" for the betterment of the League.

Note: A White with Red lettered Streamer is also presented with this award.

32. **Meritorious Individual Commendation** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	White, yellow, white
Awarded By:	National/Division/Department/Detachment Commandant
Awarded To:	Marine Corps League members and non- members
Recommended By:	Any individual (including those who are not members)
Approval:	National/Division/Department/Detachment Commandant
Criteria:	Awarded to any individual who during the period of consideration has demonstrated by leadership and performance a **significant** contribution to the Detachment/Department/Division/National of the Marine Corps League or the Community. Their contributions should have reflected favorably on and has brought credit to the Marine Corps League.

33. **Ceremonial Guard Ribbon** **(See Note 1)**

Medal:	None (ribbon only)
Ribbon:	White, blue, red, blue, white
Awarded By:	National/Department/Detachment Commandant
Awarded To:	Marine Corps League Members
Recommended By:	Ceremonial Guard Commander
Approval:	National/Department/Detachment Commandant
Criteria:	Must participate in 10 events for this award and 10 more events for subsequent awards. Events include Color Guard, Funeral/Honor Detail, Rifle or Marching Squad. Just walking or riding on a float in a parade does not qualify unless it is part of a specific detail or program such as a Marching Unit. This Award is retroactive to 1 January 2010 for all members who have met the qualifications for the Award.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

34. **Marksmanship Rifle Ribbon** **(See Note 5)**

Medal:	None (ribbon only)
Ribbon:	Black, khaki, black, khaki, black
Awarded By:	National/Department/Detachment Commandant
Awarded To:	Marine Corps League Members
Recommended By:	National Marksmanship Committee, Department/Detachment Marksmanship Chairman
Approval:	National/Department/Detachment Commandant
Criteria:	Must participate in a Marine Corps League sponsored Rifle Match and the scores officially recorded by the event sponsoring entity (National Postal Rifle Match or National/Department/Detachment Rifle Match).

35. **Marksmanship Pistol Ribbon** **(See Note 5)**

Medal:	None (ribbon only)
Ribbon:	Khaki, black, khaki, black, khaki
Awarded By:	National/Department/Detachment Commandant
Awarded To:	Marine Corps League Members
Recommended By:	National Marksmanship Committee, Department/Detachment Marksmanship Chairman
Approval:	National/Department/Detachment Commandant
Criteria:	Must participate in a Marine Corps League sponsored Pistol Match and the scores officially recorded by the event sponsoring entity (National Postal Pistol Match or National/Department/ Detachment Pistol Match).

36. **Kennel Dog of the Year** **(See MODD BYLAWS)**

Medal (Large/Mini)	Bronze Cross on Gold Ribbon
Ribbon:	Gold with a centered "Devil Dog" device.
Awarded By:	President, Kennel Dog of the Year Society
Criteria:	See Military Order of the Devil Dogs Kennel Bylaws Sections 417, 421, and Enclosure 1 for more information.

37. **Chief Devil Dogs Meritorious Commendation (Individual)** **(See MODD BYLAWS)**

Medal:	None (ribbon only)
Ribbon:	Red, yellow, red, green, red, yellow, red
Awarded By:	Chief Devil Dog
Awarded To:	Members of the Military Order of the Devil Dogs
Recommended By:	Chief Devil Dog/Kennel Staff Member to Chief Devil Dog
Approval:	Chief Devil Dog
Criteria:	See Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

38. **Pack Dog of the Year** **(See MODD BYLAWS)**

Medal (Large/Mini):	Bronze Cross on Red Ribbon
Ribbon:	Red with a centered "Devil Dog" device.
Awarded By:	President, Pack Dog of the Year Society
Criteria:	See individual Military Order of the Devil Dogs Pack Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

39. **Pack Leaders Meritorious Commendation (Individual)** **(See MODD BYLAWS)**

Medal:	None (ribbon only)
Ribbon:	Green, yellow, green, red, green, yellow, green
Awarded By:	Pack Leader
Awarded To:	Members of the Military Order of the Devil Dogs
Recommended By:	Pack Leader/Pack Staff Member to Pack Leader
Approval:	Pack Leader
Criteria:	See individual Military Order of the Devil Dogs Pack Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

40. **Pound Dog of the Year** **(See MODD BYLAWS)**

Medal (Large/Mini):	Bronze Cross on Black Ribbon
Ribbon:	Black with a centered "Devil Dog" device.
Awarded By:	President, Pound Dog of the Year Society
Criteria:	See individual Military Order of the Devil Dogs Pound Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

41. **Pound Keepers Meritorious Commendation (Individual)** **(See MODD BYLAWS)**

Medal:	None (ribbon only)
Ribbon:	Blue, white, red, gold, red, white, blue
Awarded By:	Pound Keeper
Awarded To:	Members of the Military Order of the Devil Dogs
Recommended By:	Pound Keeper/Pound Staff Member to Pound Keeper
Approval:	Pound Keeper
	See individual Military Order of the Devil Dogs Pound Bylaws and Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

42. **Past Chief Devil Dog** **(See MODD BYLAWS)**

Medal:	Bronze Cross on white ribbon with centered gold, red, black stripes
Ribbon:	White, yellow, white, red, white, black, white
Awarded To:	Past Chief Devil Dog
Criteria:	Awarded to Chief Devil Dogs upon completion of a term of office. See Military Order of the Devil Dogs Kennel Bylaws Enclosure 1 for more information.

