



**Albert E. Schwab Detachment 857**

**Marine Corps League**

**Detachment Administrative  
Procedures**

Approved 9 June 2021

## **Detachment Administrative Procedures**

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**Albert E. Schwab Detachment 857, Marine Corps League  
1109 E. 6th Street, Tulsa, OK 74120**

**9 June 2021**

**From:** Albert E. Schwab Detachment 857, Marine Corps League

**To:** Distribution List

**Subject:** Albert E. Schwab Detachment 857, Marine Corps League  
Administrative Procedures

**Reference:** Albert E. Schwab Detachment 857, Marine Corps League  
Bylaws and Administrative Procedures dated 26 October 2019

**1. Purpose.** The purpose of the Detachment Administrative Procedures is to supplement the Detachment Bylaws and to ensure that the Albert E. Schwab Detachment 857, Marine Corps League is operated in accordance with the Marine Corps League's structure and to follow all local, state, and national laws.

**2. Background.** The 2019 revision of the Marine Corps League National Bylaws and Administrative Procedures were completely to ensure that the Marine Corps League is following all current local, state, and national legal requirements. The subsequent reviews of the Albert E. Schwab Detachment 857 Bylaws and Administrative Procedures identifies the need for subsequent updates and specific additions to improve the operations of the Detachment.

**4. Reviewed and Approved.** The Detachment Administrative Procedures were presented to Detachment Officers at the 5 May and 12 May 2021 Officers Call meetings. An explanation and discussion phase was opened, and all questions answered and changes were made. The Board of Trustees voted to accept and approved the Detachment Administrative Procedures at the 9 June 2021 Trustees meeting.

**5. Effective Date of the Detachment Bylaws.** The Detachment Administrative Procedures will take effect on 9 June 2021, the date of approval by the Board of Trustees.

**6. Supersedes.** The Albert E. Schwab Detachment 857 Administrative Procedures dated 26 October 2019 are hereby cancelled.



George Petkovich  
Commandant  
Albert E. Schwab Detachment 857

For the Department of Oklahoma, Marine Corps League



David Hull  
Judge Advocate,  
Department of Oklahoma

**DISTRIBUTION:**

Albert E. Schwab Detachment 857 membership  
Department of Oklahoma, Marine Corps League  
Southern Division, Marine Corps League  
Marine Corps League National Headquarters

# Albert E. Schwab Detachment 857, Marine Corps League

## Administrative Procedures

### TABLE OF CONTENTS

#### Chapter 1 Awards

Section 100	Detachment Awards	AP - 1
Section 101	Trophies and Plaques	AP - 1
Section 102	Youth and Military Organizations	AP - 2
Section 103	Detachment Marine of the Year	AP - 2
Section 104	Recruiter of the Year	AP - 3
Section 105	Associate Member of the Year	AP - 4

#### Chapter 2 Operations

Section 200	Election of Officers	AP - 5
Section 201	Amendments	AP - 5
Section 202	New Member Verification	AP - 6
Section 203	Virtual Meeting	AP - 6
Section 204	Voting	AP - 7
Section 205	Fund Raising	AP - 7

#### Enclosures

Enclosure 1	Request to Amend Form	EN - 1
Enclosure 2	Fundraiser Request Form	EN - 3

**Albert E. Schwab Detachment 857, Marine Corps League**

**Administrative Procedures**

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# **Albert E. Schwab Detachment 857, Marine Corps League**

## **Administrative Procedures**

### **Chapter 1 Awards**

#### **Section 100: Detachment Awards**

Detachment Awards and Personal Marine Corps League Awards will be awarded as set forth in the National Marine Corps League Bylaws and Administrative Procedures.

#### **Section 101: Trophies and Plaques**

The Detachment may present any or all of the following trophies and plaques to members of the local Marine Corps Reserve Unit:

- Albert E. Schwab Award to the Outstanding Reserve Marine of the Year
- Outstanding FMF Corpsman of the Year (Hospitalman First Class and Below)
- Corporal Jared Shoemaker Award to High Shooter of the Year (Any Rank)
- Sergeant James Graham Award to Reserve High PFT of the Year
- Master Sergeant Richard R. Winters Award to the Inspector - Instructor Staff High Shooter of the Year
- Staff Sergeant Bobby DeGarmo Award to the Inspector - Instructor Staff High PFT of the Year
- Sergeant Thomas Wylie Award to the Inspector - Instructor Staff NCO of the Year

The Albert E. Schwab Award and the Sergeant Thomas Wylie Award will be presented at the annual Marine Corps Birthday Ball.