43. **Past Pack Leader Medal** **(See MODD BYLAWS)**

Medal (Large/Mini)	Bronze Cross on red, gold, red ribbon
Ribbon:	Red, gold, red
Awarded To:	Pack Leaders
Criteria:	Awarded to Pack Leaders upon completion of a term of office.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

44. **Past Pound Keeper Medal** **(See MODD BYLAWS ENCLOSURE 1)**

Medal (Large/Mini):	Bronze Cross on red, gold, black ribbon.
Ribbon:	Red, gold, black
Awarded To:	Pound Keepers
Criteria:	Awarded to Pound Keepers upon completion of a term of office.

45. **Marine Corps League Medal (Membership)** **(See Note 1)**

Medal (Large/Mini):	Marine Corps Emblem on gold sunburst
Ribbon:	Red, gold, blue, khaki, green, gold, red
Awarded To:	Marine Corps League Members in good standing
Criteria:	Awarded upon joining the Marine Corps League and only to be worn by members in good standing. Thereafter, another award for each five (5) years of continuous membership is earned.

46. **Marine Corps League 100th Anniversary Medal (Membership)** (Rev 2023)

Medal (Large/Mini):	TBD
Ribbon:	Red, Gold, Red, Gold, Blue, Blue, White, Red, Blue, Gold, Red, Gold, Red w/ gold "100" device affixed.
Awarded To:	Marine Corps League Members in good standing.
Criteria:	Awarded to all members in good standing during Centennial Year (2023) **NOTE*** Gold Frame affixed to signify those in attendance at the 2023 National Convention.

47-71. **National & Department Convention/Anniversary Medals and Ribbons** **(See Note 2)**

Medal (Large/Mini):	Determined by National or Departments
Ribbon:	Determined by National or Departments
Awarded By:	National or Department
Awarded To:	National or Department members
Recommended By:	National or Department Convention Committee
Approval:	National Board of Trustees via National Uniform and Awards Committees.
Criteria:	Determined by National or Departments

72. **State Commendation Medal**

Medal (Large/Mini):	Determined by each individual State
Ribbon:	Determined by each individual State.
Awarded By:	States' Governor and/or Adjutant General
Awarded To:	Determined by each individual State.
Recommended By:	Determined by each individual State.
Approval:	Determined by each individual State.
Criteria:	Determined by each individual State.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

DESCRIPTION OF MEDALLIONS
INCLUDING WHO MAY AUTHORIZE AND CRITERIA

1. **National Marine of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a National "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

National Medallion:	Standard Marine of the Year Medallion
Medallion Ribbon:	2" White with 1/8" gold stripe on inside and outside edge
Awarded By:	President, National Marine of the Year Society
Approval & Criteria:	As published by the National Marine of the Year Society, Chapter 8, Section 3105, subsection g.
Note:	See Enclosure (3) Section X. Medallions for instructions on wear.
Special Note:	**A Gold pin in the shape of the United States is awarded at the National Convention to the Marine selected by the National Marine of the Year Society as the National Marine of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the Past National Commandant pin if so awarded.**

2. **National Associate Member of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a National "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

National Medallion:	Standard Associate Member of the Year Medallion
Medallion Ribbon:	2" White with 1/8" gold stripe on inside and outside edge
Awarded By:	President, National Associate Member of the Year Society
Approval & Criteria:	As published by each National Associate Member of the Year Society, Chapter 8, Section 3105, subsection h.
Note:	See Enclosure (3) Section X. Medallions for instructions on wear.
Special Note:	**A Gold pin rectangular in shape with the year and Associate on is awarded at the National Convention to the Associate Member selected by the National Associate Member of the Year Society as the National Associate Member of the Year. It will be worn centered on the left lapel one inch below the lapel notch.**

3. **National Division Marine of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a National Division "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Division Medallion:	Standard Marine-of-the-Year Medallion
Medallion Ribbon:	2" Gold ribbon
Awarded By:	President, Division Marine of the Year Society
Approval & Criteria:	As published by each National Division Marine of the Year Society. See the appropriate Division Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

4. **National Division Associate Member of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a National Division "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Division Medallion:	Standard Associate Member of the Year Medallion

Medallion Ribbon:	2" Gold
Awarded By:	President, National Associate of the Year Society
Approval & Criteria:	As published by each National Division Associate Member of the Year Society. See the appropriate Division Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

5. **Department Marine of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a Department "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion:	Standard Marine of the Year Medallion
Medallion Ribbon:	2" Red & Gold
Awarded By:	President, Department Marine of the Year Society
Approval & Criteria:	As published by each Department Marine of the Year Society. See the appropriate Department Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

6. **Department Associate Member of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a Department "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion:	Standard Associate-of-the-Year Medallion
Medallion Ribbon:	2" Red & Gold
Awarded By:	President, Department Associate of the Year Society
Approval & Criteria:	As published by each Department Associate Member of the Year Society. See the appropriate Department Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

7. **Detachment Marine of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a Detachment "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Detachment Medallion:	Standard Marine of the Year Medallion
Medallion Ribbon:	2" Red
Awarded By:	President, Detachment Marine of the Year Society
Approval & Criteria:	As published by each Detachment Marine of the Year Society. See the appropriate Detachment Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

8. **Detachment Associate Member of the Year Medallion** **(See Note 6)**

The Marine Corps League authorizes the creation of a Detachment "Associate Member of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion:	Standard Associate of the Year Medallion
Medallion Ribbon:	2" Red
Awarded By:	President, Detachment Associate of the Year Society
Approval & Criteria:	As published by each Detachment Associate Member of the Year Society. See the appropriate Detachment Procedures for details.
Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

9. **Chief's Badge of Office or Past Chief Devil Dog Medallion** **(See Note 6)**

See Military Order of the Devil Dogs Kennel Bylaws Sections 703 for more information.

Note:	See Enclosure (3) Section X. Medallions, for instructions on wear.

10. **Military Order of the Devil Dogs Collar** **(See Note 6)**
    See the Military Order of the Devil Dogs Bylaws Sections 703 for more information.
    Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

11. **Chapel of Four Chaplains Legion of Merit Award** **(See Note 6)**
    The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
    Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

12. **Chapel of Four Chaplains Humanitarian Award** **(See Note 6)**
    The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
    Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

13. **Chapel of Four Chaplains Bronze Medallion Award** **(See Note 6)**
    The Marine Corps League authorizes the wear of this Chapel of Four Chaplains Award. See the Chapel of Four Chaplains organization for information on how this award is granted.
    Note: See Enclosure (3) Section X. Medallions, for instructions on wear.

CERTFICATES

1. **Distinguished Citizen Award Certificate**
   The only notation on the bottom left corner will be "Authorized to Wear – (Gold, Silver or Bronze)

2. **Distinguished Service Award (Certificate only)**
   This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.

3. **Certificate of Appreciation**
   This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to League and non-League members.

4. **Certificate of Appreciation (For Displaying the United States Flag)**
   This award may be presented by the National, Department or Detachment Commandant.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

MARINE OF THE YEAR

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate only at the detachment level. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's detachment. The nominee shall be a regular member of the Marine Corps League, in good standing of the detachment which submits the Letter of Nomination.

Only officers and/or members of the detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has, been a deed(s) of courage or valor without regard for his/her own safety.

See these Administrative Procedures, Section 3105 (g) for more information.

ASSOCIATE MEMBER OF THE YEAR

This award shall be presented to an Associate Member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Associate of the Year shall originate only at the detachment level. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's detachment. The nominee shall be an Associate Member of the Marine Corps League, in good standing of the detachment which submits the Letter of Nomination.

Only officers and/or members of the detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety.

See these Administrative Procedures, Section 3105 (h) for more information.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

DESCRIPTION OF MARINE CORPS LEAGUE SPONSORED AWARDS

"ESPIRITE de CORPS"
National Headquarters of the Marine Corps League will accept nomination of an individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officers sword to the Marine Option Cadet, who best demonstrates the qualities of leadership sought by the Marine Corps, from the U.S. Merchant Marine Academy at Kings Point, NY. The presentation will be made by the National Commandant at the Commencement ceremonies.

GENERAL JOHN A. LEJEUNE WRITING AWARD
National Headquarters of the Marine Corps League will accept the nomination of an individual from the Marine Corps Command and Staff College. This award was conceived to extend recognition by resenting a plaque and cash award to the outstanding writer in the graduating class. The presentation will be made by the National Commandant at the Commencement ceremonies.

IRON MIKE
National Headquarters of the Marine Corps League will accept nominations for the annual Iron Mike Award prior to 1 June annually. This award was conceived to extend recognition to the man who has contributed the most to the United States of America and the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nomination should be forwarded directly to:
National Executive Director/COO Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554

DICKEY CHAPELLE
National Headquarters of the Marine Corps League will accept nominations for the annual Dickey Chapelle Award prior to 1 June annually. This award was conceived to extend recognition to the woman who has contributed most to the morale, welfare and well-being of the officers and men of the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nominations should be forwarded directly to:
National Executive Director/COO Marine Corps League
3619 Jefferson Davis Highway
Suite 115
Stafford, Virginia 22554

NATIONAL COMMANDANT'S LEADERSHIP AWARD FOR EXCELLENCE
Shall be awarded by National Commandant or his/her representative. This award is presented to a civilian, active-duty military person or member of the Marine Corps League who in the opinion of the National Commandant has displayed outstanding excellence in leadership in support of the Marine Corps League and its mission.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

DESCRIPTION OF NON-MCL COMMENDATIONS INCLUDING WHO MAY AUTHORIZE AND CRITERIA

1. **Marine Corps League JrROTC Commendation**

Medal:	None
Ribbon:	Green, gold, green
Awarded By:	Senior JrROTC Instructor
Awarded To:	Any qualifying cadet(s) on an annual basis.
Recommended By:	Determined by individual JrROTC unit.
Approval:	Senior JrROTC Instructor
Criteria:	This award may be used to recognize exemplary service above and beyond the service activities performed by the unit of which the cadet(s) is a member; or has held a key leadership position and/or directly contributed to the planning, coordination, and implementation of high-profile community service/volunteer project(s).
NOTE:	This award is presented per local JrROTC policy and the JrROTC multiple award device eligible within each program to denote second, third and fourth award respectively.

2. **Marine Corps League Youth Physical Fitness Award (JrROTC)**

Medal:	None
Ribbon:	Red, yellow, white, blue, white, yellow, red
Awarded By:	Presented per local policy
Awarded To:	Any qualifying cadet(s) on an annual basis.
Recommended By:	Senior JrROTC Instructor
Approval:	Senior JrROTC Instructor
Sponsor:	Marine Corps League by National, Division, Department, or Detachment Commandant or Authorized Representative, by direction of same.
Criteria:	Awarded to any cadet who scores 350 or more points on the Marine Corps League Youth Physical Fitness test.

3. **Marine Corps League Scouting Service (Scout Leader)**

Ribbon: Green, gold, green

Authorized for wear by a Scout Leader currently engaged in Scouting.

38. **Marine Corps League Young Marine Unit Commendation (MLR)**

Shall be awarded to a Young Marines Unit, Battalion, Regiment or Division for outstanding performance of duty to the community over an extended period or for a single act when the Unit has performed under great competition with other Units or organizations. This award is initiated at the request of the Marine Corps League National Commandant, a Division Vice Commandant, a Department Commandant, or a Detachment Commandant to the National Executive Director of the Young Marines of the Marine Corps League. The Ribbon shall be blue with a 1/4-inch white stripe 1/8-inch from each side. The National Executive Director of the Young Marines of The Marine Corps League shall provide the ribbon and any authorized devices. The respective Commandant or Vice Commandant of the Marine Corps League shall provide the appropriate streamer in the colors of the ribbon for the Unit Colors. Devices for subsequent awards shall be the responsibility of the National Executive Director of the Young Marines of the Marine Corps League.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

MARINE CORPS LEAGUE CONVENTION AWARDS

CDCE AWARDS

The National CDCE Representative and Deputy Representatives will select at the National convention the recipients of the Detachment CDCE awards and individual award as prescribed below:
Plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster.

Category 1: 15 to 50 members. First, Second and Third Place Plaques.
Category 2: 51 to 100 members. First, Second and Third Place Plaques.
Category 3: 101 members or more. First, Second and Third Place Plaques.

NATIONAL JUNIOR VICE COMMANDANT'S AWARDS

1. **100% MEMBERSHIP CITATIONS**

   100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July through 30 June and will be Red in color with Gold lettering.

2. **INCREASED MEMBERSHIP CITATIONS AND PLAQUES**

   (a) Increased Membership Citations will be awarded to all Detachments, Departments, and Divisions that exceed their membership strength from 1 July through 30 June. The Citations will be presented during the National Convention each year.

   (b) Plaques for 1st, 2nd, and 3rd place for Increased Membership in the following categories will be awarded. To qualify, the increased membership must exceed 100-percent by percentage.
   Category 1 - Detachment Membership from 15 to 50 members.
   Category 2 - Detachment Membership from 51 to 100 members.
   Category 3 - Detachment Membership from 101 to 200 members.
   Category 4 - Detachment Membership from 201 or more.
   Category 5 - Department Membership.
   Category 6 - Division Membership.

3. **INDIVIDUAL MEMBERSHIP RECRUITING AWARDS**

   Each year, a special form (see Enclosure 4, page 26) must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster. The form may be submitted to the National Junior Vice Commandant by the stated deadline either in hard copy form via mail or electronic format via an e-mail attachment; such attachment can be either a scanned copy of the properly completed and signed form or a Word document with electronic signatures. An "electronic" Signature consisting of the submitting officer's membership number in place of the officer's handwritten signature shall be acceptable for electronic submissions.

   Recruiting Awards will be issued as follows:

   (a) A Citation will be given to those members who have recruited 5 - 24 members during the year.

   (b) A National Recruiters Medal-Bronze and a Distinguished Service Award Citation (signifying the accomplishment) will be presented to those members who have recruited 25-49 members during the year.

(c) A National Recruiters Medal - Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plaque will be presented to those members who have recruited 50 or more members during the year.

(d) The top Recruiter of the Year, the one individual member that has recruited the most members through his/her individual efforts will be presented the National Recruiters Medal - Gold (appropriately engraved), and a plaque in the shape of the United States with his/her name engraved thereon and the Distinguished Service Award Certificate (signifying the accomplishment).

NATIONAL CONVENTION STREAMERS

These will be awarded to those detachments, departments and divisions who display the League standards at the National Convention and will be in the color of the state in which the National Convention is being held with appropriate lettering.

NOTE 1

A. Additional awards for the Heroism Medal and Ribbon, the Distinguished Citizen Medal and Ribbon (gold, silver, bronze) and the Distinguished Service Medal and Ribbon shall be indicated by a 5/16" gold star will be worn to indicate each additional award and a 5/16" silver star will be worn in place of five (5) gold stars.

B. For all other medals and ribbons, a 3/16" bronze star will be worn to indicate each additional award. A 3/16" silver star will be worn in place of five (5) bronze stars, and a 3/16" gold star will be worn in place of five (5) silver stars.

C. All stars, gold, silver or bronze, worn on miniature medals will be 1/8" in diameter to be consistent with the Marine Corps Uniform Regulations, (MCO 1020.34H, Chapter 5, Sect 5401).

D. For the following ribbons, Blue is worn inboard (to the wearer's right):
Distinguished Citizen – Gold
Board of Trustees Commendation (Victor T Fisher)

E. For the following ribbons, Red is worn inboard (to the wearer's right):
Department Marine of the Year
Department Associate Member of the Year
Meritorious Unit Commendation – National
Past Pound Keeper

NOTE 2

When Departments celebrate their 50th, 75th and 100th Anniversary, the medals and/or ribbons that are struck for those Departments shall be approved by the National Board of Trustees. The issuing criteria will be at the discretion of the issuing Department. A formal request (see Enclosure 4, Page 27) shall be submitted to the National Board of Trustees via the National Uniform Committee. The National Uniform Committee will give the National Board of Trustees their opinion on whether the Medal and/or Ribbon adhere to the proper specifications for wear on the Marine Corps League Uniform. If there are discrepancies, the National Uniform Committee will immediately inform the submitting Department Commandant and the National Board of Trustees so that changes to the submission can be made to bring the submission into compliance. If and/or when the National Uniform Committee believes that the Medal

and/or Ribbon meet with Marine Corps League uniform standards the form will be forwarded to the Board of Trustees for their decision. Upon approval the National Awards Committee will be notified and determine its Order of Precedence. (Rev 2021)

NOTE 3

Medallions:

The Marine of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these Administrative Procedures. While wearing the Marine of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Marine of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

Ribbons:

National, Division, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe & Anchor) signifying Marine of the Year. This device will be centered on the respective ribbon for each award. National Marine of the Year will wear it centered on the National Marine of the Year ribbon, Division Marine of the Year will wear it centered on the Division Marine of the Year ribbon, Department Marine of the Year will wear it centered on the Department Marine of the Year ribbon, and Detachment Marine of the Year will wear it centered on the Detachment Marine of the Year ribbon.

NOTE 4

Medallions:

The Associate Member of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these Administrative Procedures. While wearing the Associate Member of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Associate Member of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

Ribbons:

National, Division, Department and Detachment "Associate Member of the Year" are eligible to wear the Bronze “A” device signifying Associate Member of the Year. This device will be centered on the respective ribbon for each award. National Associate Member of the Year will wear it centered on the National Associate Member of the Year ribbon, Division Associate Member of the Year will wear it centered on the Division Associate Member of the Year ribbon, Department Associate Member of the Year will wear it centered on the Department Associate Member of the Year ribbon, and Detachment Associate Member of
the Year will wear it centered on the Detachment Associate Member of the Year ribbon.

NOTE 5

The following is a list of the Pistol and Rifle Marksman Ribbon Shooter Classes, and the Device authorized for that class. The Device(s) shall be centered on the Ribbon.

Shooter Class	Device
High Master	Two (2) 3/16” Gold Stars
Master	One (1) 3/16” Gold Star
Expert	One (1) 3/16” Silver Star

Sharpshooter	One (1) 3/16" Bronze Star
Marksman	No Device

NOTE 6

This list of Medallions is currently the awards recognized by the Marine Corps League that come as medallions that hang on neck ribbons. Medallions are authorized for wear with the Casual and Formal Uniform only as set forth in Enclosure Three (3) of these Administrative Procedures. Only one (1) medallion may be worn and will be at the option of the wearer. See Note 3 and Note 4 above and Enclosure (3), Section X. Medallions, for more information and instructions on the wearing of these awards. If a person is authorized and chooses to wear the Marine of the Year or Associate Member of the Year Award and has been selected at more than one level for such honor, the senior medallion and suspension ribbon will be worn.

RECOMMENDATIONS

(a) When a Marine is elected to the National Staff, it is suggested that the Marine be honored by the department and presented with the National Staff Medal (Elected). When a Marine is appointed to the National Staff, it is suggested that the Marine be honored by the department and presented with the National Staff Medal (Appointed).
(b) When a Marine has completed his tour of duty as Department Commandant, the department should present the Marine with a Past Department Commandant Medal.
(c) When a Marine is elected to the Department Staff, it is suggested that the Marine be honored by the detachment and presented with the Department Staff Medal (Elected). When a Marine is appointed to the Department Staff, it is suggested that the Marine be honored by the detachment and presented with the Department Staff Medal (Appointed).
(d) When a Marine has completed his tour of duty as Detachment Commandant, the Detachment should present the Marine with a Past Detachment Commandant Medal.
(e) When a Marine is elected to the Detachment Staff, it is suggested that the Marine be honored by the detachment and presented with the Detachment Staff Medal (Elected). When a Marine is appointed to the Detachment Staff, it is suggested that the Marine be honored by the detachment and presented with the Detachment Staff Medal (Appointed).

MEDAL CHANGE(S)

The Distinguished Citizen Medals - Gold. Silver & Bronze were originally issued with a Green, Gold and Silver ribbon. The Gold ribbon was adorned with five (5) 5/16" Gold stars; the Silver ribbon was adorned with five (5) 5/16" Silver stars and the Bronze had NONE. These ribbons have been eliminated.

Those who have been awarded the Gold, Silver and Bronze medals are eligible to wear them as well as the NEW issue in the order reflected on Page 1 of Enclosure four (4).

The Marine Corps League Medal was formerly the only medal the League presented and was awarded for Distinguished Service. Those members who were awarded the medal for Distinguished Service are authorized to wear the Distinguished Service Medal in lieu thereof.

The Distinguished Service Medal was previously used for continuous years of membership in the Marine Corps League. The Marine Corps League Medal is now the Membership medal.

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

MARINE CORPS LEAGUE AWARDS

Date_____

MEMBERSHIP RECRUITMENT PROGRAM

This is to certify that the following Marine Corps League member has met the criteria (National Jr. Vice Commandant's Awards, Enclosure Four (4), (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 1 July and 30 June. Honorary members and reinstatements DO NOT COUNT toward this award.

Detachment_____ Number_____

Department_____ Division_____

Recruited by_____ Membership Card #_____

Names and Detachment Number of New Members

(1)	(11)
(2)	(12)
(3)	(13)
(4)	(14)
(5)	(15)
(6)	(16)
(7)	(17)
(8)	(18)
(9)	(19)
(10)	(20)

(List additional Names on separate sheet and attach to this Form)

Certified true and correct:

_____
Detachment Commandant

Certified true and correct:

_____
Detachment Adjutant/Paymaster

All Forms MUST be Received by 15 July each year.

Mail to: **National Junior Vice Commandant**
3619 Jefferson Davis Highway, Suite 115
Stafford, VA 22554

Or e-mail to: **info@mcleague.org Attn: "National Junior Vice Commandant"**

Email is preferred.

EXAMPLE FORM See Member Library for Most Current Version

2025 NATIONAL ADMINISTRATIVE PROCEDURES
ENCLOSURE (4)

NATIONAL MARINE CORPS LEAGUE
DEPARTMENT ANNIVERSARY MEDAL/RIBBON REQUEST

When submitting this request for a Department Anniversary Medal and/or Ribbon, the request must include all the information regarding the size, shape, and colors of the Medal and/or Ribbon. It must not conflict with any other DOD or Marine Corps League Medal and/or Ribbon specifications. The request must be accompanied by the required endorsement of the National Uniform Committee. Without the proper endorsement, the request will be denied and returned to the submitter. When approved, the Marine Corps League Awards Committee will determine its Order of Precedence.

From: **Department of _____**

To: **Marine Corps League National Board of Trustees**

Via: **Marine Corps League National Uniform Committee**

Subject: **Anniversary Medal and/or Ribbon**

☐

We, the Department of _____, will be celebrating our _____ Charter Anniversary Convention Anniversary ☐ in the year _____ and hereby request that the Marine Corps League National Board of Trustees approve the following:

Medal ☐ Ribbon ☐

Our Charter was issued ___ / ___ / _____

Please provide specifications (please provide pictures if available):

_____ _____

Department Commandant **Department Judge Advocate**

We, the National Uniform Committee have reviewed the specifications of this request and recommend its approval.

_____

Chairman, National Uniform Committee

Marine Corps League

Report of Officer Installation – Detachment

Detachment _____ _____ _____ _____

(Name) *(Number)* *(Profile ID)* *(Department)*

Federal EIN _____ **Incorporation ID No.** _____ **Date of Incorporation** _____

_____ _____ _____

(Date of Election) *(Place of Installation)* *(Installation Date)*

Detachment Mailing Address _____

_____ _____

(Installing Officer's Name and Title) *(Installing Officer Signature)*

Note: The Officer must be installed to be listed on this form.

OFFICE Elected / Appointed		MBR#	PROFILE ID	INCUMBENT (NAME)	EMAIL	PHONE
Commandant						H C
Senior Vice Commandant						H C
Junior Vice Commandant						H C
Judge Advocate						H C
Junior Past Commandant						H C
Adjutant						H C
Paymaster						H C
Chaplain						H C
Sgt-At-Arms						H C
Marine 4 Life						H C
						H C

EXAMPLE FORM
See Member Library for
Most Current Version

Date, Time & Place of Detachment Meetings

Detachment Renewal Dues *(This the amount of Detachment Due Only).....* _____

Department Renewal Dues *(This the amount of Department Due Only).....* _____

_____ _____ _____ _____

(Submitted By) *(Title)* *(Signature)* *(Date)*

Instructions:

1) Detachment Adjutant/Paymaster sends a copy to the Department Adjutant/Paymaster, retaining a copy for detachment records.

2) Department Adjutant/Paymaster sends a copy to the Membership Supervisor and Division NVC, retaining a copy for department records. Membership Supervisor is JD Foster. Email: jfoster@mcleague.org

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MARINE CORPS LEAGUE MEMBERSHIP DUES TRANSMITTAL CODES

N(NEW): New Member Paying Full Dues Between the July 1st and the last day of February

NAM (NEW ASSOCIATE): New Associate Member Paying Full Dues Between the July 1st and the last day of February

R(RENEWAL): Renewal of a Regular member

RAM (RENEWAL ASSOCIATE): Renewal of an Associate Member

RDM (RENEWAL DUAL MEMBER): Renewal of a Dual Member

NDM (NEW DUAL MEMBER): New Dual Member Paying Full Dues Between the July 1st and the last day of February

N*(NEW MARCH 1ST-JUNE 30TH): New Member Paying Reduced Dues Between the March 1st and the June 30th.

NAM*(NEW MARCH 1ST-JUNE 30TH): New Associate Member Paying Reduced Dues Between the March 1st and June 30th.

NDM*(NEW MARCH 1ST-JUNE 30TH): New Dual Member Paying Reduced Dues Between the March 1st and June 30th.

L: Life Member

T: Transfer proper form filled out and signed must accompany the transmittal

COAN: Change of address fill in new address.

COAO: Change of address fill in address before change

R/I: Reinstatement of a member. Must have been expired by at least one year.

DEL: Delete This can only be done with members who are passed the two years drop point or with accompanying letter stating to terminate membership signed by the member. This letter must be signed by the Department, Division Vice Commandant, and National Commandant.

NOD: Notice of Death entered on a transmittal / complete all boxes including Date of Death. A copy of the Notice of Death form must be attached. Note, IF using NOD code fill in DATE BIRTH / DEATH actual date of death. This does not change the process the Chaplains presently use. It is meant to supplement.

CON: Change of name.

CARDG: Replacement of a Gold Life Member Card. $20.00 per

CARDP: Replacement of the Plastic Membership Card. $10.00 per

☑** :If you have no updates to a members contact information(Address/Phone/Email) You can check this box and leave those boxes empty.**

PROFILE ID = Unique number / identifier assigned to a specific MCL Member in the membership database
Can be found on you Detachment copy of roster sent to you by the Department Paymaster.

EXAMPLE FORM
See Member Library for
Most Current Version

MARINE CORPS LEAGUE
MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM

FROM:DETACHMENT: _____ **DETACHMENT #** _____

TO: National Adjutant/ Paymaster, P.O. Box 1990, Stafford VA 22555-1990

VIA: Department Paymaster *PLEASE READ CAREFULLY*

Date: _____

Transmittal # _____

(Start new sequence on July 1 each fiscal year)

1. **PLEASE TYPE OR PRINT NEATLY AND LEGIBLY.**
2. **Enclose separate dues payment checks; one (1) payable to National HQ, MCL, Inc. and one (1) payable to your Department**
3. **Include Date of Birth for all NEW applicants (mandatory for PLMs).**
4. **STAPLE ORIGINAL-SIGNED APPLICATION FORMS TO TOP COPY (applications cannot be accepted without attached application forms).**
5. **You may use a supplemental spreadsheet if you have more than six members renewing at one time. Please include all information needed from this form.**

MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	
MEMBER #	CODE(S)	HQ USE ONLY	LAST NAME (JR,etc).	FIRST		MI	# of Years Paying
PLM #	**	STREET ADDRESS (or PO BOX #)		CITY	ST	ZIP + 4	Prior Expiration
PROFILE ID #		E-MAIL ADDRESS		TELEPHONE NUMBER		DATE BIRTH / DEATH	

EXAMPLE FORM
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NATIONAL DUES ONLY

Check # _____

R	__Renewal $20.00	$_____
N	__New Member $25.00	_____
RAM	__Renewal Associate $20.00	_____
NAM	__New Associate $25.00	_____
RDM	__Renewal Dual $20.00	_____
NDM	__New Dual $25.00	_____
N*	__**March 1st-June 30th** $15.00	_____
NAM*	__ **March 1st-June 30th** $15.00	_____
NDM*	__**March 1st-June 30th** $15.00	_____

Life Member by age:

L	__35 and under $1000	_____
L	__36 to 50 $800	_____
L	__51 to 64 $600	_____
L	__65 to 84 $400	_____
L	__85 and over $100	_____
		$_____

Department Dues

Check # _____

Total $ _____

Received at Department

Date:_____

Received at National HQ
(Date/Time Stamp)

DETACHMENT PAYMASTERS NAME/SIGNATURE

TRANSMITTAL RETURN EMAIL

ADDRESS

CITY ST ZIP + 4

DEPARTMENT PAYMASTERS NAME

EMAIL PHONE NUMBER

T= Transfer
R/I=Reinstate Use R section of dues summary

FILL OUT ALL FIELDS AND SEND TO DEPARTMENT PAYMASTER w/ FEES
DEPARTMENT PAYMASTER FORWARD TO HEADQUARTERS

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

Shaded area are for National HQ use only.

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Marine Corps League

Request for Transfer

Section 1 (*To be completed by the transferring member.)*

_____ Member #_____
(Member Name)

PLM #_____
(If Applicable)

Address_____ City _____

State_____ Zip_____ Phone _____

Email Address _____
(Write None if you don't use email.)

I hereby request that my membership as a ___ Regular ___ Dual ___ Associate ___ Member at Large be transferred to _____
(Detachment name and number.)

from _____
(Detachment name and number, member at large leave blank.)

Signature _____ Date _____

Section 2 (*To be completed by the losing detachment's commandant, does not apply to a Member at Large.)*

The above member is in ___ good standing or is ___ delinquent.

Membership expiration date is _____ .

The member ___ is or ___ is not indebted to this detachment. *(If indebted explain on reverse side.)*

Transfer of this member is ___ approved or ___ disapproved.

Signature _____ Date _____

Detachment _____

Section 3 *(To be completed by gaining detachment's commandant.)*

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

Signature _____ Date _____

Detachment _____

Section 4 *(For Dual Members only.)*

I certify that I am a Dual Member and I hereby request that my voting rights for Department and National Conventions be transferred to _____ ,
(Detachment name and number.)
Department of _____ .

Signature _____ Date _____

Instructions:
1) Complete section 1 & 4 (if applicable) of the form the form and forward to current Detachment Commandant. Detachment Commandant signs and forwards to gaining Detachment Commandant. Gaining Detachment forwards to Department with Dues Transmittal Form. Department forwards Transfer and Transmittal Forms to National Headquarters.

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EXAMPLE FORM
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Marine Corps League

Notice of Death

_____of the _____
(Member Name) *(Detachment Name)*

Detachment #_____, Department _____ Marine Corps League, did answer his/her Final

Earthly Roll Call on _____.
(Date of Death)

The deceased is survived by _____, _____
(Relation's Name) *(Relationship)*

who resides at _____ ,
(Address) *(City)*

_____ , _____
(State) *(Zip)*

Membership Number_____ PNM Number_____ *(If Applicable)*

Remarks:

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

Date _____

Submitted by _____
(Detachment Chaplain)

Email Address_____

Instructions:

1) Detachment Chaplain fills out the form then sends a copy to the Department Chaplain retaining a copy for detachment records.
2) Department Chaplain sends a copy to the Marine Corps League National Headquarters and National Chaplain retaining a copy for department records.
3) Detachment Paymaster must attach this form when submitting a Notice of Death via Transmittal.

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EXAMPLE FORM
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Marine Corps League
Administrative Procedures - Enclosure (9)
Style Guide and Glossary

Introduction

Members of the League may use this Style Guide and Glossary (Style Guide) as a tool to standardize their writing as it applies to League documents. When any proposed amendment is being prepared to either the National Bylaws or Administrative Procedures, it is not necessary for the member to follow this Style Guide. Once the proposed amendment is approved and it is being incorporated onto the relevant document, the approved amendment will be examined for conformance with the Style Guide. If necessary, the changes will conform to this Style Guide. Initially, these governing documents will continue to have deficiencies and inconsistencies until time permits making corrections. Eventually, they will stabilize. If members at any time find terms not described or formatted text that does not adhere to this Style Guide, they should follow Section 1115, b. to bring notice to the National COO.

a. **References Used:** There are many sources in the Internet to find guidance in the proper capitalization, hyphenation, and highlighting. The two major references used to create and maintain this document are the following:

(1) Government Printing Office Style Manual. It is available to download at https://www.govinfo.gov/content/pkg/GPO-STYLEMANUAL-2016/pdf/GPOSTYLEMANUAL-2016.pdf

(2) Congressional Budget Office "A Guide to Style and Usage". It is available at https://www.cbo.gov/sites/default/files/cbofiles/attachments/44975-StyleGuide.pdf This document is more of a dictionary of terms that depicts the proper capitalization.

(3) If not specified within this Style Guide which includes words and phrases unique to the League, these two documents are good guides to reference other words and phrases.

b. **General Formatting Guidelines**

(1) The standard layout of the NBL and NAP is:

(a) A 1" margin on all sides with ½" tabs set for the entire document.

(b) Times New Roman font is to be used throughout set at 12 point height in the body and 14 point height in the article and chapter headings.

(c) The text is to be single spaced with 6 points between each paragraph. Paragraphs that contain lists that are not a subsection can have 3 point spacing between each line.

(d) The outline structure will be: Section #, a., (1)., (a)., 1), a) with a new paragraph for each subsequent line, indented to the ½" tab stop that is set for the entire document.

(2) Do not format paragraphs to "justified", use "left-justified". Justified paragraphs create irregular word spacing which is hard to read.

(3) Reduce or eliminate using multiple highlights, i.e. ***Bold and Underline and Italics and ALL CAPS.*** Use no more than two highlights for any word or phrase.

(4) Capitalize the first letters of and bold the names of sections, i.e. **Section 3105. Standing Committees and Duties.**

c. **Terms Used and Capitalization Standards.** The use of the following terms shall have the associated meanings and depicted capitalization unless otherwise defined:
- armed forces
- BOT or National BOT = National Board of Trustees
- Bylaws as in "these Bylaws" but not in "department/detachment bylaws"
- Capitalize abbreviations.
- Capitalize the names of awards, ribbons, citations.
- CEO = Chief Executive Officer
- Chapter Nine Hearing Board or Hearing Board but not chapter nine hearing
- Commandant is capitalized only when used with a name or when identified with a specific entity (Department of Virginia Commandant but not the department commandants), otherwise commandant when not referring to a national elected officer. Same rule for all other officers.
- COO = Chief Operating Officer
- Congressional Charter only when referring to *the* Congressional Charter not *a* congressional charter
- delegate(s) unless it precedes a name (Delegate John Smith, Virginia delegates)
- Department Convention
- Division Conference
- Division/Department/Detachment <position or title> is capitalized when preceding a name or associating with a specific entity (West Division, Commandant of the Department of Virginia) otherwise (department meeting, detachment conference call, department commandant).
- EGA = Eagle, Globe, and Anchor of the US Marine Corps
- FMF and Navy FMF = Fleet Marine Force
- Form names (Transmittal, Quarterly Report, PLM Audit, Report of Officer Installation)
- Guide or Style Guide = MCL Style Guide and Glossary of Terms
- JA = Judge Advocate
- JROTC = Junior Reserve Officer Training Corps
- Jurisdictional Judge Advocate
- MAL = Member at Large
- Marine

- Marine Corps Ball
- Marine Corps Birthday Dinner/Celebration
- MCJROTC, NJROTC, & AFJROTC = Marine Corps, Navy, & Air Force JROTC
- MCL or League = Marine Corps League
- Member at Large – no hyphens
- NAP or Admin Procedures = National Administrative Procedures
- National Administrative Procedures, Chapter Xxxx, Section nnnn
- National BOT = National Board of Trustees
- National Bylaws, Article nnnn, Section nnnn
- National Charter as in *the* National Charter but not *a* national charter
- National Commandant/Sr Vice Commandant/Jr Vice Commandant/Judge Advocate/Jr Past
- Commandant are capitalized because there is only one person to hold that position.
- National Convention
- National Office and not the preceding *the* as in *the National Office* (do not use National Headquarters)
- National when referring to the National Office or position or title or Committee or document, otherwise national
- national, division, department, or detachment with no referred entity immediately preceding or following it
- NBL = National Bylaws
- NBL or Bylaws = National Bylaws
- PLM = Paid Life Member
- Qualifying Navy personnel = Navy personnel who have honorably served with Marine FMF units
- referenced articles, chapters, and sections, i.e. Article II, Section 200
- regular/associate/Member or Members at Large
- reserve retirement credit points
- RRNR = Robert's Rules of Order Newly Revised
- ROI = Report of Officer Installation
- Style Guide = MCL Style Guide Enclosure (9)
- SAA = Sergeant at Arms – no hyphens
- served honorably
- USMC = United States Marine Corps
- USMCR =United States Marine Corps Reserve
- USN = United States Navy
- YM = Young Marines

d. **<u>Other Capitalization and Hyphenation Guidelines</u>**

(1) Words or short terms being emphasized in the NBL and NAP are to be either *in italic* or placed "within quotes."

(2) Referenced documents outside the League documents are to be italicized (*RRoO, US Constitution*).

(3) Hyphenation: Do not hyphenate a civil or military title denoting a single office but print a double title with a hyphen,

- adjutant-paymaster
- ambassador at large
- assistant attorney general
- commander in chief
- comptroller general
- Congressman at Large
- major general
- Member at Large
- notary public
- secretary general
- secretary-treasurer
- sergeant at arms
- treasurer-manager
- under secretary but under-secretaryship
- vice president but vice-presidency