The Detachment will present individual plaques to each winner.

## **Albert E. Schwab Detachment 857, Marine Corps League**

### **Administrative Procedures**

The Detachment may solicit appropriate gifts for the winner of each category from the business community. These gifts will be presented at the same time as the above mentions plaques/trophies.

The Detachment will also present a small plaque to each Departing Reserve Commanding Officer, Inspector – Instructor, First Sergeant, and other Staff Noncommissioned Officers. Individual plaques will contain the Marine Corps League Emblem and an engraved brass plate. Plate size will be 5x7, or 8x10 inches in size.

#### **Section 102: Youth and Military Organizations**

The Detachment will support the Thomas A. Blair Detachment of the Young Marines each of the JROTC units in the Tulsa area. The Detachment will also support any other Youth Organization deemed worthy of attention by this Detachment. Aid will not be limited to award. The Detachment will also aid and assist each unit to the utmost, short of any detriment, to the Detachment.

#### **Section 103: Detachment Marine of the Year**

Nominations for Detachment Marine of the Year must be submitted in writing to the Junior Past Commandant prior to or during the Detachment January meeting. Nomination letters must reflect the contributions of the nominee for the past calendar year only and must include the name of the member(s) making the nomination. Nominations will be closed at the end of the January meeting.

All nominations will be reviewed by the Detachment during the February meeting. Voting will be conducted by the Detachment for Marine of the Year at the February meeting.



## **Albert E. Schwab Detachment 857, Marine Corps League**

### **Administrative Procedures**

Should the Junior Past Commandant be unable to carry out these duties, the sitting Commandant shall appoint any of the past Commandants to chair the committee.

It is the Detachment Commandant's responsibility to ensure the nomination for Marine of the Year is submitted each year to the Department of Oklahoma, Southern Division and National Headquarters of the Marine Corps League for their consideration as Marine of the Year in accordance with the Bylaws and Administrative Procedures of each of those organizations.

Award time frames and other parameters will be in accord with those prescribed by National Headquarters of the Marine Corps League in the current issue of National Bylaws and Administrative Procedures.

#### **Section 104: Recruiter of the Year**

It shall be the responsibility of the Junior Vice Commandant to maintain a record of the Detachment members who recruit new members.

The Detachment Recruiter of the Year will be based on the approved new members submitted to National from 1 July to 30 June.

The Detachment will present an appropriate certificate and Recruiter of the Year medal to the Recruiter of the Year during the August Detachment meeting.

## **Albert E. Schwab Detachment 857, Marine Corps League**

### **Administrative Procedures**

#### **Section 105: Associate Member of the Year**

Nominations for Associate Member of the Year must be submitted in writing to the Junior Past Commandant prior to or during the Detachment January meeting. Nomination letters must reflect the contributions of the nominee for the past calendar year only and must include the name of the member(s) making the nomination. Nominations will be closed at the end of the January meeting.

All nominations will be reviewed by the Detachment during the February meeting. Voting will be conducted by the Detachment for Associate Member of the Year at the February meeting.

Should the Junior Past Commandant be unable to carry out these duties, the sitting Commandant shall appoint any of the past Commandants to chair the committee.

It is the Detachment Commandant's responsibility to ensure that a nomination for Associate Member of the Year is submitted each year to the Department of Oklahoma for their consideration as Department Associate Member of the Year in accordance with the Department of Oklahoma Bylaws and Administrative Procedures.

Award time frames and other parameters will be in accord with those prescribed in the current Department of Oklahoma Bylaws and Administrative Procedures.

# **Albert E. Schwab Detachment 857, Marine Corps League**

## **Administrative Procedures**

### **Chapter 2        Operations**

#### **Section 200:        Election of Officers**

The Detachment will accept nominations for officers during the October meeting; conduct the annual election during the November meeting with the installation of officers during the December meeting (Christmas Party). If the installation cannot be completed during the December meeting (Christmas Party), then a special meeting will be called to conduct the installation prior to the last day of December.

#### **Section 201:        Amendments**

Any member of the detachment in good standing can present a proposal to amend the Detachment Bylaws and Administrative Procedures. Verbal proposals are to be followed up by a written request (see Enclosure 1) to the Judge Advocate before the subsequent monthly meeting. The written proposal will be reviewed by the Board of Trustees to insure compliance, operability and compatability.

Proposals to amend the Detachment Bylaws are then forwarded to the Commandant to present at the monthly business meeting for consideration and possible vote.

Proposals to amend the Administrative Procedures will be presented at the Officer's Call meeting for consideration and discussion. The proposal is then forwarded to the Board of Trustees for voting.

Proposed amendments to the Detachment Administrative Procedures will be approved by a majority vote of the Board of Trustees.

## **Albert E. Schwab Detachment 857, Marine Corps League**

### **Administrative Procedures**

#### **Section 202: New Member Verification**

New members are welcome to the Detachment and will be processed as expediently as possible in compliance with Section 7020 of the National Administrative Procedures. The applicant must first submit a completed application form with the appropriate DD214, Certificate of Discharge, or an active duty/reserve duty ID card to a Trustee. After verification of the applicant's eligibility and payment of the first year dues, the Commandant will present the application at a monthly business meeting for a vote by the members. After acceptance by the membership, the new member will be sworn in as a member of the Detachment at the monthly business meeting.

#### **Section 203: Virtual Meeting**

Attendance at Detachment meetings by virtual technology is a reality. And it is realized and accepted that virtual applications and capabilities will be enhanced and improved in the future. The Detachment will provide a visual and audio virtual meeting capability for members to attend the monthly business meeting.

The Detachment Sergeant at Arms (SAA) is responsible to insure that only members in good standing are allowed to attend closed business meetings. The SAA will use both visual and audio capabilities to identify the members in good standing for the purpose of establishing a quorum to conduct business and for voting. The Detachment Adjutant and Paymaster will support the Detachment SAA in determining if the virtual attendee(s) is a member in good standing.

## **Albert E. Schwab Detachment 857, Marine Corps League**

### **Administrative Procedures**

#### **Section 204: Voting**

Voting procedures are a critical and necessary procedure during the Detachment business meeting. A ye or nay voice vote can be used for most procedures during the meeting, such as approving the annual budget or approving a motion that is properly made and processed during the meeting.

A majority vote is appropriate for the election of officers and for selecting the Marine and Associate Member of the Year. When two or more members are nominated for a position and no nominee receives a majority vote, a second vote will be conducted between the two members receiving the most votes. Written ballots will be used when possible.

#### **Section 205: Fund Raising**

Any member of the detachment in good standing can present a proposal to conduct a Detachment fund raising event. Verbal proposals are to be followed up by a written proposal (see Enclosure 2) to the Senior Vice before the subsequent monthly meeting. The written proposal will be reviewed by the Board of Trustees to insure compliance, operability and compatability.

The fundraising event proposal will be presented during the monthly Officer's Call meeting for consideration and discussion. The SVC will then submit the fundraising proposal to the Board of Trustees for voting. The fundraising event will be approved by a majority vote of the Board of Trustees. The Detachment member proposing the fundraiser must be prepared to be the chairperson for the event if so designated by the Commandant.



**Request to Amend the Detachment Bylaws / Administrative Procedures**

Date:

To: Judge Advocate

From: \_\_\_\_\_  
(Name) (Membership No.)

Subject: Detachment Bylaws / Administrative Procedures Amendment Request

Current Section number and wording in Bylaws / Administrative Procedures:

Proposed Amendment: (specific wording)

**Enclosure (1) Albert E Schwab Detachment #857 Administrative Procedures**  
Rational/Discussion:

Requestors Signature

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**Administrative Section**

Date received:

Date reviewed by Trustees/OC:

Date of other reviews:

Date Approved or Rejected:



## Request to Host a Fundraiser

Date:

To: Senior Vice Commandant

From: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Membership No.)

Subject: Fundraiser Request

Type of Function Requested:

Date, Time and Location of Function:

Planned Activities:



**Enclosure (2) Albert E Schwab Detachment #857 Administrative Procedures**  
League Property or other Equipment Required:

Volunteer Support Required: (Numbers and time required)

Donations (Amount ):

Requestors Signature

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Administrative Section

Date received:

Date reviewed by Trustees/OC:

Date of other reviews:

Date Approved or Rejected: