



# BYLAWS

## ADMINISTRATIVE PROCEDURES AND ENCLOSURES

January 1, 2012

## **PREAMBLE**

In the name of the Beneficent God of all, we, the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sisters-in-Law of those men and women who are eligible for Regular Membership in the Marine Corps League, and Women Marines and Associate Members, for the common good of this Nation, and all the Nations and people of our World, and, in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents, and for the further purpose set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary," and ordain and establish these Bylaws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League, Incorporated.  
(Rev. 08/14)

**NATIONAL BYLAWS AND  
ADMINISTRATIVE PROCEDURES  
APPROVAL**

The National Bylaws and Administrative Procedures and amendments as hereinafter contained were presented to the 74th National Convention of the Marine Corps League Auxiliary in Boise, Idaho, 1-5 August, 2011, for ratification by the Delegates in Convention, to become effective immediately after approval by the National Judge Advocate of the Marine Corps League and no later than 01 January 2012.

Bylaws Committee:

Cindy Pranger Marshall, PNP, Chairman  
Deborah Evans, National Judge Advocate  
Ruth Moyse, Member

CERTIFICATION

I, M Alice Blackford, National President of the Marine Corps League Auxiliary, do hereby certify that the Bylaws and Administrative Procedures and amendments as hereinafter contained were presented and approved by a majority of the delegates present and voting at the 74th National Convention of the Marine Corps League Auxiliary in Boise, Idaho, on 4 August 2011.

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M. Alice Blackford  
National President

Approved: \_\_\_\_\_ Date: October 30, 2011

Richard D. Gore, Sr.  
National Judge Advocate  
Marine Corps League

(Signatures on record at national headquarters)

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
INDEX**

	SECTION	PAGE
ARTICLE ONE—NATIONAL CONVENTIONS		1
ARTICLE TWO—NATIONAL BOARD OF TRUSTEES		5
ARTICLE THREE—NATIONAL STAFF		11
ARTICLE FOUR—DEPARTMENTS		15
ARTICLE FIVE—UNITS		17
ARTICLE SIX—MEMBERS		21
ARTICLE SEVEN—SUBSIDIARIES AND SUBORDINATE GROUPS		27
ARTICLE EIGHT—MISCELLANEOUS		29
<b>AUTHORITY</b>		
NATIONAL CONVENTION	100	1
SUBSIDIARIES AND SUBORDINATE GROUPS	700	27
<b>BOARD OF TRUSTEES, NATIONAL</b>		
COMPOSITION	200	5
CONDUCT OF BUSINESS	235	9-10
DUTIES	210	5-8
EXPENSES	240	10
MEETINGS	220	9
POWERS	205	5
QUORUM	225	9
VACANCY	215	8
VOTING	230	9
<b>BONDING</b>		
DEPARTMENT	440	15
UNIT	545	18
<b>BYLAWS</b>		
DEPARTMENT	400	15
UNIT	505	17
NATIONAL		
AMENDMENTS	800	29
DISTRIBUTION	810	29
EFFECTIVE DATE	805	29
<b>COMMITTEES</b>		
NATIONAL CONVENTION	101	1
STANDING COMMITTEES	210(A)(7)	6
<b>COMPOSITION</b>		
NATIONAL STAFF	300	11
<b>CONTRACTING AUTHORITY</b>	320	14
<b>CONVENTION, NATIONAL</b>		
ALTERNATES	105 (A) (B)	1
CHALLENGE OF DEPARTMENT VOTE	110 (E)	2
COMMITTEES	101	1
DEFAULT, DEPARTMENT	420	15
ALSO SEE	105 (C)	1
DEFAULT, UNIT	535	18
ALSO SEE	105 (D)	1
DELEGATES/ALTERNATE BADGES	105 (F)	1
DELEGATES	105 (A) (B)	1
MEMBERS	105 (A) (B)	1
MEMBERS RIGHT TO VOTE	105 (E)	1
MEMBERSHIP REPORT	105 (B)	1

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
INDEX**

(continued)

<b>CONVENTION, NATIONAL CONTINUED</b>		
NOMINATIONS NATIONAL OFFICERS	120	3
NOMINATION NATIONAL OFFICER ACCEPTANCE	120 (A)	3
QUORUM	135	3
RIGHT TO SPEAK	140	3
ROLL CALL VOTE	110 (C)	2
VOTING	110	2
<b>DELINQUENT MEMBER</b>	620	23
<b>DEPARTMENT</b>		
BONDING	440	15
BYLAWS	400	15
DEFAULT OF	420	15
FREEDOM OF ACTION	425	15
MEETINGS	410	15
OFFICERS	405	15
REQUIRED OFFICERS	405	15
QUORUM	435	15
REVOCATION OF CHARTER	430	15
SEAL	455	16
TRUSTEES	415	15
<b>DISSOLUTION</b>		
NATIONAL MARINE CORPS LEAGUE AUXILIARY	820	29
<b>DUES AND FEES FOR MEMBERS</b>	610	22
<b>DUTIES NATIONAL ELECTED OFFICERS</b>	210	5-8
NATIONAL PRESIDENT	210 (A)	6-7
NATIONAL SENIOR VICE PRESIDENT	210 (B)	7
NATIONAL JUNIOR VICE PRESIDENT	210 (C)	7
NATIONAL JUDGE ADVOCATE	210 (D)	7
JUNIOR PAST NATIONAL PRESIDENT	210 (F)	8
NATIONAL VICE PRESIDENTS OF DIVISIONS	210 (E)	8
<b>DUTIES NATIONAL STAFF (APPOINTED)</b>	310	11-14
NATIONAL SECRETARY	310 (A)	11
NATIONAL COMPTROLLER	310 (B)	11-12
NATIONAL AUDITOR	310 (C)	12
NATIONAL CHAPLAIN	310 (D)	12-13
NATIONAL GUARD	310 (E)	13
NATIONAL CAPTAIN OF THE GUARD	310 (F)	13
<b>ELECTIONS OF OFFICERS</b>		
UNIT	530	18
DEPARTMENT	405	15
NATIONAL	125	3
QUALIFICATIONS	115 (A)	2
PROCEDURE	125	3
TELLERS AND JUDGES	125 (B) (C)	3
VOTES REQUIRED TO ELECT	125 (D)	3
<b>FILES</b>	330	14
<b>FREEDOM OF ACTION FOR DEPARTMENT</b>	425	15
<b>INITIATION FEE</b>	610 (B)	22
<b>INSTALLATION REPORTS FOR UNITS</b>	530 (A) (B) (C)	18
<b>LIABILITIES FOR UNITS</b>	555 (C)	19

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
INDEX  
(continued)**

<b>LIFE MEMBERS</b>	<b>645</b>	<b>24-25</b>
FEES	<b>645 (A)</b>	<b>24</b>
FEES TO A BLOCKED ACCOUNT	<b>645 (B)</b>	<b>24</b>
INTEREST DISTRIBUTION	<b>645 (C)</b>	<b>24</b>
DEATH OF LIFE MEMBER	<b>645 (D)</b>	<b>24</b>
AWARDING OF LIFE MEMBERSHIP BY DEPT OR UNIT	<b>645 (E)</b>	<b>24</b>
PAST NATIONAL PRESIDENTS AS LIFE MEMBERS	<b>645 (F)</b>	<b>25</b>
<b>MEETINGS</b>		
UNITS	<b>515</b>	<b>17</b>
DEPARTMENTS	<b>410</b>	<b>15</b>
<b>MEMBERS</b>	<b>600</b>	<b>21</b>
APPEAL, RIGHT OF	<b>635</b>	<b>23</b>
APPLICATION	<b>605</b>	<b>22</b>
ASSOCIATE	<b>600 (B)</b>	<b>21</b>
CHANGE OF STATUS	<b>650</b>	<b>25</b>
DELINQUENT MEMBER	<b>620</b>	<b>23</b>
DUAL MEMBERSHIP	<b>646</b>	<b>25</b>
DUES AND FEES	<b>610</b>	<b>22</b>
GOOD STANDING, REQUIREMENTS	<b>615</b>	<b>23</b>
INELIGIBLE MEMBER	<b>625</b>	<b>23</b>
INITIATION FEE	<b>610 (B)</b>	<b>22</b>
LIFE MEMBERS	<b>645</b>	<b>24-25</b>
MEMBER-AT-LARGE	<b>640</b>	<b>23-24</b>
REGULAR MEMBERSHIP	<b>600 (A)</b>	<b>21</b>
REQUIREMENTS FOR MEMBERSHIP	<b>600</b>	<b>21-22</b>
RIGHTS	<b>630</b>	<b>23</b>
UNIT	<b>540</b>	<b>18</b>
<b>MEMBERSHIP REPORT, FAILURE TO REPORT</b>	<b>105 (D)</b>	<b>1</b>
<b>NATIONAL STAFF</b>		
COMPOSITION	<b>300</b>	<b>11</b>
POWER	<b>305</b>	<b>11</b>
SURRENDER OF PROPERTY BY NATIONAL OFFICERS	<b>325</b>	<b>14</b>
<b>NEW UNITS</b>	<b>550</b>	<b>19</b>
<b>NOMINATIONS</b>		
NATIONAL OFFICERS	<b>120 (A)</b>	<b>3</b>
ACCEPTANCE OF NOMINATION AT NATIONAL	<b>120 (A)</b>	<b>3</b>
<b>OFFICERS</b>		
DEPARTMENT	<b>405</b>	<b>15</b>
UNIT	<b>510</b>	<b>17</b>
<b>POWERS</b>		
NATIONAL BOARD OF TRUSTEES	<b>205</b>	<b>5</b>
NATIONAL STAFF	<b>305</b>	<b>11</b>
<b>QUORUM</b>		
NATIONAL BOARD OF TRUSTEES	<b>225</b>	<b>9</b>
NATIONAL CONVENTION	<b>135</b>	<b>4</b>
DEPARTMENT	<b>435</b>	<b>15</b>
UNIT	<b>520</b>	<b>18</b>
<b>REVOCATION OF CHARTER</b>		
DEPARTMENT	<b>430</b>	<b>15</b>
UNIT	<b>555</b>	<b>19</b>
<b>RIGHT TO SPEAK</b>		
NATIONAL CONVENTION	<b>140</b>	<b>4</b>

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
INDEX**  
(continued)

<b>ROBERT'S REVISED RULES OF ORDER</b>	<b>220 (B)</b>	<b>9</b>
<b>SUBSIDIARIES AND SUBORDINATE GROUPS</b>		
AUTHORITY	700	27
INCORPORATION	710	27
<b>TERM OF OFFICE</b>		
NATIONAL OFFICERS	130	3
DIVISION VICE PRESIDENTS	130	3
ASSISTANT DIVISION VICE PRESIDENTS	130	3
<b>TRUSTEES</b>		
NATIONAL	115 (A)	2
DEPARTMENT	415	15
UNIT	525	18
<b>UNIT</b>		
ADDITIONAL NEW UNIT WITHIN MUNICIPALITY	550	19
BONDING	545	18
BY-LAWS	505	17
DEFAULT OF A UNIT	535	18
ELECTIONS	530	18
INSTALLATION REPORT	530	18
LIABILITIES	555	19
MEETINGS	515	17
MEMBERS	540	18
NAME	500	17
OFFICERS	510	17
QUORUM	520	18
REQUIRED OFFICERS	510	17
REVOCATION OF CHARTER	555	19
TREASURERS FINANCIAL RECORDS	503	17
TRUSTEES	525	18
<b>VACANCY</b>		
APPOINTED NATIONAL OFFICE	315	14
ELECTED NATIONAL OFFICE	215	8
<b>VIOLATION OF BYLAWS OR ADMINISTRATIVE PROCEDURES</b>	830	29
<b>VOTING</b>		
NATIONAL BOARD OF TRUSTEES	230	9
NATIONAL CONVENTION	110	2

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE ONE  
NATIONAL CONVENTIONS**

**SECTION 100 - AUTHORITY** - The supreme legislative and policymaking power of the Marine Corps League Auxiliary shall be vested in a National Convention composed of the properly elected, registered and approved Delegates in good standing.

**SECTION 101 - COMMITTEES - NATIONAL CONVENTION** - The National Convention Administrative Committees shall be: Credentials, Bylaws, Resolutions, Rules and Standing Committees.

**SECTION 105 - CREDENTIALS - DELEGATES, ALTERNATES, MEMBERS -**

- (A) Delegates and Alternates desiring to attend business sessions of a National Convention must possess paid up membership cards, plus properly executed, signed and prepaid credentials, and must be registered with, and approved by, the Convention Credentials Committee. No recognition will be given Delegates and Alternates by the Committee unless the approved National Credentials Form, with names thereon, is on file at National Headquarters. (See Enclosure #1) Every Member in good standing is entitled to her one (1) vote and need not have a Credentials Form on file at National Headquarters, but must possess a current membership card.
  - (1) Associate members in good standing must possess a current Associate membership card and must register in order to be able to attend business sessions of a National Convention. Associate members may not vote as per Section 600 (B) (2) on any issue but may attend and speak if properly registered and recognized by the Chair as per Section 140.
- (B) Delegates and Alternates to the National Convention shall be determined on the basis of said Unit's membership on record at National Headquarters as of July 1, immediately preceding the National Convention. 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 (1) Alternate. Only members in good standing are eligible for election as a Delegate or Alternate Delegate.
- (C) Should a Department or Unit be in default of payments or funds from any source due the National Headquarters as of July 1, prior to the National Convention, such fact shall be reported by the National Secretary to the affected Unit and to the National Convention Credentials Committee. The Credentials of that Unit's Delegates and Alternates shall not be approved unless settlement is made by the Unit's Delegates at the Convention site in cash, unless previously resolved.
- (D) A Unit which, as of July 1st immediately prior to the current National Convention, fails to report on standard transmittal forms to National Headquarters that it has five (5) or more members, the National Secretary shall report such fact to the National Convention Credentials Committee which shall not approve that Unit's Delegates and Alternate.
- (E) Notwithstanding the provisions of Section 105(D) above, no paid member in good standing may be deprived of her individual vote at a National Convention.
- (F) Delegate/Alternate badges of a Unit may only be claimed by a registered member of that Unit.



#### **SECTION 110 - VOTING -**

- (A) Except as otherwise provided in these Bylaws, a majority vote by the delegates voting shall carry any measure and decide any issue.
- (B) Each Delegate complying with Section 105 is entitled to cast a vote for fifteen (15) members, providing that the total vote of the Unit's delegates does not exceed the Unit's membership strength. Such Delegate or Alternate may, on behalf of registered, approved and pre-paid absent Delegates, cast the Unit's full voting strength. (Rev. 08/11)
- (C) A Roll Call vote may be required and recorded upon the request of any ten (10) registered and approved Delegates. (Rev. 08/14)

**SECTION 115 - ELECTIVE OFFICERS** - The National Officers to be elected by each National Convention shall be: National President, National Senior Vice President, National Junior Vice President, and National Judge Advocate as hereinafter provided. For election of National Vice Presidents and Assistant Vice Presidents of Divisions, refer to Article One, Section 120 (B) and (C).

- (A) No person shall occupy more than one seat on the National Board of Trustees.

#### **SECTION 115A - QUALIFICATIONS FOR NATIONAL BOARD OF TRUSTEES MEMBERS -**

- (A) NATIONAL PRESIDENT - Before a member may be nominated for the Office of National President; she should have served as Department President and have served or be serving as National Senior Vice President and shall have an endorsement from her Unit and Department members.
- (B) NATIONAL SENIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as National Vice President of her Division.
- (C) NATIONAL JUNIOR VICE PRESIDENT - Should have served as a Past Department President and have served or be serving as National Vice President of her Division.
- (D) NATIONAL JUDGE ADVOCATE - Should have served as a Department or Unit Judge Advocate, be familiar with the Bylaws and attends National Conventions and Mid-Winter Staff meetings. Should have served at the National level on Committees or appointed positions; may be a member of the Board of Trustees. (Rev. 08/11).
- (E) NATIONAL VICE PRESIDENTS OF DIVISIONS - Should be a Past Department President and have served or be serving as a member of the National Staff from their Division. ASSISTANT VICE PRESIDENTS OF DIVISIONS should have served or be serving as a Department President.
- (F) JUNIOR PAST NATIONAL PRESIDENT - Should be the immediate Past National President who has completed her term of office as National President.
- (G) In the event a member in good standing has served as Unit President and has served as an appointed National Staff Officer in a state where no Department exists, the National Board of Trustees may use standing good service records to qualify her for election to the National Board of Trustees.

#### **SECTION 120 - 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 Marine Corps League Auxiliary at the time of her nomination. Each nominee, when called upon, shall rise, if not restricted by a

physical impairment, and state to the Chair that if elected she will accept the office and serve loyally, faithfully and to the best of her ability during the term to which elected.

- (B) The Divisional Vice Presidents and Assistant Vice Presidents, having been nominated and elected at a Division meeting prior to National Convention, will be announced to convention body at time of nominations. They are not elected by the National body.
- (C) Each Unit, when electing a Division Vice President and Assistant Vice President, shall receive only one (1) vote; this gives small Units the same opportunity as Units carrying a large amount of members.

#### **SECTION 125 - ELECTION -**

- (A) The election of the National Officers shall be the last order of business of the National Convention. The election of the National President, National Senior Vice President, National Junior Vice President and National Judge Advocate shall be by Roll Call vote, in this order, properly recorded. If only one nomination is made for the office, the Secretary may cast a unanimous vote for the office. When two or more nominations are made for the same office, the election may be by Roll Call vote or secret ballot. Motion must be made prior to starting election of officers.
- (B) Before voting begins, the National President shall select two (2) Past National Presidents and two (2) Department Presidents (may be past or present) to supervise voting and correctly tally the votes cast. Two shall act as Tellers and two as Judges.
- (C) The election of officers shall not begin until the appointed election Judges and Tellers 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 that 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. Anyone leaving the Convention Hall cannot reenter.
- (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 five [5] 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 130 - TERM OF OFFICE** - The National Officers, except National Vice Presidents of Divisions and Assistant Division Vice Presidents, shall be elected for one (1) year, and may succeed themselves in office one (1) additional year if reelected by the Delegates. Division Vice Presidents shall be elected for a term of two (2) years and may succeed themselves in office for one (1) additional term. Assistant Division Vice Presidents shall be elected for a term of two (2) years and may succeed themselves in office for one (1) additional term. (Rev. 08/11)

**SECTION 135 - QUORUM** - The minimum number required to transact the regular and legal business of a National Convention shall be the registered and approved Delegates.

**SECTION 140 - RIGHT TO SPEAK** - All registered Delegates, when recognized by the Chair and not so expressly prohibited by the National Bylaws, 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 President, Department President and member may be granted the floor by the Chair.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE TWO  
NATIONAL BOARD OF TRUSTEES**

**SECTION 200 - COMPOSITION** - The National Board of Trustees shall be composed of the following:

- (A) National President
- (B) National Senior Vice President
- (C) National Junior Vice President
- (D) National Judge Advocate
- (E) National Vice Presidents of Divisions
- (F) Junior Past National President

**SECTION 205 – POWERS** - In between Conventions, in compliance with the provisions of the National Charter issued by the National Headquarters of the Marine Corps League, the National Bylaws and Administrative Procedures and the directives and mandates of National Conventions, the Powers and Authority of the National Board of Trustees shall be:

- (A) To authorize the employment of personnel and approve their compensation. Part - time employees may be hired to fulfill the responsibilities at National Headquarters with hours, wages, duties and priorities recommended by the President and Comptroller. Wages are to be reviewed and included in the budget at each National Convention. (Rev. 08/11)
- (B) To issue, suspend or revoke for cause a charter granted to a Department or Unit.
- (C) To promulgate a Marine Corps League Auxiliary Manual interpreting these Bylaws and Administrative Procedures and a Ritual for the proper conduct of official meetings and ceremonies, and such other information as is deemed advisable, for the establishment of uniform procedures throughout the organization.
- (D) To suspend or remove from office for cause any National, Department or Unit Officer and to suspend or expel any Member for cause. (See Chapter Nine, Sections 909 and 912 of the Administrative Procedures.)
- (E) To determine which National, Department and Unit Officers shall be bonded, and to fix the amount of such bond.
- (F) To establish and be responsible for official publications in the Marine Corps League Magazine pertaining to the Marine Corps League Auxiliary.
- (G) To exercise such other power and to do such other things as are compatible with these Bylaws in the best interest of the Marine Corps League Auxiliary, and to exercise executive power between National Conventions.
- (H) To approve or disapprove the minutes of the National Convention at the next regularly scheduled Mid-Winter Staff Meeting of the Marine Corps League Auxiliary, following the Convention, only to the degree of correcting errors or omissions.

**SECTION 210 - DUTIES - BOARD MEMBERS** - In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of these Bylaws and Administrative Procedures of the Marine Corps League Auxiliary. Each Board Member will provide every Trustee with a copy of her Mid-Winter and Annual report. To qualify for an allowance each member of the National Staff is required to be in attendance at the Mid-Winter Staff Conference and the National Convention. The specific duties of the members of the National Board of Trustees shall be:

- (A) THE NATIONAL PRESIDENT shall preside at all sessions of the National Convention and all meetings of the National Board of Trustees. The National President together with the National Board shall have direction and control of the executive and administrative affairs of the Marine Corps League Auxiliary between National Conventions. In addition, the National President shall:
- (1) Observe and enforce the observance of the National Charter and the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
  - (2) Direct to all Officers and Members such orders as are not in conflict with the National Bylaws and Administrative Procedures that are necessary for the proper conduct of business.
  - (3) Call such meetings of the National Board of Trustees as are required by the National Bylaws and Administrative Procedures.
  - (4) Seek the advice of the National Board of Trustees and Staff.
  - (5) With the National Secretary and the National Comptroller, have custody of all funds and property of the Marine Corps League Auxiliary, subject to the supervision of the National Board of Trustees.
  - (6) With the advice and consent of the National Board of Trustees, appoint the following National Staff Officers:
    - (a) National Guard
    - (b) National Comptroller
    - (c) National Auditor
    - (d) National Chaplain
    - (e) National Convention Liaison Chairman
    - (f) National Publicity Chairman
    - (g) National Youth and Child Welfare Chairman
    - (h) National Historian
    - (i) National Liaison Chairman
    - (j) National Veterans Administration Volunteer Service Representative (VAVS)
    - (k) National Captain of the Guard
    - (l) National Color Bearer
    - (m) National Banner Bearer
    - (n) National Rehabilitation Chairman
    - (o) National Americanism Chairman
    - (p) National Civic Chairman
    - (q) National VAVS Deputy
    - (r) Any other Staff Officers as are deemed necessary.
  - (7) With the advice and consent of the National Board of Trustees appoint such Standing Committees as are necessary.
  - (8) Approve or disapprove all requisitions of the National Secretary.
  - (9) Represent the Marine Corps League Auxiliary at all social functions and ceremonies in such manner as will enhance the dignity, honor and prestige of this organization.
  - (10) Shall be responsible to see that the proceedings of the National Convention are ready for mailing.

- (11) Shall author monthly newsletters to the membership and be responsible for articles in the Marine Corps League Magazine.
  - (12) Perform such other duties as are directed from time to time.
  - (13) Be a member of the National Marine Corps League Auxiliary Investment Committee.
- (B) NATIONAL SENIOR VICE PRESIDENT shall give every assistance to the National President, and during the absence or illness of the National President, perform the duties of that office. She shall preside over all Department Presidents' Council Conferences and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League Auxiliary.
- (C) NATIONAL JUNIOR VICE PRESIDENT shall create and promulgate such membership incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the National President and the National Senior Vice President, she shall perform the duties of that office.
- (D) NATIONAL JUDGE ADVOCATE shall interpret the National Bylaws and Administrative Procedures. She shall advise, construe, counsel and render opinions on questions of Law and Procedure to the National President, National Board of Trustees, National Staff, Departments and Units when so requested in the manner outlined hereafter.
- (1) At the National Convention, upon request of an approved Delegate, through the Chair, the National Judge Advocate shall render an opinion on Law and Procedure to the CHAIR, whereupon the CHAIR will RULE on the opinion and the question, which ruling shall be FINAL unless appealed by an approved Delegate, whereupon the National Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A standing vote of the delegates in attendance and voting will be called and TWO-THIRDS (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
  - (2) At National Board Meetings, the same procedure shall apply, and TWO-THIRDS (2/3rds) of the National Board of Trustees present and voting will be required to reverse the ruling of the Chair.
  - (3) On all questions of Law and Procedure pertaining to the Marine Corps League Auxiliary or any of its subsidiaries referred to this officer through channels, the National Judge Advocate shall RULE in writing, mailing copies of the ruling to the parties concerned and to the National President, and such ruling shall be binding unless and until reversed by the National Board of Trustees or the National Convention.
  - (4) The National Judge Advocate may not hold office of Judge Advocate in either her Department or Unit. If this be the case, then the resignation from the lower office shall be required upon being sworn into the National Office.
  - (5) The National Judge Advocate may advise a Unit Judge Advocate direct, where no Department exists, with all copies forwarded to the jurisdictional Divisional Vice President.
- (E) NATIONAL VICE PRESIDENTS OF DIVISIONS shall:
- (1) Be held accountable to the National Board of Trustees for the care and

proper administration of their Divisions.

- (2) Arrange for, convene and supervise not less than one (1) Division Conference each year for the purpose of discussing Division problems, planning and executing means and methods of strengthening and increasing the effectiveness of the Division.
  - (3) Arrange for detailed schools of instruction.
  - (4) Make every effort to establish new Units and Departments within their Division. An instruction sheet and a copy of "What is the Marine Corps League Auxiliary" will be sent to persons interested in starting a Unit. The remainder of the Starter Kit is to be sent when the group is ready to organize the Unit. A list of temporary officers is to be included with the application. The Department President should be asked to assist with the organization of the new Unit. The National Vice Presidents may institute a PROVISIONAL Department in any State having two legally established Units and appoint a PROVISIONAL President and Aides from within those Unit(s), assigning the appointee and such Unit(s), the task of organizing sufficient additional Unit(s) to create a permanent Department within one (1) year of the date from the creation of the Provisional Department.
  - (5) Elect a Division Assistant, appoint a Division Aide, a Division Guard and any other officers, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the Division.
  - (6) The National Division Assistant Vice President will represent her Division in the absence of the National Division Vice President.
    - (a) Perform additional duties as directed by the National Division Vice President.
    - (b) All authorized expenses of the National Assistant Division Vice President, approved by the National Division Vice President, will be charged against the allocated budgeted amount for that National Division Vice President.
- (F) JUNIOR PAST NATIONAL PRESIDENT shall be a full voting member of the National Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League Auxiliary. The Junior Past National President shall preside at all Past National Presidents Council Conferences, seeking therein to build membership strength.

**SECTION 215 - VACANCY** - The order of succession to the office of National President shall be (1) National Senior Vice President, and (2) National Junior Vice President. In the event of other vacancies on the National Board of Trustees, the National President, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the National Board of Trustees or in the case of removal from office for cause.

**SECTION 220 - BOARD MEETINGS** -

- (A) The National Board shall meet:
  - (1) Annually, immediately prior to each National Convention to close out the executive administration of the National Board of Trustees for that fiscal

year; to finalize preparation for the ensuing convention (Administrative Procedures Chapter Two [2] Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the National Board of Trustees during the ensuing fiscal year.

- (2) Annually, immediately after adjournment of each National Convention for the purpose of selecting appointive National Officers and Standing Committees and for the transaction of such other business as may properly come before it.
- (3) Annually, during the month of March (to be known as the Mid-Winter National Staff Meeting) at a location and time chosen by the Board of Trustees of the Marine Corps League. (Rev. 08/17)
- (4) At the call of the National President, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of a polling by the National Secretary of the National Board of Trustees prior to the issuance of the call for a special Board meeting.

(B) The conduct of business at all National Board Meetings shall be governed by the National Bylaws and Administrative Procedures; parliamentary reference shall be Robert's Revised Rules of Order.

**SECTION 225 - QUORUM** - The presence of a majority of the National Board of Trustees shall constitute a quorum for the transaction of business.

**SECTION 230 - 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.

**SECTION 235 - CONDUCT OF BUSINESS** -

- (A) Between National Conventions the National Board of Trustees is empowered to conduct business at any regular or special meeting, or by email, text, postal mail or telephone. (Rev.08/14)
- (B) All business by any of the means stated in (A) requiring a YES or NO vote shall be handled routinely by the National Secretary or, when necessary, by the National President, who shall send to every Board Member an identical copy of the question asking for a response. If on a printed ballot being sent via postal mail, it shall contain spaces for the YES or NO vote, a space for the voter's signature, and a space for entry of date. (Rev. 08/14)
- (C) Upon receipt of a postal mail ballot forwarded by certified mail return receipt requested, each Board of Trustee member shall cast her vote and complete as indicated. The ballot shall be returned to National Headquarters as soon as practicable. A Board of Trustee member failing to return her ballot within a reasonable period, as determined by the National Secretary or, when necessary, the National President, will be recorded as not voting. A reasonable period in this case shall be determined by the postal mail delivery time required between the mailing address of the member of the National Board of Trustees and the National Headquarters. (Rev.08/14)
- (D) The National Secretary or, when necessary, the National President, shall keep a record of all ballots sent by the afore mentioned means with the date of mailing, a record of the date of the return ballot, and shall send to each Board member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes. (Rev. 08/14)



- (E) All business by telephone requiring a YES or NO vote shall be handled routinely by the National Secretary, or when necessary, the National President, calling each Board Member, identically stating the question to be considered, and asking for a YES or NO vote. Each call and vote may be recorded. Failure to respond with a vote upon telephone request shall be recorded as NOT voting. (Rev. 08/14)
- (F) Upon request by a National Board of Trustee Member, a specific time extension may be granted within which the member must respond to cast her vote, such time extension not to exceed twenty- four (24) hours. (Rev. 08/14)
- (G) The results of each email, text, postal mail and telephone balloting shall be made available to the National Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the National Board of Trustees, the results of such vote, in detail for the information of the membership shall be published in the next monthly Newsletter distributed by National Headquarters, Marine Corps League Auxiliary. (Rev. 08/14)

**SECTION 240 - EXPENSES** - The Marine Corps League Auxiliary shall reimburse the National Board Members (and others as determined by the Board) for expenses incurred in attending the Mid-Winter Staff Meeting, provided said expenses do not exceed the amount budgeted in the National Budget, and provided that written reports are submitted.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE THREE  
NATIONAL STAFF**

**SECTION 300 - COMPOSITION** - The National Staff shall be comprised of the National Board of Trustees, appointed National Staff Officers, Assistant Division Vice Presidents, Committee Chairmen, Liaison Officers, the Past National Presidents Council and the Department Presidents Council, being identified collectively as staff officers and individually as a staff officer.

**SECTION 305 - POWERS** - The power and authority of the National Staff shall be the same as that of The National Board of Trustees, except that Assistant Division Vice Presidents, appointed National Staff Officers, Committee Chairmen, Liaison Officers, the Past National Presidents Council and the Department Presidents Council shall have no vote and shall not be considered in determining a quorum for National Board of Trustees Meetings.

**SECTION 310 - DUTIES - STAFF OFFICERS** - The National Staff Officers shall acquire a working knowledge of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary, and shall act as assistants to the National Board of Trustees with individual specific duties:

(A) NATIONAL SECRETARY shall:

- (1) Be employed by the National Board of Trustees and shall be directly responsible to that body and shall be the operating officer of the Marine Corps League Auxiliary National Headquarters; duties as specified in the Administrative Procedures. (Rev.08/11)

(B) NATIONAL COMPTROLLER shall:

- (1) Have the knowledge of all funds, securities and properties belonging to National Headquarters, the National Convention Committees, National Programs, and all other expenditures included in the National Budget approved by the National Convention.
- (2) Assure that all funds received by National Headquarters are deposited in the General Fund Account and identified for specific use by the accounting procedures on the general ledger of the Marine Corps League Auxiliary.
- (3) Initial all invoices signed by the National Secretary for the distribution of all funds of the Marine Corps League Auxiliary. She may require money to be placed in Certificates of Deposit or into investments approved by the National Board of Trustees or by mandate of a National Convention, funds determined to be in excess of the current operating needs of the organization.
- (4) At the opening of each National Convention with the assistance of the National Secretary, acquaint the National Convention Credentials Committee with any indebtedness owed by any Unit or Department of the Marine Corps League Auxiliary when such indebtedness is in default of payment for more than thirty (30) days as of 31 July of each year.
- (5) Not make nor permit to be made any expenditure of the Marine Corps League Auxiliary funds in excess of those specifically provided by the annual budget by each National Convention, but shall refer such proposed expenditure to the attention of the National Board of Trustees. If such proposed expenditure of the Marine Corps League Auxiliary funds are

approved by a two thirds (2/3) vote of the full membership of the National Board, such expenditure may be made.

- (6) Notify any officer making such expenditure in violation of this provision who shall be subject to disciplinary action in accordance with the provisions of these Bylaws.
- (7) Initiate the fiscal year of the Marine Corps League Auxiliary on the first day of July for accounting purposes only.
- (8) Record her signature, together with the signatures of the National President and the National Secretary, at the bank designated by the National Board of Trustees or by mandate of a National Convention.
- (9) Submit reports to the Board of Trustees at the Mid-Winter Conference and National Convention.
- (10) Be given an allowance to be determined by the Budget Committee at National Convention for necessary expenses with proper receipts.
- (11) Be a member of the National Marine Corps League Auxiliary Investment Committee.

(C) NATIONAL AUDITOR shall:

- (1) Review the audit made by the National Secretary of the books, records and affairs of the Marine Corps League Auxiliary.
- (2) As directed by the National Board of Trustees, audit the books, records and affairs of the Marine Corps League Auxiliary.
- (3) Appoint such Audit Committee Members, with the approval of the National Board of Trustees, as may be deemed necessary to perform the duties and tasks assigned.
- (4) Audit to be completed prior to National Convention.
- (5) Fee to be set by the Budget Committee each year.

(D) NATIONAL CHAPLAIN shall:

- (1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
- (2) Assist the National Chaplain of the Marine Corps League in arranging and conducting an impressive and inspiring joint Memorial Service, at the time and place designated by the League.
- (3) Include in such ceremonies, the representatives of those subsidiaries that are appropriate, and include the reading of the Golden Scroll containing the names and Units of the Marine Corps League Auxiliary members deceased during the past year. This list is to be given to the Editor of organization periodical(s) for publication in the issue following each National Convention.

- (4) Notify the National Secretary of news of illness or death of members who will send notification in the newsletter from Headquarters. Chaplain is to provide a message for the newsletter. Appropriate cards are to be sent to the National Staff whenever possible.
- (5) Perform such other duties as may be assigned by the National President and the National Board of Trustees.
- (6) Submit annual report at National Convention.

(E) NATIONAL GUARD shall:

- (1) Preserve order at the National Convention and shall be in command of the door at all National Conventions.
- (2) Admit no one when a speaker is on the floor, or during election of officers, nor allow anyone to leave at such times.
- (3) Allow no one to enter the National Convention sessions without proper and approved credentials.
- (4) Report to the National President all who are waiting to enter the National Convention sessions.
- (5) Oversee the signing of the attendance register on the first day of attendance by all members upon entering National Convention session. Attendance record to be in care of National Guard and to be at the door at least thirty (30) minutes prior to session opening. She shall have attendance chart and assign each member the number of her registration which she will use for the duration of the convention. All members entering any of the sessions for the first time must sign the attendance register.

(F) NATIONAL CAPTAIN OF THE GUARD shall:

- (1) Assist the National President in performing duties as are prescribed in the Bylaws, Ritual and Administrative Procedures.
- (2) Be custodian of all ritualistic property of the Auxiliary, such as colors, Bible, gavel, Altar cloth, Charter and any other items that may be used in ceremonies prescribed in the Bylaws, Ritual and Administrative Procedures.
- (3) Arrange the proper seating arrangements for the National Convention officers, delegates, alternates, members and guests, and maintain the proper seating arrangements at all times. (See Enclosure #3)
- (4) Allow NO ONE to pass between the Altar and the National President's station when the Bible is open, except in ritualistic ceremonies. (See Enclosure #4)
- (5) See that the Altar is properly placed and no articles other than Altar cloth and Bible be placed on the Altar, except in ritualistic ceremonies.
- (6) Direct Color and Banner Bearer to post the colors properly. The National Flag is to be placed on the right of the National President. (See Enclosure #3)

- (7) Alone, escorts all guests who wish to be admitted to the National Convention room when ordered by the National President.
- (8) Surrender all property of the Marine Corps League Auxiliary, with which the office is charged, to the National President at the close of the National Convention.
- (9) Shall supervise the National Color Bearer, National Banner Bearer and Color Escort Team. (See Enclosure#5)

**SECTION 315 - VACANCY** - In the event of a vacancy in any appointive office, any committee chairmanship or any committee member for cause, the vacancy shall be filled immediately by the National President subject to subsequent approval by the National Board of Trustees.

**SECTION 320 - CONTRACTING AUTHORITY** - No National Officer or Committee of the Marine Corps League Auxiliary shall enter into or sign any contract or agreement for the purpose of binding the National Organization of the Marine Corps League Auxiliary without first submitting said contract or agreement to the National Judge Advocate for consideration and written recommendation to the entire National Board. The National Board of Trustees thereafter by majority vote may accept or reject in whole or in part, the contract or agreement submitted to it.

**SECTION 325 - NATIONAL STAFF OFFICERS (ELECTED AND APPOINTED)** shall, unless specified to the contrary in the National Bylaws and Administrative Procedures, surrender to their successor all Marine Corps League Auxiliary books, records and other property with which the office or person is charged.

**SECTION 330 - FILES** - Files shall be kept for FIVE (5) years - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Oldest file is to be shredded each year. Applications for membership should never be destroyed.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE FOUR  
DEPARTMENTS**

**SECTION 400 - BYLAWS** - A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures shall be on file at National Headquarters.

**SECTION 405 - OFFICERS** - A Department may have such elected and appointed officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. Each Department, however, must elect a President, a Senior Vice President, a Junior Vice President and a Judge Advocate. The Department shall elect or appoint a Chaplain, Guard, Secretary and Treasurer. The standard report of Officers and Installation of Department Officers (See Enclosure #6) must be filed with National Headquarters NOT LATER THAN 31 July ANNUALLY.

**SECTION 410 - MEETINGS** - Each Department shall hold one convention each year between 1 May and 15 July. Department Staff Meetings may be held as desired. The Department Charter or copy, the National colors and a Bible should be displayed at all business meetings. Non-members are permitted to attend Department meetings when sponsored by a member in good standing. Regular business may be conducted during their presence, however NO Treasurer's report should be read unless approved by the vote of the members. Non-members have no voice during the meetings.

**SECTION 415 - TRUSTEES** - The elected Officers of the Department shall be the Department Board of Trustees, however, a Department Convention is authorized to appoint the outgoing Department President or a Past Department President to serve a one (1) year term as a member of the Board of Trustees.

**SECTION 420 - DEFAULT** - A Department, which is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of 31 July prior to the ensuing National Convention, such fact shall be reported to the National Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 105(C) will not be recognized at the National Convention.

**SECTION 425 - FREEDOM OF ACTION** - Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures, a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County or Municipal Law or Ordinances.

**SECTION 430 - CHARTER SUSPENSION, REVOCATION or VOLUNTARILY SURRENDERED** -  
When a Department Charter is suspended, revoked or voluntarily surrendered, the National Board of Trustees upon written authorization by the National President, certified by the National Secretary, 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 National Secretary. The affected properties and assets will evolve to the control of the National Board of Trustees until a new Department is formed, at which time the affected properties and assets revert to the newly formed Department. If after a two-year period a new Department has not been formed the properties and assets of said Department will become the property of National Headquarters to be disposed of at the discretion of the National Board of Trustees.

**SECTION 435 - QUORUM** - The quorum for Department Conventions and for Department Staff Meetings may be set by the Department Bylaws or in the absence thereof, by the Department Convention.

**SECTION 440 - BONDING** - All Department Officers handling Department monies shall be bonded. The Department President and the Department Treasurer are covered under a blanket bond held by National Headquarters. The bonding of additional Department Officers, when necessary in compliance with this section, shall be arranged for by the Department.

**SECTION 445 - TREASURER'S FINANCIAL RECORDS** - The Treasurer may keep records using a computer, but must transfer all records to permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.

**SECTION 450 - FILES** - Files shall be kept for FIVE (5) YEARS - past FOUR (4) and current year. ALL LEGAL RECORDS are to be retained in proper files, NOT TO BE DESTROYED, regardless of who may assume they are obsolete and of no value. Applications for membership should never be destroyed.

**SECTION 455 - SEAL** - The Seal of all subordinate Departments shall be identical with that of National Headquarters, excepting the legend for Department Seals shall read "Department of (insert name of Department)" and the date of the institution of the Department.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE FIVE  
UNITS**

**SECTION 500 - NAME** - No Unit shall be named in honor of a living person. No Unit shall adopt a name previously adopted by another Unit unless such other Unit has surrendered or by revocation lost its charter. The name of the Unit can be the same as that of a sponsoring Detachment (sponsor not necessary).

**SECTION 503 – TREASURERS FINANCIAL RECORDS**

- (A) The Unit bank account shall be in the name of the Auxiliary and two signatures (President and Treasurer) are required on all checks and/or savings withdrawals. Accurate records must be kept for all receipts and disbursements. The records must show a detailed account on the expenditure of all funds such as: general expense, hospital, rehabilitation, fund raising project, etc. Treasurer's books are to be audited every three months by the Auditing Committee.
- (B) The Treasurer may keep records using a computer, but must transfer all records to a permanent book which would be available for auditing and historical purposes. These financial records are never to be destroyed.
- (C) Files shall be kept for FIVE (5) years - past FOUR (4) and current year.
  - (1) Oldest file is to be shredded each new year. (Rev. 08/11)
  - (2) ALL LEGAL RECORDS are to be retained in proper files, not to be destroyed.
  - (3) Applications for membership should never be destroyed.

**SECTION 505 - BYLAWS** - Each Unit may adopt Bylaws and Administrative Procedures which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate. In the absence of a jurisdictional Department, the National Judge Advocate shall be the approving authority for Unit Bylaws and Administrative Procedures.

**SECTION 510 - OFFICERS** - A new Unit must elect officers prior to receiving its charter.

- (A) Each Unit must elect a President, a Senior Vice President, a Junior Vice President and a Judge Advocate. The Unit shall elect or appoint a Chaplain, Guard, Secretary, Treasurer and such other officers as necessary. The office of Secretary and Treasurer may be combined. Elected officers of President and Judge Advocate may not hold two elected offices and may not hold the elected or appointed office of Secretary or Treasurer or Secretary/Treasurer.
- (B) New Units shall be instituted and installed by the National President, National Division Vice President, other elected National Officer of the Auxiliary, Past National President, Department President, Past Department President, Department Vice President or other elected Department Officer.

**SECTION 515 - MEETINGS** - The Unit Charter or copy, the National colors and a Bible should be displayed at all business meetings. Each Unit should hold monthly meetings, if possible, but should hold no less than nine (9) meetings per year. Non-members are permitted to attend Unit meetings when sponsored by a member in good standing. Regular business may be conducted during their presence, however, NO Treasurer's report should be read unless approved by the vote of the members present. Non-members have no voice during the meetings.



**SECTION 520 - QUORUM** - Each Unit may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in Unit Bylaws.

**SECTION 525 - TRUSTEES** - The elected Officers of a Unit shall be its Unit Board of Trustees.

**SECTION 530 - ELECTION, INSTALLATION OF OFFICERS** - Each Unit shall hold an ANNUAL ELECTION of Officers after 1 September and no later than 15 May.

- (A) Installation must be conducted within thirty (30) days subsequent of the election or by the next regularly scheduled meeting.
- (B) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice President and the Department Secretary within fifteen (15) days of the installation. (See Enclosure #6) This is the responsibility of the Installing Officer.
- (C) Notwithstanding the above, report of Officers and Installation must be received at National Headquarters no later than 30 June each year. (Administrative Procedures, Chapter Six, Section 620 applies to this Section.)

**SECTION 535 - DEFAULT**

- (A) A Unit which is in default of monies from any source due National and such debt has not been satisfied as required by Section 105(C) or fails to report its Unit's Report of Officers and Installation as of 1 July prior to National Convention, such fact shall be reported to the National Convention Credentials Committee, and such Unit's Delegates and Alternates shall not be approved and not recognized on the floor of the National Convention.
- (B) Should a Unit fail to report five (5) or more Regular members on standard transmittals to National Headquarters as of 1 July, prior to any National Convention, such fact shall be reported by the National Secretary to the National Convention Credentials Committee and the Delegates and Alternates of that Unit shall not be approved.

**SECTION 540 – MEMBERS** - Each Unit shall be the sole judge of its membership provided it does not conflict with criteria listed below.

- (A) No unit may accept as a member any person who is currently:
  - (1) Incarcerated or on supervised probation for any felony conviction
  - (2) Convicted of a misdemeanor 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.
  - (3) Any person who has been convicted of a crime where the victim is a child.
  - (4) Any person whose name has been stricken from the rolls of the Marine Corps League Auxiliary or the Marine Corps League by a Department or the National Organizations. National Headquarters shall maintain said list.
- (B) Once accepted as a member in good standing by the Unit membership, that member may not be removed from the Unit roll except for cause (Chapter Nine, Administrative Procedures) or by that member requesting transfer. (Rev. 08/18)

**SECTION 545 - BONDING** - All Unit Officers handling Unit monies shall be bonded by the Unit. The Unit President and Unit Treasurer are covered under a "blanket" bond held in National Headquarters. The bonding of additional Unit Officers, when necessary in compliance with this Section, shall be arranged by the Unit. The amount the blanket bond covers is on file at National Headquarters.

**SECTION 550 – ADDITIONAL UNIT** - When a Charter is sought for a Unit which is to be located within the limits of any municipality wherein another Unit exists, the written consent of the existing Unit shall accompany the application. Should such existing Unit disregard a request for consent, or refuse consent, the Department President, employing discretion, may approve and recommend the granting of such Charter. In the event the Department President fails to act or refuses approval of the proposed new Unit, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

- (A) Municipality - from Black's Law Dictionary: "A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries." (Added 08/18)
- (B) A municipality refers to a self-governing city or town, not a county. (Added 08/18)
- (C) If two Units want to merge as one Unit, a letter of consent from both Unit Presidents must accompany an application for charter. No new applications for membership or transfer forms are needed. The charter application should have the new name of the Unit as agreed upon by both Units. Regular procedure for new charter application should be followed.

**SECTION 555 - CHARTER SUSPENSION, REVOCATION** -

- (A) The Charter of a Unit may be suspended, revoked or voluntarily surrendered for:
  - (1) The persistent failure to maintain a minimum of five (5) Regular members in good standing;
  - (2) The persistent failure to promptly forward funds to the National body;
  - (3) Acts and conduct bringing the Marine Corps League Auxiliary into public disrespect;
  - (4) Willful violations of National Bylaws and Administrative Procedures;
  - (5) The violation of Federal, State or Municipal laws or ordinances;
  - (6) Other activities detrimental to the good name of the Marine Corps League Auxiliary.
- (B) The suspension or revocation of charters may be consummated by the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.
- (C) When a Unit Charter is suspended, revoked or voluntarily surrendered, the Board of Trustees of the Jurisdictional Department, or where a Department is non-existent, the Jurisdictional National Division Vice President shall upon written authorization of the National President, certified by the National Secretary, assume custody of such Unit's assets, both real and personal. The Board of Trustees of the Jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Unit in question. However, if a Jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall evolve to the National Board of Trustees upon receiving, from the Jurisdictional National Division Vice President, such assets and liabilities which are in her custody.
- (D) A Unit whose Charter has been suspended, revoked or voluntarily surrendered, has a two year period in which to reorganize and be reissued the Charter and claim its remaining assets.
- (E) Since the National Headquarters, Marine Corps League Auxiliary, alone grants a Charter, then the Auxiliary ONLY has the authority to withdraw the Charter of the Unit.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE SIX  
MEMBERS**

**SECTION 600 - MEMBERSHIP ELIGIBILITY**

- (A) Regular membership in this Auxiliary shall be open to Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sisters-in-Law of a Marine or a US Navy Corpsman currently serving or who has trained with the Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen or a US Navy Chaplain, who has earned the FMF Badge, serving with Marines and, additionally, of some Korean War Era Marines who were ordered to active duty prior to completion of Recruit Training or Officers Training and subsequently received an Honorable Discharge prior to completion of ninety (90) days active or Reserve duty, eligible to belong to the Marine Corps League, Inc. (not less than sixteen [16] years of age) and Women Marines. (Added 08/14)
- (1) MEMBER-AT-LARGE (See Section 640)
- (2) LIFE MEMBER - (See Section 645)
- (3) DUAL MEMBER (See Section 646) (Rev. 08/14)
- (B) ASSOCIATE MEMBER - Associate Members will be women (not less than sixteen [16] years of age) not meeting any of the relationship requirements of Regular membership, but desiring to further the ideals, principles, purposes and efforts of the Marine Corps League Auxiliary.
- (1) Associate Members will never hold an elected Unit, Department or National Office.
- (2) Associate Members will have no voting privileges at any Department or National meeting or convention or on any Department or National issue, nor shall they be counted toward Unit voting strength. Associate Members will not vote on membership applications or for Unit Officers.
- (3) Associate Members, upon submitting an application with the words "Associate Member" across the top and supplying only that information which applies to them and upon acceptance by a Unit, will pay dues in the same amounts as prescribed for Regular members, including initiation fees. A membership pin and a membership card indicating "Associate Member" will be issued. Associate Members may wear the uniform as set forth in the Uniform and Regalia Code (Enclosure#20).
- (4) Each individual Unit will decide whether to include Associate Members in their individual Unit. Each individual Unit choosing to accept Associate Members will decide the requirements for membership of such Associate Members, as well as the rights and privileges of Associate Members within their own Unit and concerning their own Unit issues. No Unit shall grant any rights and privileges to Associate Members that would conflict with the National Bylaws.
- (5) An Associate Member shall be entitled to the rights, privileges and benefits of a Regular Member except for those prohibited by Sections 600 (B)(1) and 600 (B)(2).
- (6) Dual Member (See Section 646) (Rev. 08/14)

- (C) **CHANGES TO ELIGIBILITY** - Effective with the close of the 2018 National Convention, the eligibility criteria, as stated in Article Six, Section 600 (A) & (B) of the National Bylaws for this organization, will be open to change every year during the Bylaw change period. (Rev 08/18)

**SECTION 605 - MEMBERSHIP APPLICATION** - Any person eligible for membership in the Marine Corps League Auxiliary under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary may initiate application for membership by completing three (3) copies of the standard application form to include the signature, and presenting the application to a sponsoring member of the Auxiliary with all required dues and fees. (Enclosures #7 and #30)

- (A) The Recruiter shall inspect the proof of eligibility of applicants for Regular membership (whether it be a DD214, Honorable Discharge or proof of active duty) and verify the accuracy of all data supplied and shall present the application at the next regular meeting accompanied with all required dues and fees. If the person being used as the basis of eligibility is a Regular member of the Marine Corps League, the further proof of eligibility is not necessary.
- (B) The Junior Vice President shall read and record the application at the proper time stating all pertinent data including name of recruiter, and clearly state that the required dues and fees have been verified and are in the possession of the Unit Treasurer. (No applicant shall be present for that portion of the meeting in which the application is being considered.)
- (C) The acceptance of applicants for membership in a Unit is the sole province of the Unit as set forth in Article 5, Section 540 of the National Bylaws, except as therein provided.
- (D) When a new member joins a Unit during the months of June or July, she is classified as a member for the following fiscal year unless so specified on the transmittal form. If the Unit desires to use the member in its current voting strength, she must be considered as a member for the present year and pay dues again in August.
- (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 610 - MEMBERSHIP DUES AND FEES** - The payment of annual National membership dues entitles all members in good standing to subscribe to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

- (A) The national annual per capita dues shall be recommended by the Budget Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Convention.
- (B) An initiation fee shall be recommended by the Budget Committee at the Mid-Winter National Staff Meeting. 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 pin, which shall be provided by National Headquarters.
- (C) All the National membership dues and fees which are due National Headquarters are in addition to the dues of the Unit and a Department which are authorized under the provisions of the Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615. No other mandatory National fees or assessments shall be levied or

collected unless notification to levy the specific assessment or fee is provided to each member at her address on record at National Headquarters. The notification shall be provided no less than ninety (90) days prior to the opening of the Convention at which the question is to be considered.

- (D) The membership year and the annual dues shall expire annually on the 31st day of August of each year. (Date shown on membership card.)

**SECTION 615 - GOOD STANDING** - All members shall be considered in good standing in the Marine Corps League Auxiliary,

- (A) Except when:

- (1) Required dues are not paid and transmitted within ninety (90) days after membership expiration date shown on member's membership card.
- (2) A member is improperly indebted to a member's Unit, Department or to National Headquarters.
- (3) Under suspension as punishment the adjudication of guilt as is provided in Chapter Nine, Section 910, of the Administrative Procedures.

**SECTION 620 - DELINQUENT MEMBER** - A member shall be identified as delinquent whenever the member's required dues are not paid and transmitted to National Headquarters within ninety (90) days after membership expiration date as shown on member's membership card.

- (A) A member, having been delinquent one or more years and desiring to renew her membership, may do so by paying all arrear dues or by joining as a new member.
  - (1) Retaining Seniority - Any back dues owed by a member wishing to regain and retain her seniority must be paid, otherwise she will be a new member and files a new application form, as of the rejoining date. In the event a member has been a Past Officer, loss of seniority cannot erase the fact of that office, merely the years as a member.

- (B) No delinquent member may be transferred.

**SECTION 625 - INELIGIBLE MEMBER** - Any member may be required to prove membership eligibility qualifications at any time. Should it be determined after careful investigation that a member does not have the required qualifications for membership, in accordance with the Charter and the National Bylaws of the Marine Corps League Auxiliary, such member shall be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the jurisdictional Department and National Headquarters.

**SECTION 630 - RIGHTS OF MEMBERS** - No member shall be deprived of any rights and privileges in the Marine Corps League Auxiliary, except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties.

- (A) A new or reinstated Regular member must be a member for one (1) year before holding an elected office except for a newly chartered Unit or for an Associate member, who has been an Associate member for at least one year in good standing, whose membership status has changed to a Regular Auxiliary member. (Rev. 08/14)
- (B) A new or reinstated member must be a member three (3) months before holding an appointed office except for a newly chartered unit.

**SECTION 635 - RIGHT OF APPEAL** - The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

**SECTION 640 - MEMBER-AT-LARGE -**

- (A) Any person eligible for new Regular membership in the Marine Corps League Auxiliary may make application on a standard application form accompanied by proof of eligibility and the fee, including an initiation fee for new members, as established by the delegates at a National Convention, direct to National Headquarters. Upon receipt of such application, the National Secretary shall forward a copy of the application to the National Junior Vice President. In all cases, the National Junior Vice President shall endeavor to assign the applicant to a Department and Unit of the applicant's choosing, provided such Department and Unit is willing to accept the applicant as a member. In such event that the assignment of an applicant to an existing Department and Unit cannot be made, and having made the necessary assurances that the applicant is eligible to become a Regular member of the Marine Corps League Auxiliary, then the National Junior Vice President shall approve the applicant's membership and such applicant will be carried as a Member-at-Large by the National Headquarters.
- (B) A member in good standing may, with good cause, become a Member-at-Large by requesting a transfer from her Unit with the understanding that she attempts to join a Unit of her choice.
- (C) Regular members, Life or those who pay annually, belonging to a defunct Unit may become Members-at-Large. Those who are not Regular Life Members must pay dues annually to National Headquarters.

**SECTION 645 - LIFE MEMBERS** - Any member of the Marine Corps League Auxiliary who is in good standing may become a Life Member, upon proper payment of the fee, as is required herein. A Life Member shall be subject to the payment of NO further dues of a Unit, Department or National. Such members shall have all the privileges, rights and benefits enjoyed as a member so long as that Life Member shall live. The life membership fee shall be as established by the National Convention. Date of birth must be submitted when applying for life membership. The name must be shown on the transmittal exactly as it should appear on the card. (For current fees see Administrative Procedures, Chapter Seven, Section 735)

- (A) The full life membership fee shall be paid to National Headquarters with no discounts, no rebates and no installment plan, whether such fee is paid by the individual or awarded by a Department or Unit.
- (B) National Headquarters shall place fees in a blocked interest-bearing account which will produce maximum security. (See Administrative Procedures, Chapter Seven, Section 735 [B]).
- (C) Interest only derived there from to be distributed as follows:
  - (1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary of all participating Life Members on the active rolls of the Marine Corps League Auxiliary, the Life Members will share interest proceeds based on the distribution ratio of 1/3 to Unit, 1/3 to Department, and 1/3 to National Headquarters (general fund). If the Life member does not belong to a Unit or Department, the interest amount due will accrue to the National Headquarters in its entirety.
  - (2) Prior to the above stated second anniversary year of a Life Member's participation, no interest will be distributed for that Life Member. During the period, accumulated interest will be added to the principal of the

blocked Life Member account to augment its growth.

- (3) Should a participating Life Member die, her quota of interest division shall terminate.
- (D) When a participating Life Member dies, the "unused" portion of member's investment shall remain in the blocked fund. NO REFUND shall be made to survivors or to her Department or Unit.
- (E) A Department or Unit which awards life membership and wishes for the Awarded to become a National Life Member, it is necessary for the Unit or Department to pay to National Headquarters the participating fee stated herein and the Life Member and the Unit and Department would be participants.
- (F) All Past National Presidents shall be carried on the rolls of the National, Department and Units as paid up Life Members of the Marine Corps League Auxiliary. No money is put in the fund. This is a courtesy.

**SECTION 646 – DUAL MEMBERSHIP** – (Membership in more than one Unit by the same individual.)

- (A) Any Member of the Marine Corps League Auxiliary who is in good standing may apply for membership as a Dual Member in one or more additional Units. (Added 08/14)
- (B) For Dual Associate Members, the same rules and requirements would apply as for Associate Members (See Section 600 Membership Eligibility (B).) (Added 08/14)
- (C) A Regular Dual Member would have to state which Unit would be her primary Unit for voting privileges on the Department and National level. In order to change one's voting privileges to a different Unit, a signed, approved, written request to transfer voting rights to the receiving Unit, with copies to the Department Secretary or Secretary/Treasurer (if one exists) and to the National Secretary, must be filed. (Added 08/14)
- (D) Each Regular Member may have only one (1) vote at the National and Department level with her primary Unit. (Added 08/14)
- (E) Individual Units may decide on voting privileges on Unit issues for Dual Members beyond the primary Unit. (Added 08/14)
- (F) Dues (National, Department and Unit) and Initiation Fees will have to be paid for each additional Unit into which a Member is accepted. (Added 08/14)
- (G) Nothing in Section 646 can or will supersede the Bylaws and Administrative Procedures or Standing Rules of a Unit, Department or National in regard to acceptance of an application or in regard to a change in the current membership status of a member. (Added 08/14)

**SECTION 650 - CHANGE OF STATUS** - A member who has joined the Auxiliary under any other status, or has had a change in status, may remain a member so long as her dues are paid. Should she become delinquent (ninety [90] days) or dropped for nonpayment of dues, she may NOT be reinstated or join as a new member at any future date unless eligible to join in another qualified status.



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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE SEVEN  
SUBSIDIARIES AND SUBORDINATE GROUPS

**SECTION 700 - AUTHORITY** - All subsidiary organizations and subordinate groups which, and in the future shall, function and operate directly or indirectly under the Congressional Charter and name of the Marine Corps League Auxiliary are and shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League Auxiliary. Any and all complaints, grievances and/or charges against such subsidiary organizations or subordinate groups must be referred in writing to the National Judge Advocate for appropriate action.

- (A) Such organizations and groups may:
  - (1) Adopt Bylaws not incompatible or inconsistent with the Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.
- (B) Such subsidiary organizations and subordinate groups shall conduct their business in such a manner as will demonstrate a cheerful cooperation with all units and levels of the Marine Corps League Auxiliary and the general public. All levels and units of the Marine Corps League Auxiliary shall reciprocate in a like manner.

**SECTION 710 - INCORPORATIONS** - Any of the foregoing, including Departments and Units, which engages in services or business, either profit or non-profit, or which uses the name of the Marine Corps League Auxiliary will be incorporated in accordance with Section 700 of this Article. Each Department, which has not provided Headquarters, National Marine Corps League Auxiliary, Inc., with proof of its incorporation, may be billed annually until such proof of incorporation is on file with National Headquarters. A Department which fails to remit its payment to National Headquarters shall be in default as is provided in Article Four, Section 420 Default.

- (A) Incorporate, providing such incorporation identifies them by name with the Marine Corps League Auxiliary and acknowledges their accountability to the Marine Corps League Auxiliary. Such organizations and groups which are NOT incorporated in this manner shall immediately implement the amending of their incorporation and submit the proposed amended incorporation to the National Judge Advocate of the Marine Corps League Auxiliary for review, consideration and approval. (Rev 8/17)
- (B) Article Seven (7) applies to Chapter Eight (8), Administrative Procedures, Sections 830 and 840.

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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL BYLAWS  
ARTICLE EIGHT  
MISCELLANEOUS

**SECTION 800 - AMENDMENTS** - The National Bylaws may be revised, amended or repealed every year by a majority vote of the properly registered and approved Delegates present and voting at a National Convention, provided the proposed revision, amendment or repeal is submitted in triplicate typewritten form in the exact wording to National Headquarters, not less than ninety (90) days prior to the opening date of the National Convention at which said proposal is to be considered, and further provided that the National Secretary shall distribute copies of each proposal, without personal comment, to all legally existing Units no later than thirty (30) days prior to the opening day of the National Convention at which the proposal is to be considered. Submissions may be sent via email or may be sent via certified U.S. Mail or by other carriers where Certified Delivery may be verified, and a Return Receipt may be requested. (The Bylaw Committee and Judge Advocate will review and present the proposed amendments to the body at the National Convention for rejection or acceptance.) (Rev. 08/14) (Rev 8/17)

**SECTION 805 - EFFECTIVE DATE** - Each revision, amendment or repeal of a provision of the National Bylaws which is approved at a National Convention, as outlined in Section 800, shall become effective after the approval of the National Judge Advocate of the Marine Corps League but no later than 01 January of the following year.

**SECTION 810 - NATIONAL BYLAWS DISTRIBUTION**

- (A) Each Unit and Department of the Marine Corps League Auxiliary shall be provided, without charge, with two (2) copies of the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary or published changes thereafter each time they are printed for the use of the President and Judge Advocate. One courtesy copy is to be sent to every member of the Marine Corps League Auxiliary National Board of Trustees, each Past National President, and to the National Marine Corps League Judge Advocate. The National Bylaws and Administrative Procedures are to be made available for examination by any member in good standing from the Unit or Department, upon request.
- (B) Any member of the Marine Corps League Auxiliary may purchase copies of the National Bylaws and Administrative Procedures from the National Secretary. (See PriceList)

**SECTION 820 - DISSOLUTION** - Should this Organization be dissolved, all funds, property and assets of the Marine Corps League Auxiliary shall be given to a non-profit organization of choice as determined by the National Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

**SECTION 830 - VIOLATION** - Each member who violates the precepts of the NATIONAL BYLAWS or the ADMINISTRATIVE PROCEDURES of THE MARINE CORPS LEAGUE AUXILIARY is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.



# ADMINISTRATIVE PROCEDURES

January 1, 2012

**MARINE CORPS LEAGUE AUXILIARY  
ADMINISTRATIVE PROCEDURES  
INDEX**

	SECTION	PAGE
ADMINISTRATIVE PROCEDURES DISTRIBUTION	1025	36
ADVISORY COUNCILS		
DEPARTMENT PRESIDENTS' COUNCIL	310(B)	10
PAST NATIONAL PRESIDENTS' COUNCIL	310(A)	9-10
ALIGNMENT, DIVISION	410	16
AMENDMENTS, ADMINISTRATIVE PROCEDURES	1015	36
EFFECTIVE DATE	1020	36
APPEALS, DISCIPLINARY	913	32
APPOINTED OFFICERS, CHAIRMEN & COMMITTEE MEMBERS	320	12-15
AUTHORITY		
DEPARTMENTS	510	18
UNITS	610	20
BIDS, NATIONAL CONVENTION	240	4
REQUIREMENTS, MINIMUM	240 (C)	4
CHAPTER ONE – GENERAL		1
CHAPTER TWO – NATIONAL CONVENTION		3
CHAPTER THREE – NATIONAL STAFF		7
CHAPTER FOUR – DIVISIONS		16
CHAPTER FIVE – DEPARTMENT		18
CHAPTER SIX – UNITS		20
CHAPTER SEVEN – MEMBERS		22
CHAPTER EIGHT – SUBSIDIARIES AND SUBORDINATES		24
CHAPTER NINE – GRIEVANCES AND DISCIPLINE		26
CHAPTER TEN – MISCELLANEOUS		33
CHARGES		
AGAINST DEPARTMENT OR DEPARTMENT PRESIDENT	905	29
HEARING BOARD	905 (B) (C) (D)	29
INVESTIGATION	905 (B)	29
AGAINST NATIONAL PRESIDENT	908	31
APPEAL	908 (G) (H)	31
DECISION	908 (F)	31
EXPENSES	908 (I)	31
FILING CHARGES	908 (B)	31
HEARING BOARD, COMPOSITION	908 (A) (2)	31
SUSPENSION, TEMPORARY	908 (C)	31
TIME AND PLACE	908 (E)	31
AGAINST NATIONAL JUDGE ADVOCATE	907	30
APPEALS	907 (E) (F)	30
EXPENSES	907 (G)	31
HEARING BOARD, COMPOSITION	907 (B) (1)	30
HEARING BOARD, DECISION	907 (D)	30
TIME AND PLACE	907 (C)	30
PROCEDURE FOR GRIEVANCES	900	26-27
PROCEDURE FOR DISCIPLINARY ACTION	904	28-29
REQUIREMENTS FOR FILING	904-908	28-31
CHARGES AND DISCIPLINE, PROCEDURES	900	26
CHARTER, UNIT	600	20
COMMITTEES, STANDING		
ALLOWANCE STUDY	300 (E)	7-8
AMERICANISM	300 (B)	7

**MARINE CORPS LEAGUE AUXILIARY**  
**ADMINISTRATIVE PROCEDURES**  
**INDEX**  
(continued)

BUDGET	300 (A)	7
GIRL SCOUT	300 (H)	8-9
JEWELRY AND MERCHANDISE	300 (G)	8
LIASON OFFICER	300 (D)	7
MCLA HEADQUARTERS PROJECT	300 (F)	8
MCLA MEMORIAL FUND	300 (I)	9
OPERATION LITTLE ANGEL	300 (J)	9
UNIFORM	300 (C)	7
CONVENTION ADMINISTRATIVE COMMITTEES (NATIONAL)	235	3-4
BYLAWS AND ADMINISTRATIVE PROCEDURES	235 (D) (2)	4
CREDENTIALS	235 (D) (1)	4
RESOLUTIONS	235 (D) (3)	4
RULES	235 (D) (4)	4
CONVENTION, NATIONAL		
BIDDING	240	4-5
MEETINGS	200	3
ORGANIZATION	120	1-2
PROCEDURE	210	3
REGISTRATION	220	3
REGISTRATION FEES	220 (B)	3
ROBERT'S RULES OF ORDER (REVISED)	215	3
TIME AND PLACE	205	3
CORPORATE SEAL	105	1
CREDENTIALS, MEMBERS	220 (B)	3
CRIMINAL ACTS	911	32
DEPARTMENT		
AUTHORITY	510	18
DUES	520	18
FORMATION	500	18
FUND RAISING	1000 (F)	34
INSTALLATION OF OFFICERS	530	18
POWERS	505	18
REPORTS	550	18
DISCIPLINE	904	28-29
DIVISION		
ALIGNMENT	410	16
FORMATION	400	16
POWERS	405	16
DUES		
DEPARTMENT	520	18
NATIONAL	745	23
UNIT	615	20
DUTIES		
NATIONAL APPOINTED OFFICERS, CHAIRMEN & COMMITTEE MEMBERS	320	12-15
AMERICANISM	320 (H)	14
BANNER BEARER	320 (K)	15
CIVIC	320 (E)	13
COLOR BEARER	320 (J)	14
CONTRIBUTIONS	320 (I)	14
CONVENTION LIAISON	320 (L)	15
HISTORIAN	320 (A)	12
LEGISLATIVE LIAISON	320(O)	16

ii  
**MARINE CORPS LEAGUE AUXILIARY**  
**ADMINISTRATIVE PROCEDURES**  
**INDEX**  
(continued)

LOCAL CONVENTION LIAISON	320 (M)	15
MCLA INVESTMENT	320 (N)	16
PUBLICITY	320 (B)	12-13
REHABILITATION	320 (C)	13
VAVS DEPUTY	320 (G)	14
VAVS REPRESENTATIVE	320 (F)	13-14
YOUTH AND CHILD WELFARE	320 (D)	13
DEPARTMENT PRESIDENTS' COUNCIL	310 (B)	10
PAST NATIONAL PRESIDENTS' COUNCIL	310 (A)	9-10
<b>DUTIES, STANDING COMMITTEES</b>		
AMERICANISM	300 (B)	7
BUDGET	300 (A)	7
LIAISON OFFICER	300 (D)	7
OPERATION LITTLE ANGEL	300 (J)	9
UNIFORM	300 (C)	7
EMPLOYEE(S)	315	10-12
FISCAL YEAR	1035	36
<b>FORMATION</b>		
DEPARTMENT	500	18
DIVISION	400	16
UNIT	600 (A)	20
<b>FUNDRAISING</b>	1000	34
DEPARTMENT	1000 (F)	34
NATIONAL	1000 (D)	34
OTHER UNITS IN SAME CITY	1000 (B)	34
SOLICITATION	1000 (E)	34
TERRITORY	1000 (C)	34
<b>GRIEVANCES</b>		
DEPARTMENT OR DIVISION	902	27
DEPARTMENT PRESIDENT OR DEPARTMENT	905	29
CHARGES	905 (A) (1)	29
NATIONAL CONVENTION	903	28
APPEAL OF HEARING BOARD'S DECISION	903 (C)	28
UNIT	901	27
APPEAL OF HEARING BOARD	901 (F)	27
DECISION OF HEARING BOARD	901 (E)	27
HEARING BOARD COMPOSITION	901 (C)	27
PRESENTING	901 (A)	27
REVIEW BY JUDGE ADVOCATE	901 (G)	27
TIME AND PLACE	901 (D)	27
HEARING OATH	900 (D)	26
HEARING BOARD	900 (C)	26
CHAIRMAN RESPONSIBLE	900 (C) (1) (2)	26
CORRESPONDENCE	900 (F)	27
DECORUM	900 (C) (4)	26
GRIEVANCE DURING NATIONAL CONVENTION	903 (A)	28
TAPE RECORDINGS	900 (C) (3)	26
<b>DEPARTMENT</b>		
APPEAL OF DECISION	904 (D)	28-29
COMPOSITION	904 (B) (1)	28
DECISION	904 (C)	28
EXPENSE	904 (E)	29



**MARINE CORPS LEAGUE AUXILIARY  
ADMINISTRATIVE PROCEDURES  
INDEX  
(continued)**

**HEARING BOARD CONTINUED**

**NATIONAL**

<b>APPEAL OF DECISION TO BOARD OF TRUSTEES</b>	<b>906 (E)</b>	<b>30</b>
<b>APPEAL OF DECISION TO NATIONAL CONVENTION</b>	<b>906 (F)</b>	<b>30</b>
<b>DECISION</b>	<b>906 (D)</b>	<b>30</b>
<b>EXPENSES</b>	<b>906 (G)</b>	<b>30</b>
<b>TIME AND PLACE BOARD OF TRUSTEES</b>	<b>906 (C)</b>	<b>30</b>

**INSTALLATION OF OFFICERS**

<b>DEPARTMENT</b>	<b>530</b>	<b>18</b>
<b>NATIONAL</b>	<b>225</b>	<b>3</b>
<b>UNIT</b>	<b>620</b>	<b>20-21</b>

**INSTALLING OFFICER RESPONSIBILITIES**

<b>DEPARTMENT</b>	<b>530</b>	<b>18</b>
<b>UNIT</b>	<b>620</b>	<b>20-21</b>

**LOCATION OF PRINCIPAL OFFICES**

<b>101</b>	<b>1</b>
------------	----------

**MARINE CORPS LEAGUE AUXILIARY**

<b>CORPORATE SEAL</b>	<b>105</b>	<b>1</b>
<b>INCEPTION</b>	<b>100</b>	<b>1</b>
<b>OFFICES, PRINCIPAL</b>	<b>101</b>	<b>1</b>
<b>POLICY</b>	<b>110</b>	<b>1</b>

**MEETINGS, NATIONAL CONVENTION**

<b>200</b>	<b>3</b>
------------	----------

**MEMBERS**

<b>DEATH OF A MEMBER</b>	<b>720</b>	<b>22</b>
<b>INITIATION</b>	<b>700</b>	<b>22</b>
<b>LIFE MEMBERSHIP FEES</b>	<b>735 (A)</b>	<b>23</b>
<b>TRANSFERS</b>	<b>710</b>	<b>22</b>

**NATIONAL JUDGE ADVOCATE**

<b>APPEAL BY UNIT</b>	<b>901 (F)</b>	<b>27</b>
<b>GRIEVANCES AGAINST DIVISION OR DEPARTMENT</b>	<b>902 (A) (B)</b>	<b>27</b>

**OFFENSES**

<b>ACTION DETRIMENTAL TO THE AUXILIARY</b>	<b>912 (C)</b>	<b>32</b>
<b>CONDUCT UNBECOMING A MEMBER</b>	<b>912 (C)</b>	<b>32</b>
<b>CONVICTION OF A FELONY</b>	<b>912 (D)</b>	<b>32</b>
<b>VIOLATION OATH OF MEMBERSHIP</b>	<b>912 (A)</b>	<b>32</b>
<b>VIOLATION OATH OF OFFICE</b>	<b>912 (B)</b>	<b>32</b>

**OFFICER, NATIONAL INSTALLATION**

<b>225</b>	<b>3</b>
------------	----------

**OPERATION LITTLE ANGEL**

<b>300 (J)</b>	<b>9</b>
----------------	----------

**ORGANIZATION**

<b>DEPARTMENTS</b>	<b>120 (C)</b>	<b>1</b>
<b>DIVISIONS</b>	<b>120 (B)</b>	<b>1</b>
<b>NATIONAL</b>	<b>120 (A)</b>	<b>1</b>
<b>SUBSIDIARY ORGANIZATIONS</b>	<b>120 (E)</b>	<b>2</b>
<b>UNITS</b>	<b>120 (D)</b>	<b>2</b>

**PETITIONER RIGHTS**

<b>900 (A) (4)</b>	<b>26</b>
--------------------	-----------

**POLICY**

<b>110</b>	<b>1</b>
------------	----------

**POWER (SUPREME)**

<b>NATIONAL CONVENTION</b>	<b>110 (A)</b>	<b>1</b>
----------------------------	----------------	----------

**POWERS**

<b>DEPARTMENT</b>	<b>505</b>	<b>18</b>
<b>DIVISION</b>	<b>405</b>	<b>16</b>

**PROPER ATTIRE**

<b>1005 (G)</b>	<b>35</b>
-----------------	-----------

**MARINE CORPS LEAGUE AUXILIARY  
ADMINISTRATIVE PROCEDURES  
INDEX  
(continued)**

<b>PUNISHMENT</b>	<b>910</b>	<b>31-32</b>
<b>REGISTRATION FEES</b>		
<b>NATIONAL</b>	<b>220 (B)</b>	<b>3</b>
<b>REPORTS – SUBSIDIARY AND/OR SUBORDINATE</b>		
<b>ORGINIZATIONS</b>	<b>800 (A) (1)</b>	<b>24</b>
<b>RESOLUTIONS</b>	<b>1010</b>	<b>35</b>
<b>FORMAT</b>	<b>1010 (A)</b>	<b>35</b>
<b>REGISTERING</b>	<b>1010 (A)</b>	<b>35</b>
<b>RESPECT</b>	<b>1005</b>	<b>34-35</b>
<b>RESPONDENT</b>	<b>900 (B)</b>	<b>26</b>
<b>SIGNATURE AUTHORIZATION</b>	<b>1030</b>	<b>36</b>
<b>STENOGRAPHIC EXPENSE</b>	<b>230</b>	<b>3</b>
<b>SUBSIDIARIES</b>		
<b>MILITARY ORDER OF DEVIL DOG FLEAS</b>	<b>830</b>	<b>24</b>
<b>PAST PRESIDENTS' CLUB</b>	<b>840</b>	<b>24</b>
<b>REPORTS</b>	<b>800</b>	<b>24</b>
<b>REPORTS, FAILURE TO FILE</b>	<b>800 (B)</b>	<b>24</b>
<b>SUSPENSION PENDING HEARING</b>	<b>909</b>	<b>31</b>
<b>UNITS</b>		
<b>APPLICATION TO FORM</b>	<b>600 (A)</b>	<b>20</b>
<b>AUTHORITY</b>	<b>610</b>	<b>20</b>
<b>DUES</b>	<b>615</b>	<b>20</b>
<b>FORMATION</b>	<b>600 (A)</b>	<b>20</b>
<b>FUND RAISING</b>	<b>1000 (A) (B) (C)</b>	<b>34</b>
<b>INSTALLATION OF OFFICERS</b>	<b>620</b>	<b>20-21</b>
<b>NUMBER OF MEMBERS TO FORM</b>	<b>600 (A)</b>	<b>20</b>
<b>REPORTS</b>	<b>640</b>	<b>21</b>
<b>RESPONSIBILITY OF PRESIDENT</b>	<b>630</b>	<b>21</b>
<b>UNITS OUTSIDE OF CONTINENTAL U.S.</b>	<b>415</b>	<b>16</b>

**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER ONE  
GENERAL**

**SECTION 100 - NAME** - The name of the corporate body is the Marine Corps League Auxiliary. The Auxiliary was chartered by the Marine Corps League on September 4, 1937, and is a non-profit corporation incorporated with approval of the National Assembly in Washington, D.C. August 1950. The PURPOSES for which the corporation is formed are:

- (A) To band together in comradeship the members of this Auxiliary;
- (B) To create a bond of comradeship between this Auxiliary, the Marine Corps and the Marine Corps League;
- (C) To aid voluntarily and to render assistance to all Marines, as well as to their spouses, parents and orphans.

**SECTION 101 - LOCATION** - The principle offices of the Marine Corps League Auxiliary shall be located in conjunction with the Marine Corps League, at their invitation, or at such other place/places as the National Board of Trustees may select in the best interest of the membership.

**SECTION 105 - CORPORATE SEAL** - The Corporate Seal of the Marine Corps League Auxiliary shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "MARINE CORPS LEAGUE AUXILIARY - NATIONAL HEADQUARTERS" within the border of two (2) narrow rings.

**SECTION 110 - POLICY**

- (A) The supreme power of the Marine Corps League Auxiliary shall be vested always in its membership functioning through Delegates at all National Conventions. Executive and administrative power only will be delegated to its Board of Trustees or to individual members of the Marine Corps League Auxiliary.
- (B) The Marine Corps League Auxiliary shall never take part in any labor or management disputes or issues and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality; nor shall it be used as a medium of political ambition or preferment; nor shall former or present Auxiliary rank/position be used as the basis for special consideration or preferment.
- (C) Nothing in the preceding subsection shall prohibit the Marine Corps League Auxiliary and any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the Marine Corps League, nor the national security of our Nation, or any veterans claims for justice arising from service in the Armed Forces of the United States of America.

**SECTION 120 - ORGANIZATION** - The constitutional bodies of the organization shall be:

- (A) A National Organization known as the National Convention Marine Corps League Auxiliary.
- (B) Subordinate Regional organizations known as Divisions, the extent and boundaries of which shall be outlined in the Administrative Procedures, Chapter Four (4).
- (C) Subordinate State organizations to be known as Departments.

- (D) Subordinate Local organization located anywhere in the United States, its Territories, or on foreign soil, to be known as Units.
- (E) Such subsidiary organizations as the National Organization may create, establish or recognize.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER TWO  
NATIONAL CONVENTION**

**SECTION 200 - MEETINGS** - The National Convention shall be convened once each calendar year during the month of August unless prevented by national emergency or other unpreventable causes.

**SECTION 205 - TIME AND PLACE** - The time and place of each National Convention shall be designated by the Marine Corps League.

- (A) Each Unit shall be provided with written notification 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 Unit's certification of authorized Delegates and Alternates to such convention; the notification shall be sent from National Headquarters of the Marine Corps League Auxiliary.

**SECTION 210 - PROCEDURES** - Immediately preceding the convening of each National Convention, the National President and National Board of Trustees shall determine and establish the sequence and procedure with which the business shall be conducted in conformity with the National Bylaws and Administrative Procedures.

**SECTION 215 - RULES OF ORDER** - The National Bylaws and Administrative Procedures shall govern the procedures and conduct of each National Convention. The Parliamentary reference for conventions shall be *Current Edition of Robert's Rules of Order (Newly Revised)*.

**SECTION 220 - REGISTRATION** -

- (A) All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a Convention Program, and such Activities Admittance Tickets as they may desire upon payment of the amount indicated on the Convention Activities Ticket.
- (B) Registration Fees for National Convention shall be as follows:
- (1) Five Dollars (\$5.00) per Delegate, Alternate or Member, if received at National Headquarters no later than 1 July prior to the opening of the National Convention, with the properly executed official credential form(s).
  - (2) Six Dollars (\$6.00) per Delegate, Alternate or Member for registration received at National Headquarters after 1 July, or at the National Convention, provided it is received with the properly executed official credential form(s). (Rev. 08/11)

**SECTION 225 - INSTALLATION** - The Installation of National Officers shall be conducted with formal ceremony after the close of the final business session or the banquet closing the National Convention; the National President-elect selecting the Installing Officer who is a Past National President, and also selecting the necessary aides to assist the Installing Officer. (rev 8/16)

**SECTION 230 - STENOGRAPHIC EXPENSE** - The stenographic expense, including recording the proceedings of the National Convention shall be borne by National Headquarters.

**SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES**

- (A) The National Convention Administrative Committees shall be Credentials, Bylaws and Administrative Procedures, Resolutions and Rules.

- (B) Each National Vice President of a Division shall forward to the National President, no later than 1 July prior to each National Convention, the name of one (1) member of her Division who plans to be at National Convention and who will be available to serve on a committee.
- (C) So far as possible, the National President will appoint a member from each Division to serve on a National Convention Committee, notifying each appointee of the selection. This appointee will serve as Chairman of the Committee during the term of the President who appointed her. The National Senior Vice President and the National Junior Vice President will then select and request an Auxiliary member to serve on each Committee. These appointees will then become Chairmen when the National Senior Vice President and National Junior Vice President realize the position of National President.
- (D) The duties of the National Convention Administrative Committees are:
  - (1) CREDENTIALS COMMITTEE shall compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Unit in good standing. The lists shall be available upon request of the Chair and shall be presented as a part of the Committee's final report to the National Convention.
  - (2) BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE shall review and present all proposed changes of the National Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the National Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove, without personal bias, 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 and then present the amendments to the body for acceptance or rejection. (Rev. 08/14) Allowance will be available for those Committee members in attendance at the Bylaws meeting during the National Convention for the years the National Bylaws are revised, amended or repealed. (Rev. 08/12)
  - (3) RESOLUTIONS COMMITTEE shall receive and consider all properly submitted resolutions (NOT Bylaws proposals) complying with the requirements of the National Bylaws and Administrative Procedures 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 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. Resolutions are in effect for the current convention only.
  - (4) RULES COMMITTEE shall study the Rules of the Convention employed at prior Convention(s) and determine the need for any additional rules for application during that specific Convention.

#### SECTION 240 - BIDS FOR NATIONAL CONVENTION

- (A) The Marine Corps League receives and approves all bids for the National Convention location each calendar year.
- (B) The Marine Corps League notifies the Marine Corps League Auxiliary of the location of the Convention for the ensuing year at the close of each National Convention.
- (C) Minimum Requirements for the Marine Corps League Auxiliary:
  - (1) Assurance of reasonable availability of chauffeured vehicles for emergency use and for transportation of distinguished guest(s) to and from normal transport terminals;

- (2) Assurance of a convenient Command Post and Information Center;
- (3) Assurance of adequate FREE parking space WITHOUT TICKETING;
- (4) Assurance of adequate and acceptable GRATIS meeting rooms for the Marine Corps League Auxiliary Convention, Devil Dog Fleas, Committee and Conference Rooms, Past Presidents' Club and Department Presidents' Council;
- (5) Adequate and acceptable registration space free from interference for full period of registration;
- (6) GRATIS SUITE for the National President, room for National Convention Secretary and room for National Convention Liaison Chairman;
- (7) Assurance to the Unit, Department and National Convention of such reasonable assistance as deemed necessary by the National Convention Committee and National Convention Chairman for the Marine Corps League Auxiliary;
- (8) Total available rooms with convention rates, both single or double;
- (9) Choice of special luncheons, dinners and breakfast at convention prices;
- (10) Assurance that the Convention site chosen by the Marine Corps League, Inc. is fully accessible to the physically challenged members of the Marine Corps League Auxiliary and that:
  - (a) Handicapped rooms are available at the site conveniently located to elevators, meeting rooms and all other hotel facilities.
  - (b) Ramps are available wherever needed for access of all physically challenged members, and that hotel management is fully apprised that physically challenged members receive, on a first come-first served basis, priority for room assignments in order that they are ensured the closest possible location to elevators, meeting rooms and other hotel facilities.
  - (c) Local convention committee is mandated to assure that all sites for sponsored activities held during the convention are accessible to physically challenged members, OR activity brochures must include a statement for each activity that it is or is not accessible.

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**MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVEPROCEDURES  
CHAPTER THREE  
NATIONAL STAFF**

**SECTION 300 - STANDING COMMITTEES AND DUTIES** - The National Standing Committees and their duties are as follows:

- (A) **NATIONAL BUDGET 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 National Staff Meeting and National Convention a financial program and budget for the conduct of business and affairs of the Marine Corps League Auxiliary for the ensuing year and make recommendations concerning ways and means of increasing the funds of the Auxiliary. Allowance will be available for one night's lodging during the National Convention for the Budget Committee.
- (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 Marine Corps League Auxiliary. (Enclosures #13 and #14)
- (C) **NATIONAL UNIFORM COMMITTEE** - The Uniform Committee shall have the duty of testing and studying present uniform items and articles, reviewing suggestions submitted by the membership, recommending changes or additions thereto, and formulating and presenting to the National Convention changes or additions to existing uniform regulations. (Enclosure #20 and refer to the Uniform and Regalia Code.)
- (D) **NATIONAL LIAISON OFFICER** - It shall be the duty of the National Liaison Officer to:
  - (1) Have knowledge of protocol in assisting the National President within the scope of her office.
  - (2) Arrange, with the assistance of the Marine Corps League National Liaison Officer, the annual visit to the Commandant of the United States Marine Corps for the National President.
  - (3) Assist and promote ordination and cooperation between the Marine Corps League and the Marine Corps League Auxiliary.
  - (4) Maintain close contact with the National Liaison Officer of the Marine Corps League, who will be in contact with the Navy Department, United States Marine Corps, and all other veterans organizations or associations of the United States Marine Corps.
  - (5) May seek from the National Liaison Officer of the Marine Corps League ways and means to render aid and assistance to the Marine Corps League Auxiliary in accomplishing its purpose.
  - (6) Advise the Department and Unit Liaison Officers of the duties of their office.
  - (7) Perform such other duties as may be assigned by the National President and the National Board of Trustees, and Chair all Liaison Committee meetings.
  - (8) Wear proper attire when performing the duties of the office. (Refer to Administrative Procedures Section 1005(G)(1).)
- (E) **NATIONAL ALLOWANCE STUDY COMMITTEE** - It shall be the duty of the National Allowance Study Committee to:
  - (1) Evaluate the membership standing as of June 30th of the current year.
  - (2) Recommend allowance to be paid to the National President and the fourteen (14)

Executive Board members, payable at the National Convention. For information regarding allowance payable to the National Board of Trustees, see Enclosure #22.

- (3) Elected Officers will be required to submit reports at Mid-Winter Staff Meeting and ANNUAL reports at National Convention on their activities in accordance with the description of their offices as listed in the National Bylaws.
- (4) The allowance is computed on the annual membership less the Past National Presidents and Life Members.
- (5) Study Committee will submit their findings to the Budget Committee no later than twelve (12:00) o'clock noon the first day of the National Convention.
- (6) The allowance of any Board Member not in attendance will remain in the General Fund at National Headquarters unless the National Board of Trustees votes to allow the allowance to be given to the Assistant Division Vice President who has been performing the duties of the Division Vice President and has supplied a report of her activity. (Rev. 08/14)
- (7) National President's allowance will include:
  - (a) Three (3) trips to National Headquarters, as follows: Memorial Day, Veterans Day, and one (1) additional, as she deems necessary, for official business, covering travel and up to three (3) nights' accommodations each trip, at the MCL rates in effect at that time;
  - (b) One (1) trip to National Convention;
  - (c) One (1) trip to Mid-Winter Conference;
  - (d) Thirty (30) cents per capita for each member (Rev. 08/01);
  - (e) The National President's white cap;
  - (f) National President's outgoing pin.

(F) NATIONAL MCLA HEADQUARTERS PROJECT COMMITTEE

- (1) It shall be the duty of the National President to have the committee's project approved by the Board of Trustees at the Post-convention meeting.
- (2) Approval must be obtained from the current National Commandant, Marine Corps League, to obtain mailing labels from the Marine Corps League.
- (3) The National Headquarters Staff will provide the chairman of the MCLA Headquarters Project with the MCLA mailing addresses and an advancement amount as set by the Budget Committee which is to be repaid as soon as possible but no later than the day of the drawing. (Rev. 08/11)

(G) NATIONAL JEWELRY and MERCHANDISE COMMITTEE - It shall be the duty of the National Jewelry and Merchandise Chairman to:

- (1) Work with the National Secretary and approve the purchase of any jewelry and merchandise (except printed items and office supplies).
- (2) Maintain adequate inventories of merchandise.
- (3) Provide the National Secretary with a list of merchandise and quantities to be ordered.

(H) NATIONAL GIRL SCOUT COMMITTEE - It shall be the duty of the National Girl Scout Committee to:

- (1) Provide guidance to the Senior Girl Scout who has chosen to "Go For The Gold".
  - (2) Provide guidance, encouragement, and the support needed to attain the award. (Enclosures #27 and #28)
- (I) NATIONAL MCLA MEMORIAL FUND COMMITTEE – It shall be the duty of this Committee to:
- (1) See that all monies from donations, remembrances or memorials generated by this fund are used only to assist needy veterans and/or their families. (Enclosure #36).
  - (2) Have all funds kept at National Headquarters in a special ledger account for purposes of accounting, auditing and distribution.
  - (3) Have sole discretion of the selection of recipients.
  - (4) Send appropriate acknowledgement to all donors and honorees.
  - (5) Upon investigation by the committee regarding a requested need, an amount will be determined up to \$2500.00. (Added 08/18)
  - (6) In accordance with the Marine Corps League Auxiliary National Administrative Procedures, Chapter Eight, Section 800, the Chairman must file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before 01 July, a true and complete financial statement of itemized total income and expenses for the preceding twelve (12) months. (Added 08/14)
- (J) OPERATION LITTLE ANGEL COMMITTEE – The National Operation Little Angel program shall be a standing committee consisting of no less than five no more than seven members to be appointed by the National President with the approval of the Board of Trustees. The Chairman and Co-Chairman are to be appointed, along with any other committee members, each year by the National President with the approval of the Board of Trustees. (Rev. 08/11)
- (1) All Corporation donations shall go through the Marine Corps League Foundation to be forwarded to the Department/Unit who received the donation.
  - (2) The Chairman will receive all other funds and paperwork for recording purposes only. The funds shall be forwarded to National headquarters to be deposited in an account set up in the name of the Operation Little Angel with proper bookkeeping and accounting procedures. Expenses, when approved by the Committee, will be paid by National Headquarters from the Operation Little Angel Account. An annual audit will be required, and a report given by the Chairman at each National Convention.
  - (3) In accordance with the Marine Corps League Auxiliary National Administrative Procedures, Chapter Eight, Section 800, the Chairman must annually file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before 01 July, a true and complete financial statement of itemized total income and expenses for the preceding twelve (12) months.

SECTION 310 - ADVISORY COUNCILS AND DUTIES - The Advisory Councils and their duties are as follows:

- (A) PAST NATIONAL PRESIDENTS' COUNCIL - The Past National Presidents' Council, an integral part of the National Staff, composed of all Past National Presidents and chaired by the Junior Past National President, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:
- (1) Conduct continuous surveillance and study of National Headquarters

operation and administration, policies, precedence and procedures of the Marine Corps League Auxiliary aimed toward ferreting out potential problem areas.

- (2) As called upon, execute in depth study tasks as assigned by the National President or the National Board of Trustees through the Council Chairman.
  - (3) Pursuant to accomplishing the above duties, develop and finalize proposed plans, policies, procedures and/or systems for recommendation to the National Board of Trustees.
  - (4) Meet annually at the National Convention at which Council reports will be rendered to the National Assembly and the National Board of Trustees. (Conduct of interim business between Council Conference shall be accomplished via mail and/or telephone means.)
  - (5) Can collect or receive donations to support its objectives. (Rev. 08/14)
- (B) DEPARTMENT PRESIDENTS' COUNCIL - The Department Presidents' Council, an integral part of the National Staff, composed of all Department Presidents and chaired by the National Senior Vice President, as a collective advisory body is charged with the responsibility of providing assistance to the National Board. It shall be the general duty of this Council to:
- (1) Study ways and means towards stimulating growth, both in membership and stature, of the Marine Corps League Auxiliary and/or enhancement of administrative and command relationship between the National Headquarters, National Board of Trustees and its constituent elements of the Auxiliary.
  - (2) Receive and evaluate suggestions from constituent elements (or from the National Board of Trustees) which are oriented to the improvement of the Marine Corps League Auxiliary growth and/or enhancement of constituent element and National Headquarters/National Board of Trustees relationship.
  - (3) As called upon, execute in depth study of tasks as assigned by the National President or National Board of Trustees through the Council Chairman.
  - (4) Pursuant to accomplishing above duties, develop and finalize proposed plans, policies, procedures and/or systems for recommendation to the National Board of Trustees.
  - (5) Meet semi-annually at the National Mid-Winter Staff Meeting and the National Convention at which Council reports will be rendered to the National assembly and the National Board of Trustees. (Conduct of interim business between Council Conference shall be accomplished via mail and/or telephone means.)

#### SECTION 315 - EMPLOYEE(s)

(A) NATIONAL SECRETARY:

- (1) Shall be employed with an hourly wage to fulfill the duties required at National Headquarters and will report to the National President. The Secretary will work the minimum or maximum hours per week according to available resources and need at heavy duty times and approved by the National President and the National Board of Trustees. Hours, wages, duties, expectations, and priorities appropriate to hours worked are clarified by the National President. Wages are paid only for hours worked except for holidays falling within the agreed schedule. Schedule to be agreed upon by the employee and the National President and communicated on the Headquarters answering machine.
- (2) Shall have days off on the holidays falling within the regular work schedule

and observed by the Federal government, with the exception of some needs on Memorial Day and Veteran's Day.

- (3) Shall notify the National President if it is necessary to be away from National Headquarters.
- (4) Shall report hours for wages as agreed with an automatic data processing system provided and keep the records.
- (5) Shall supervise the Marine Corps League Auxiliary's National Headquarters by doing the duties explained herein and communicating weekly with the National President with an outline of the bank balance for the different accounts, clarification of the status of the office, and bring to her attention matters of extraordinary expense, significance, or importance and any issues that should be addressed by her and/or the Board.
- (6) Shall answer telephone calls and e-mails and sort and process all mail in a timely manner. Shall answer all correspondence under the direction of the National President, as appropriate.
- (7) Shall keep the business of the Marine Corps League Auxiliary National Headquarters current and solvent by:
  - (a) Maintaining the accounting system in Quick Books
  - (b) Keeping expenditures within the annual budget
  - (c) Recording and filing all invoices and materials received
  - (d) Notifying the National Comptroller of amounts to be paid and keep bills paid on time
  - (e) Paying expenditures by check signed by the National Comptroller and National Secretary or in the case of an emergency, the National President may sign for either the National Comptroller or National Secretary
    - (1) Two (2) signatures are required on each check
    - (2) Exceptions are for expenditures made through automatic withdrawals such as credit card use payments, wage payments, some vendor payments and supply credit card payments
  - (f) Deposit and record all money received in a timely manner
  - (g) Notify each Unit or Department of any indebtedness owed to National Headquarters
  - (h) Communicate needs, questions, concerns, and the status of financial accounts weekly with the National Comptroller
- (8) Shall maintain and update the membership database and other membership information by:
  - (a) Processing all transmittals in a timely manner, returning receipted copies of same to necessary officers (i.e., Unit or Department Treasurer, or Division Vice President), and sending membership pins and cards accordingly.
  - (b) Maintaining filing of transmittals and applications
  - (c) Being able to report on current membership as requested
  - (d) Sending additional transmittal forms when the submission is on the carbon-type transmittal, otherwise it is assumed that transmittal forms will be obtained through the National MCLA web site
  - (e) Processing annual Bond forms and fees from each Unit and Department and note as received on transmittal receipt. It is assumed that the annual Bond form will be obtained through the

National MCLA web site unless a Bond form is requested from National Headquarters.

- (9) Shall maintain adequate inventories and merchandise for headquarters and the Ships Store with approval of the National President before ordering materials and necessary quantity. Shall accept and record payments for Ships Store orders and ship requested orders.
- (10) Shall work with and be available to assist the National Auditor in July to compile the annual audit report of National Headquarters.
  - (a) Shall furnish complete records, complete statement of receipts and disbursements, and all account records during the fiscal year starting July 1 of the previous year
  - (b) Provide a current inventory of the office supplies and merchandise for resale with unit cost through June 30 of each year
- (11) Shall maintain filing of National Board of Trustees minutes, National Convention Proceedings, State tax records, National Auditor's reports, 990 and tax filings, and miscellaneous records and paperwork.
  - (a) Shall mail National Convention Proceedings to each Unit and Department within sixty (60) days following each National Convention.
  - (b) Shall make sure that National Headquarters of the Marine Corps League has a copy of:
    - (1) The National Convention Proceedings
    - (2) The report of the activities of the preceding year of the Marine Corps League Auxiliary, and
    - (3) A copy of the audit by the National Auditor of National Headquarters, and all subsidiary organizations as approved by the National Convention for the previous year, also within sixty (60) days following each National Convention.
- (12) May contract extra help with the approval of the National President and the National Board of Trustees, if the budget allows.
- (13) Shall perform such other duties as may be assigned by the National President and the National Board of Trustees as appropriate. (Rev 08/11)

**SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERM – DUTIES**

(A) NATIONAL HISTORIAN shall:

- (1) Act as Chairman of a committee to judge Department and Unit bound History Books submitted to competition at all National Conventions. (Enclosure #9)
- (2) Instruct the Department and Unit Historians in the duties of their office.
- (3) Submit annual report at National Convention.

(B) NATIONAL PUBLICITY/MEMORY BOOK CHAIRMAN shall:

- (1) Have charge of a suitable scrapbook to be presented to the National President in which she shall keep all newspaper clippings, notices and photographs, which shall be submitted to her by Departments and Units for this purpose, at the National Convention.

- (2) With her committee, judge Department and Unit Memory Books for awards to be presented at National Convention. (Enclosure #10)
- (3) Submit annual report at National Convention.

(C) NATIONAL REHABILITATION shall:

- (1) Cooperate with the National Veterans Administration Volunteer Service Representative in planning and carrying out a progressive rehabilitation and hospital program within the Marine Corps League Auxiliary.
- (2) Instruct the Department and Unit Chairmen in the duties of their office. (Enclosure #17)
- (3) Shall, with her committee, judge reports submitted by Departments and Units for awards at National Convention. (Enclosure #17)
- (4) Submit annual report at National Convention.

(D) NATIONAL YOUTH AND CHILD WELFARE CHAIRMAN shall:

- (1) Under the direction of the National Board of Trustees, have supervision and direction of all Committees and programs engaged in any way with the American Youth.
- (2) With her committee, judge all reports submitted by Departments and Units to be reported to the National Convention and present awards to Departments and Units. (Enclosure #15)
- (3) Advise the Department and Unit Chairmen of their duties.
- (4) Submit annual report at National Convention.

(E) NATIONAL CIVIC CHAIRMAN shall:

- (1) Supervise and advise the Department and Unit Chairmen of the National Program and their duties. (Enclosure #16)
- (2) With her committee, judge all Department and Unit reports for awards to be presented at National Convention.
- (3) Submit annual report at National Convention.

(F) NATIONAL VAVS (Veterans Affairs Voluntary Service) REPRESENTATIVE shall:

- (1) Maintain close contact with the Veterans Administration VAVS Staff for the purposes of keeping abreast with changes in policies and procedures pertaining to the VAVS program. (Enclosure #18)
- (2) Promulgate the objectives of the VAVS Program and cultivate interest of constituent Departments, Units and subsidiary units in the participation in the VAVS Program at hospitals within their locale.
- (3) Receive recommendations from Departments and Units of members willing to serve in the VAVS Program and, as appropriate, issue required certifications for representatives and deputies.
- (4) Guide and instruct Department and Unit VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.

- (5) Receive and compile comprehensive VAVS Program Activity Reports from the various participating Departments and Units and provide copies to the National Board of Trustees and the Veterans Administration.
- (6) Assist the National VAVS Representative of the Marine Corps League in conducting a joint VAVS workshop at each National Convention.
- (7) Attend annual VAVS meetings conducted by the Veterans Administration for representatives and deputies of participating organizations.
- (8) Submit an annual report at National Convention and an interim report at each Mid-Winter meeting of the National Board of Trustees.
- (9) The National VAVS Representative shall, as needed, prepare and keep current guidelines and application forms to be used by Units and/or Departments to request certificates as VAVS Representative or Deputy at a specific VA Hospital; also instructions for nominating a MCLA member for the VAVS Service Award and instructions for nomination of a student VA Hospital Volunteer for the VAVS Parke Scholarship Award. (Enclosures 31-35)  
(Rev. 8/01)
- (10) The National VAVS Representative shall be appointed for a two (2) year certification at the direction of the National President and National Board of Trustees.
- (11) Submit changes approved at the annual VAVS National Conference which shall become effective immediately and shall be posted in the Enclosures and other applicable form(s) of the Marine Corps League Auxiliary website under the direction of the MCLA National President. They shall be correctly numbered and submitted to the webmaster for posting by the National Forms Committee Chairman. (Enclosures #31-#35, Hospital Pin Order Form). (Added 08/15)

(G) NATIONAL VAVS DEPUTY shall:

- (1) Give every assistance to the National VAVS Representative.
- (2) During the absence or illness of the National VAVS Representative, she shall perform the duties of that office.
- (3) The Deputy VAVS Representative shall be appointed for a two (2) year certification at the direction of the National President and National Board of Trustees.

(H) NATIONAL AMERICANISM CHAIRMAN shall:

- (1) See Administrative Procedures, Chapter Three (3), Section 300(B).
- (2) Submit an annual report to the National Convention and present awards to Departments and Units.

(I) NATIONAL CONTRIBUTIONS CHAIRMAN shall:

- (1) Meet with her committee to discuss monies available to be used for contributions to worthy causes.
- (2) Make decision as to the appropriate distribution of funds available.
- (3) Submit recommendations to National Convention to be acted upon for current year.



(J) NATIONAL COLOR BEARER shall:

- (1) Assist the National Captain of the Guard in ritualistic ceremonies.
- (2) Post the National Flag at the opening of the National Convention and see that all flags in the Convention Hall are properly displayed when posted.
- (3) See that the ceremonial flags are in order for the escort team.
- (4) Retire the National Flag at the close of each National Convention.
- (5) Surrender all property of the Marine Corps League Auxiliary to the National President at the close of each National Convention.
- (6) Wear proper uniform when performing the duties of her office. (Refer to Section 1005[G][1], Administrative Procedures.)

(K) NATIONAL BANNER BEARER shall:

- (1) Assist the National Captain of the Guard in ritualistic ceremonies.
- (2) Post the National Banner at the opening of the National Convention and see that all banners in the Convention Hall are properly displayed when posted.
- (3) Retire the National Banner at the close of each National Convention.
- (4) Surrender all property of the Marine Corps League Auxiliary to the National President at the close of each National Convention.
- (5) See that certificates and ribbons are presented to Units and Departments displaying their banners and submit these names to the National Board of Trustees and National Convention Assembly.
- (6) Wear proper uniform when performing the duties of her office. (Refer to Section 1005 [G][1], Administrative Procedures.)

(L) NATIONAL CONVENTION LIAISON CHAIRMAN (appointed each year by the National President) shall:

- (1) Act as Chairman of and with the National Convention Chairman, Marine Corps League.
  - (a) Make only one (1) visit per site selection per year.
  - (b) Have available, material for next convention, from the Marine Corps League Convention Chairman.
  - (c) See that necessary working equipment and materials are available to National Committee members.
  - (d) Extend necessary information and assistance to the National President, National Officers and members until the close of convention.
  - (e) Open National Convention in ritualistic form.
  - (f) Wear proper attire when performing the duties of the office. (Refer to Section 1005 [G][1], Administrative Procedures.)

(M) LOCAL CONVENTION CHAIRMAN shall:

- (1) Be appointed by the National President.
- (2) Work with the National Marine Corps League, National Convention.

- (3) Wear proper attire when performing the duties of the office. (Refer to Section 1005[G][1], Administrative Procedures.)

(N) NATIONAL MARINE CORPS LEAGUE AUXILIARY INVESTMENT COMMITTEE

- (1) Shall be comprised of the National President, the National Secretary, the National Comptroller and the Chairman of the Budget Committee
- (2) Shall have control, along with the Investment Professional, over the Marine Corps League Auxiliary Portfolio.

(O) NATIONAL LEGISLATIVE LIAISON - It will be the responsibility of the National Legislative Liaison to attend, with the Marine Corps League Legislative Committee, the appointments with members of Congress and their staff to discuss issues of concern to the Marine Corps League, all Marines and their families. The National Liaison will be reimbursed for travel and accommodations in an amount not to exceed the budgeted amount(s). (Added 08/13)

MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER FOUR  
DIVISIONS

SECTION 400 FORMATION - To obtain more effective administration functioning, the United States is divided into geographical unit called Divisions.

SECTION 405 - POWERS - The function of Divisions is administrative only. No Division will adopt Bylaws or assess dues. Only expenses authorized in advance by the National Board of Trustees for a Division will be paid by the Auxiliary. The duties and authority of the National Vice Presidents of Divisions are covered in the National Bylaws, Article Two (2), Section 210(E).

SECTION 410 - DIVISION ALIGNMENT - The Divisions of the Marine Corps League Auxiliary 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 |
| (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  |
| (I) Rocky Mountain Division- | Colorado, Utah, New Mexico, Wyoming  |
| (J) Northwest Division -     | Alaska, Washington, Montana, Oregon, Idaho   |

SECTION 415 UNASSIGNED - Constituent Units, other than the above, being constituted outside the Continental United States, shall be under the jurisdiction of the National Board of Trustees until such time as assigned.

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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER FIVE  
DEPARTMENTS

**SECTION 500 - FORMATION** - A State in which there are three (3) or more Units with a combined membership of twenty-one (21) or more members may be chartered as a Department by the National Board of Trustees upon receiving a written request from such Units via the jurisdictional National Divisional Vice President. However, a Provisional Charter may be instituted in any State having two (2) legally established Units. (Bylaws, Article Two Section 210[E][4], Duties of National Division Vice President) The Charter, upon being signed by the National President and the National Secretary, will be presented with appropriate ceremony as soon as possible with the presentation at the discretion of the Department President. (See Ritual, Presentation of Charter.)

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

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

**SECTION 515 - ORGANIZATION OF NEW UNITS** - It is the duty of the Department President to assist the National Division Vice President in the organization of a new Unit. (Refer to Bylaws, Article Two, Section 210[E][4])

**SECTION 520 - DEPARTMENT DUES** - The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due National Headquarters from a Department shall be forwarded immediately.

**SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS -**

- (A) The Installing Officer shall be an Auxiliary Past National President, elected National President, other elected National Officer or a Past Department President.
- (B) President-elect will select Installing Officer and the necessary aides.
- (C) It shall be the responsibility of the Installing Officer to sign, date and forward the Installation Form immediately after installation to National Headquarters, National Division Vice President and the Department Secretary. (Enclosure #6)

**SECTION 540 - DEPARTMENT REPORTS** – This Section Intentionally Deleted.

**SECTION 550 - REPORTS** - Americanism, Civic, Rehabilitation, Youth Activities/Child Welfare, VAVS (Veterans Administration Volunteer Service) are due immediately following the Department Convention or no later than July 1 to the appropriate National Chairman. If the Department Convention is held after July 1, this rule still applies and the reports are to be mailed to the appropriate National Chairman prior to the Department Convention but no later than July 01. Citations are awarded 1st, 2nd, and 3rd place, figured on a percentage basis.

MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER SIX  
UNITS

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

- (A) A standard application form shall be signed by no less than seven (7) persons who are eligible for regular membership in the Marine Corps League Auxiliary. (Rev. 08/14) The form shall be accompanied by the required Department and National per capita dues and fees together with written consent when requesting use of the Detachment's name; and shall be signed by the organizing officer. The application, when accurately completed, must be signed by the Department President, Division Vice President and the National President, in that order, who shall each indicate thereon her approval or disapproval over her signature. (In the event no Department exists, application shall be mailed direct to the National Division Vice President.) A Unit may be formed without a sponsoring Detachment.
- (B) If a Unit votes to change its name for any reason, the Unit will request, through proper channels and paperwork, a new Charter from National Headquarters. The Charter shall be a duplicate of the original Charter except for the Unit name and the names and signatures of the current National Officers. (Rev. 08/11)
- (C) Upon receipt of the application, with the consent of the National Board, the National President may approve the application and grant a Charter, which shall be signed by the National President, countersigned by the National Vice President of the Division and the Department President, where a Department exists. There also shall be affixed to each Charter the official seal of the Marine Corps League Auxiliary. (Rev 8/09)
- (D) The Charter shall be presented with an appropriate ceremony at an open public meeting.
- (E) Each new Charter, before framing, shall be signed by everyone signing the Charter application as a Charter member of the Unit. Each member signs the Charter in her own handwriting. The Charter shall not be held open for more than thirty (30) days for Charter members.
- (F) Failure of a Department President or National Vice President of the Division to act with promptness in processing and forwarding an application for Charter, or signing a Charter as outlined above in this section, and such failure is brought to the attention of the National Board of Trustees, shall make such Officer liable to disciplinary action.

**SECTION 610 - AUTHORITY** - Each Unit shall be governed by its elected officers (Board of Trustees) subordinate to the Department and National Convention, the Charters and Bylaws and Administrative Procedures of such bodies.

**SECTION 615 - DUES** - Each Unit shall fix the amount of its membership dues, including there in the Department and National per capita dues and fees which shall be forwarded with Unit Cover Sheet and standard transmittal form upon receipt to the Department Treasurer. (Enclosure #19). If no Department exists, per capita dues and fees due National shall be forwarded immediately direct to National Headquarters. (rev 8/18)

**SECTION 620 – INSTALLATION OF UNIT OFFICERS**

- (A) The Installing Officer shall be an Auxiliary Past National President, elected National President, other elected National Officer, a Past Department President, elected Department President, other elected Department Officer or a Past Unit President.
- (B) President-elect will select Installing Officer and the necessary aides.
- (C) It shall be the responsibility of the Installing Officer to sign, date and forward the

Installation form immediately after installation to National Headquarters, National Division Vice President and Department Secretary, should a Department exist. (Enclosure #6). A copy of installation form is to be retained in Unit files.

NOTE: IF NOT FILED IN PROPER MANNER THE UNIT WILL BE DECLARED IN DEFAULT AND NOT IN GOODSTANDING!

SECTION 630 - RESPONSIBILITY - UNIT PRESIDENTS - Keep a log of Unit reports for the incoming Unit Presidents, as well as any reports she may have written during her tenure. RECORDS TO BE RETAINED FOR FOUR (4) YEARS plus current year. Applications are never to be destroyed.

SECTION 640 – REPORTS - Americanism, Child Welfare/Youth Activities, Civic, Rehabilitation and VAVS (Veterans Administration Volunteer Services) AND Girl Scouts are due immediately following the Unit meeting, NO less than thirty (30) days prior to the Department Convention. The reporting period shall be from 1 May to 30 April instead of the fiscal year.

(A) Send two (2) copies to Department Committee Chairman.

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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER SEVEN  
MEMBERS

**SECTION 700 - INITIATION** - All applicants for membership in the Marine Corps League Auxiliary shall be properly obligated in accordance with the Ritual and be presented the official membership card and pin of the Marine Corps League Auxiliary. However, in a case where applicant is unable to attend an obligation ceremony, said applicant shall be required to complete the Oath of Obligation Form. (Enclosure #29). Signature of the member giving the Oath of Obligation is required. (Membership pins cannot be sold for profit.) (Rev. 08/11)

**SECTION 705 - RECRUITING AWARDS** - Any Regular member or Associate member recruiting five (5) or more new Regular and/or Associate Members between June 1 and May 31 each year will be awarded a recruiting ribbon. In the case of ensuing awards, a bronze star will be awarded to affix to the ribbon. A citation will be presented at National Convention.

- (A) Once a member has earned three bronze stars, the next award will be to replace one bronze star with a silver star. When three silver stars have been awarded, the next award will be to replace the silver stars with a larger size gold star.
- (B) Three top awards will be presented each year. First (1) place will be the Recruiter of the year, who will receive a citation, and a ribbon or star. Her name, Unit, Department and date will be placed on the plaque at National Headquarters. Second (2) and third (3) place will be presented citations and ribbons or stars. In case of a tie for first (1) place, each member's name, Unit, Department and date will be placed on the plaque at National Headquarters. In case of a Second (2) or third (3) place tie, citations and ribbons or stars will be awarded to all winners. (Rev 08/09)

**SECTION 710 - MEMBERSHIP TRANSFER** - Any member in good standing may transfer from one Unit to another, without payment of additional dues or transfer fees, by placing her signature on a transfer form, and upon her application to and approval of the gaining Unit and of the losing Unit. (Enclosure #8)

- (A) The member's original application must accompany the transfer form to the new Unit together with notice of any offices she has held.
- (B) In all cases, transfer shall certify in writing to the gaining Unit that the transferring member is in good standing. In cases involving Members-at-Large, National Headquarters shall certify in writing to the gaining Unit that transferring member is in good standing.
- (C) Dues remain within the losing Unit; however, her vote now goes to the gaining Unit.

**SECTION 720 - DEATH OF A MEMBER** - Upon notification of the expiration of any member, the Unit Chaplain shall:

- (A) Immediately contact the family of the deceased member for the purpose of offering any assistance and expression of condolence.
- (B) Without delay, report the death of the member, citing full name of expired member as it appears on membership card, next of kin and known funeral arrangements to the Department Chaplain (where Department exists). Units with no Departments, send directly to the National Chaplain. (Enclosure #21)
- (C) It shall be the duty of all members of the Auxiliary who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member. (Rev. 08/14)



**SECTION 735 - LIFE MEMBERSHIP FEES** are:

(A)

Up to age 35	\$500
Age 36 to 40	\$400
Age 41 to 50	\$350
Age 51 to 60	\$300
Age 61 and over	\$150

- (B) National Headquarters shall retain Fifty Percent (50%) of the Life Membership fee for processing and for the new life membership card. The remaining Fifty Percent (50%) shall be placed in the blocked interest-bearing account. The cost of purchasing a duplicate card shall be Thirty Dollars (\$30.00). (Rev.08/14)

**SECTION 740 - MEMBER MAILING LIST** - A member in good standing may be placed on the mailing list for National Headquarters for an annual fee of ten dollars (\$10.00) per year, covering the period September 1 through August 31. The member will be responsible for handling the necessary paperwork each year directly to National Headquarters (not to be sent through Unit or Department Treasurers). The mailings will be identical to those mailed to the Members-at-Large.

**SECTION 745 - NATIONAL DUES AND BONDING FEE**

- (A) NATIONAL PER CAPITA DUES are Fifteen Dollars (\$15.00) per year for Regular and Associate Members, which is transmitted through the Unit Treasurer to the Department Treasurer. (Rev. 08/11) (Effective Date August 5, 2011)
- (B) NEW REGULAR AND ASSOCIATE MEMBERS must pay an additional fee of Five Dollars (\$5.00) in addition to the per capita dues, total Twenty Dollars (\$20.00). The initiation fee entitles the new member to the membership pin. (Rev. 08/11) (Effective Date August 5, 2011)
- (C) MEMBER-AT-LARGE FEE is Twenty-Five Dollars (\$25.00) per year for a renewal. A new Member-at-Large must pay an initiation fee of Five Dollars (\$5.00), total Thirty Dollars (\$30.00). The Member-at-Large must send her dues directly to National Headquarters. She will receive mailings from National Headquarters. (Refer to BYLAWS, Article Six, Section 640.) (Rev. 08/14) (Effective Date August 8, 2014)
- (D) BONDING FEE for the Unit is to be submitted through the Unit Treasurer to Department Treasurer no later than 31 August each year; the Department bonding fee is to be submitted by the Treasurer immediately after the Department Convention. The cost of the bonding fee is three dollars and fifty cents (\$3.50) per year. (Refer to BYLAWS, Sections 440 and 545.)

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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER EIGHT  
SUBSIDIARIES

**SECTION 800 - REPORTS** - Each National Subsidiary organization and each National subordinate group (listed below) which directly or indirectly operates under the National Charter and the Name of the Marine Corps League Auxiliary must annually file with National Headquarters of the Marine Corps League and Marine Corps League Auxiliary before July 1, a true and complete financial statement of its itemized total income and expenses for the preceding twelve (12) month period.

- (A) This requirement is applicable to:
  - (1) Subsidiary organizations, such as:
    - (a) Military Order of Devil Dog Fleas,
    - (b) Past Presidents' Club,
    - (c) and such other organizations which may be instituted hereafter.
- (B) Failure upon the part of any of the above organizations or groups to file required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the National Board of Trustees of the Marine Corps League Auxiliary.
- (C) The financial reports shall be used by the National Commandant, the National Adjutant/Paymaster, and the National Comptroller of the Marine Corps League for the purpose of preparing a complete annual report to Congress of all activities and finances of the Marine Corps League Auxiliary and its subsidiary organizations and subordinate groups.

**SECTION 830 - MILITARY ORDER OF DEVIL DOG FLEAS** - The Marine Corps League Auxiliary recognizes the Military Order of Devil Dog Fleas as an official subsidiary organization of the Marine Corps League Auxiliary. Membership in the Military Order of Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary.

**SECTION 840 - PAST PRESIDENTS' CLUB** - The Marine Corps League Auxiliary recognizes the Past Presidents' Club as an official subsidiary organization. Membership in the Past Presidents' Club shall be limited to members who have served as National, Department and/or Unit Presidents in the Marine Corps League Auxiliary.

**SECTION 850 - IRS REPORTS** - Each Unit, Department or other entity including the National Subsidiary Organizations and National Subordinate groups identified in the above sections of Chapter Eight, which directly or indirectly operates under the National Charter and/or the name of the Marine Corps League Auxiliary, **must** annually file with National Headquarters **either** (A) or (B) below: (Added 08/15)

- (A) **IRS Forms 990 and 990-EZ**  
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) must be filed no later than the due date of filing by IRS rules and regulations, unless an extension has been requested. A copy of this filing (or the E-Mail Acceptance Receipt returned from the IRS (if filed electronically) must be filed with the Unit, Department, Division Vice President, and National Headquarters. (Added 08/15)
- (B) **IRS Form 990-N**  
Those Units, Departments or other entities, which qualify under the IRS regulations, may elect to file an IRS Form 990-N, an e-postcard online filing. Since there is no printed copy of this filing, a copy of the E-Mail Acceptance Receipt that is returned from the IRS must be filed with the Unit, Department, Division Vice President, and National Headquarters. (Added 08/15)

- (C) Failure to File  
Failure to file the appropriate reports to the IRS and update annual filing may subject the Unit, Department or Subordinate or Subsidiary entity to significant fines and/or the loss of its exempt non-profit status. The e-postcard is due every year by the 15th day of the 5th month after the close of the entity's respective tax year. (Added 08/15)
- (D) Employer Identification Number (EIN)  
Each Unit, Department and Subsidiary of the Marine Corps League Auxiliary must obtain and maintain its own Employee Identification Number (EIN) under the group exemption number (0955) of the Marine Corps League. No Unit, Department or Subsidiary of the Marine Corps League Auxiliary shall utilize the Employee Identification Number (EIN) of the National Organization, Department, or Detachment. (Added 08/15)

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NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER NINE  
GRIEVANCE AND DISCIPLINE

**SECTION 900 - PROCEDURES** - This section is applicable to Sections 901, 902, 904, 905, 906, 907 and 908.  
The following procedure shall be adhered to in addition to the provisions of Sections 901 through 906.

(A) Petitioner:

- (1) The Petitioner will be responsible to invite witnesses.
- (2) A complete list of the witnesses will be given to the Chairman of the Hearing Board at least fifteen (15) days prior to the convening of the hearing.
- (3) The Petitioner may have a member of the Marine Corps League Auxiliary act as her Counsel.
- (4) The Petitioner has the right to cross examine witnesses.

(B) Respondent:

- (1) The Respondent will be responsible to invite witnesses.
- (2) A complete list of witnesses will be given to the Chairman of the Hearing Board at least fifteen (15) days prior to the convening of the Hearing Board.
- (3) The Respondent may have a member of the Marine Corps League Auxiliary act as her counsel.
- (4) The Respondent has the right to cross examine witnesses.

(C) Hearing Board:

- (1) The Chairman of the Hearing Board may invite additional witnesses.
- (2) The Chairman will provide the Respondent and the Petitioner with a list of the invited witnesses five (5) days prior to the convening of the Hearing Board.
- (3) There will be no tape recordings of the proceedings of the Hearing Board other than the Official Recording taken by the Hearing Board. The Board shall make available to the principals, upon request, a true copy of the proceedings. The actual cost of such reproductions shall be borne by the principal requesting the copy.
- (4) The Hearing Board will demand that proper decorum be maintained at all times. Spectators will not be permitted to participate in the Hearing in any manner. Disturbances or poor manners may result in the Chairman ordering the Guard to clear the room and the Hearing will continue in closed session.

(D) All testimony will be given under oath. The Oath shall be, "I do solemnly affirm to tell the truth, the whole truth, and nothing but the truth."

(E) The Respondent/Petitioner or their designees shall conduct the cross examination of witnesses. However, if the designee is utilized, Principals may not interrogate the witness. Only one from each side will be permitted. Hearing Board Chairman and members of the Board may conduct an inquiry of the witness.

- (F) All correspondence as required by Chapter Nine (9), Administrative Procedures, will be via certified mail and return receipt requested.
- (G) Fifteen (15) days prior to the opening of the Hearing Board, the following must be submitted to the jurisdictional Judge Advocate (Department or National):
  - (1) Notarized statements from any witness that cannot appear at the Hearing.
  - (2) Copies of all exhibits to be offered in evidence.
    - (a) The Jurisdictional Judge Advocate will distribute the depositions and exhibits to the Respondent and Petitioner seven (7) days prior to the date the Hearing Board convenes.

**SECTION 901 - GRIEVANCES** - If an individual member, Unit or Department area considers that there is a wrongdoing within the Unit, or that a member has a grievance herself, the following procedure shall be followed:

- (A) The aggrieved person (Petitioner) shall present the complaint, in writing, to the Department Judge Advocate, with a copy to the Department President and the National Judge Advocate.
- (B) The Department Judge Advocate shall review the grievances and act as mediator in the dispute. If her efforts fail, she shall so report to the Department President.
- (C) The Department President shall then appoint a Hearing Board composed of herself as Chairman, the Department Judge Advocate, and a minimum of three (3) other members, none of whom shall be members of the Unit involved.
- (D) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the Department, reimbursable upon submission of a voucher. The Hearing Board may call witnesses, it shall hear testimony, and it 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. It shall be forwarded within fifteen (15) days to Petitioner, with copies to all participating parties, the National President, and the National Judge Advocate.
- (F) The Petitioner may appeal such decision within thirty (30) days, in writing, to the National Judge Advocate.
- (G) The National Judge Advocate shall rule on the appeal and so advise Petitioner and all participating parties within fifteen (15) days; the National Judge Advocate's decision can be appealed within fifteen (15) days to the National Board of Trustees via the National President. The Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal. The decision of the Board of Trustees shall be final.

**SECTION 902 - DEPARTMENT OR DIVISION GRIEVANCE**

- (A) If a Department or a Division or a Department or Division officer is the aggrieved Petitioner, all matters shall be handled directly by the National Judge Advocate; she and the National President will proceed in accordance with the procedure outlined in paragraphs (A), (B), (C), (D) and (E) of Section 901.
- (B) The Petitioner may appeal the Hearing Board's decision to the National Board of Trustees, in writing, within thirty (30) days. The National Secretary will distribute copies of all pertinent material to the members of the Board, who shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Secretary will inform the Petitioner of the decision of the National Board of Trustees, whose decision shall be final.

#### SECTION 903 - NATIONAL CONVENTION GRIEVANCE

- (A) If a grievance arises during a National Convention, it shall be presented to the National Judge Advocate; she shall mediate same; if unsuccessful:
  - (1) She shall petition the National President to immediately convene a Hearing Board of at least three (3) members. The Board shall convene a hearing; it may hear testimony or conduct its own independent investigation.
- (B) The Board's decision, which must be affirmed by a majority of the Board, shall be served upon the Petitioner immediately.
- (C) The Petitioner may appeal the Board's decision directly to the Convention. A majority vote, with affected delegation(s) abstaining, will prevail.
- (D) If the grievance concerns the seating or voting of Delegate or Delegation, the Convention shall stand in recess until the matter is resolved.
- (E) Any grievance applicable to a National Convention shall be filed in writing with the National Judge Advocate prior to commencement of the Convention; whereupon she shall proceed in accordance with Section 903(A), (C) and (D).

#### SECTION 904 - DISCIPLINE MEMBER, UNIT OR DEPARTMENT OFFICERS

- (A) Whenever an individual member, Unit officer or Department officer, or Unit or Department, commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League Auxiliary, or an act which is deemed not in the best interest of the Marine Corps League Auxiliary, said individual member, Unit or Department Officer, or Unit or Department shall be charged as follows:
  - (1) A charge, in writing, shall be served upon the offender (Respondent), with copies to the Department President and the Department Judge Advocate, the National President and the National Judge Advocate.
- (B) Upon receiving the written complaint, the Department President and the Department Judge Advocate shall have twenty (20) calendar days in which they may conduct preliminary informal investigation to determine the possible merit of the charge and they may explore the possibility of a negotiated settlement. In the absence of a settlement being accomplished in the twenty (20) calendar days period, the Department President shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent of such appointment.
  - (1) The Department President shall appoint a Hearing Board, composed of the Department Judge Advocate and a minimum of two (2) other members. The Board shall convene a hearing at a time and place of its convenience; it may hear testimony and it may also conduct its own independent investigation.
- (C) The Hearing Board's decision must be affirmed by a majority of the Board members and it shall be served within fifteen (15) days after the conclusion of the hearing upon the Respondent and Petitioner, with copies to the National President and the National Judge Advocate.
- (D) A written appeal may be made to the National Judge Advocate by either the Respondent or Petitioner on the Hearing Board's decision. Any appeal must be made within thirty (30) days subsequent of receiving the Hearing Board's decision or receiving a copy of the Hearing Board's proceedings, whichever is applicable. An appeal of the National Judge Advocate's findings on the Hearing Board's decision may be made to the National Board of Trustees via the National President; however, such appeal must be postmarked no more

than fifteen (15) days subsequent to acknowledging by (the Appellant's) signature the receipt of the National Judge Advocate's findings. The National President, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board. The decision by the majority of the members of the National Board of Trustees shall be final.

- (E) The legitimate travel and lodging expenses shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher.

#### **SECTION 905 - DEPARTMENT PRESIDENT OR DEPARTMENT**

- (A) In the event the offender is a Department President or Department, the following procedure shall be followed:

- (1) Charges shall be submitted in writing to the National Judge Advocate, with a copy to the National President. The National Judge Advocate will effect service of the charges upon Respondent(s)

- (B) The National Judge Advocate may, at her discretion, conduct a preliminary investigation to:

- (1) Determine the merit of the charge;
  - (2) Explore the possibility of a negotiated settlement.

If the charge is valid, and if there appears to the National Judge Advocate a negotiated settlement is not likely, or upon her own initiative, the National Judge Advocate may proceed to petition the National President, who shall appoint a Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National President may, with discretion, appoint current or former members of the Board of Trustees.

- (C) The Hearing Board shall convene a hearing at a time and place of its convenience; it may hear testimony and it may also conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National President within fifteen (15) days; the National President will thereupon effect proper service of the Board's decision to the Respondent and Petitioner.
- (E) The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National President. The National Secretary shall distribute copies of all pertinent material to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Secretary shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)
- (F) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to the National Convention in writing via the National Secretary. Such appeal shall be submitted at least thirty (30) days prior to the commencement of the National Convention.
- (G) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters and shall be reimbursable upon submission of a voucher.

#### **SECTION 906 - NATIONAL OFFICERS AND BOARD OF TRUSTEES**

- (A) If the Respondent is a National Officer or National Board of Trustees, other than the National President or the National Judge Advocate, the procedure shall be as follows:
  - (1) Charges shall be filed with the national Judge Advocate, who will thereupon cause service of same upon the Respondent, with copies to the National Board of Trustees.
- (B) The National Judge Advocate may conduct a preliminary investigation to determine:

- (1) Merit of the charge
- (2) The possibility of a negotiated settlement.

Following this, or upon her own initiative, she shall proceed to petition the National President, who shall appoint a Hearing Board of no less than three (3) or more than five (5) members, including the National Judge Advocate. The National President may, with discretion appoint current members of the Board of Trustees.

- (C) The Hearing Board shall convene a hearing at a place of its convenience; it may hear testimony and also conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National President within fifteen (15) days; the National President will thereupon effect proper service of the Board's decision to the Respondent and principals of the charge.
- (E) The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National President. The National Secretary shall distribute copies of all pertinent materials to the National Board of Trustees, who shall respond within fifteen (15) days of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Secretary shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)
- (F) The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to a National Convention in writing via the National Secretary. The appeal shall be submitted at least thirty (30) days prior to the commencement of the National Convention.
- (G) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters, reimbursable upon submission of a voucher.

#### SECTION 907 - NATIONAL JUDGE ADVOCATE

- (A) In the event the National Judge Advocate shall be the accused person (Respondent):
  - (1) The charges shall be filed with the National President, who shall effect service upon the Respondent and all participating parties.
- (B) The Junior Past National President and National Senior Vice President shall determine if the charge is serious enough to merit further proceedings. If so found:
  - (1) The National Senior Vice President as Chairman shall immediately convene a Hearing Board, comprised of herself and four (4) other members of the National Board of Trustees.
- (C) The Hearing Board shall conduct a hearing at a time and place of its own convenience, call witnesses, hear testimony and it may conduct its own independent investigation.
- (D) The Hearing Board's decision, which must be affirmed by a majority vote, shall be served upon the National Judge Advocate within fifteen (15) days of date of the decision.
- (E) The National Judge Advocate may appeal the Hearing Board's Decision within thirty (30) days to the National President who 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. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)
- (F) The National Judge Advocate may further appeal the decision of the Board of Appeals



directly to the National Convention in writing via the National Secretary. Such appeal shall be submitted at least thirty (30) days prior to commencement of the National Convention.

- (G) The legitimate travel and lodging expenses of each Board shall be a charge against National Headquarters, payable upon submission of proper vouchers.

#### **SECTION 908 - NATIONAL PRESIDENT**

- (A) In the event the National President shall be the person accused (Respondent):
  - (1) The National Senior Vice President and the National Judge Advocate shall determine if the charge is serious enough to merit further proceedings. If so found:
  - (2) The Senior Vice President shall immediately convene the entire National Board of Trustees (excluding the President) to serve as a Hearing Board. A quorum shall consist of at least five (5) Boardmembers.
- (B) The charges shall be filed with the National Judge Advocate, who will thereupon cause service of same upon Respondent, with copies to the National Board of Trustees.
- (C) If the Hearing Board finds it is in the best interest of the Marine Corps League Auxiliary, it may, by a two-thirds (2/3) vote, temporarily suspend from office the National President.
- (D) The Senior Vice President shall serve as Chairman of the Hearing Board.
- (E) The Board shall conduct a hearing at National Headquarters 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 President within fifteen (15) days of date of decision.
- (G) The National President may appeal within thirty (30) days to the Senior Vice President, via the National Secretary, who shall appoint an appeal board which shall be comprised of a minimum of five (5) Past National Presidents, none of which shall be current members of the National Board of Trustees. The Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision. (Section 913 applies.)
- (H) The National President may further appeal the decision of the Board of Appeal directly to the National Convention in writing, via the National Secretary, at least thirty (30) days prior to the commencement of the National Convention.
- (I) The legitimate travel and lodging expense of each Board member shall be a charge against National Headquarters, payable upon submission of proper vouchers.

**SECTION 909 - SUSPENSION PENDING HEARING** - In all proceedings brought under Sections 904, 905, 906 and 907 herein the designated judicial officer shall possess the discretionary authority to temporarily suspend from membership, office or function, the Respondent, pending final resolution of the charge. The National Judge Advocate and National Secretary shall be notified of such suspension.

#### **SECTION 910 – PUNISHMENT**

- (A) Following conformance with the procedures outlined in Sections 904, 905, 906, 907 and 908, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League Auxiliary into public disrepute, or if she has violated any of the applicable provisions of the National, Department or Unit Bylaws or Administrative Procedures, the Respondent shall be subject to the following:
  - (1) A member, or officer at any level, may be punished by reprimand, suspension for a specified period of time, or be expelled from the Marine Corps League

Auxiliary.

- (2) A Unit or Department may receive a reprimand; its Charter may be suspended; its Charter may be permanently revoked.
- (3) The National Secretary shall be notified of all actions taken pursuant to this section.

**SECTION 911 - CRIMINAL ACTS** - Should any member of the Auxiliary, or any subsidiary organization, subordinate group of members thereof, violate any of the original laws of the United States, or a State having jurisdiction, the complaint should be made directly to the proper Federal, State or local authority, and not to the Auxiliary.

**SECTION 912 - OFFENSES** - The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine (9).

- (A) Violation of oath of membership.
- (B) Violation of oath of office.
- (C) Conduct unbecoming a member of the Marine Corps League Auxiliary, or an action detrimental to the Auxiliary.
- (D) Conviction of any crime which constitutes a felony in a County, City, State or Federal Court in the United States of America.

**SECTION 913 - APPEALS** - In a disciplinary proceeding, as is required in Sections 904, 905, 906, 907 and 908, if the Respondent or Petitioner as the Appellant, requests a copy of the Hearing Board's proceedings, as is provided in Section 900(C)(3), the thirty (30) day limitation imposed shall commence subsequent to the appealing principal acknowledging, by signature, receipt of the copy.

**NOTE: THIS IS A FOOTNOTE -- FOR INFORMATION PURPOSES ONLY, AND IS NOT A PART OF THE ADMINISTRATIVE PROCEDURES.**

**"Charges" preferred under this chapter shall not only be by reference to a section, they shall also specify: what was to have occurred; when it was to have occurred and such other supporting information as necessary to adequately inform the Respondent so a defense may be prepared.**

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MARINE CORPS LEAGUE AUXILIARY  
NATIONAL ADMINISTRATIVE PROCEDURES  
CHAPTER TEN  
MISCELLANEOUS

**SECTION 1000 - FUND RAISING**

- (A) Fund raising activities may be entered into by the National Marine Corps League Auxiliary, Inc., its Departments 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 Marine Corps League Auxiliary 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 Marine Corps League Auxiliary.
  - (4) Nothing in this section shall prevent the National Convention Committee, or a Department Convention Committee, or a Unit Convention Committee from selling ads or soliciting funds for any Convention Book.
- (B) Fund raising if more than One (1) Unit in City - If a Unit desires to conduct a particular city-wide finance raising project in a city wherein more than one Unit exists, such Unit shall advise all other Units in such city of its intention and request approval. Any Unit opposing such project shall immediately file objection thereto with the Unit proposing the project and with the Department. The decision of the matter by the Department shall be final.
- (C) Limitations of Fund Raising by Unit - No Unit of the Marine Corps League 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 Unit, as heretofore provided.
- (D) Limitations of Fund Raising by National - The National organization of the Marine Corps League Auxiliary 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 Auxiliary, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report 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 fund raising project in any city where there is one or more Units without the consent of such Unit or Units. Any Unit opposing the project shall file immediate objection with the National Division Vice President of that Division and her decision in the matter shall be final.

**SECTION 1005 – RESPECT**

- (A) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all the meetings of the Marine Corps League Auxiliary. 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.  
(Enclosure #4)

- (B) The National Flag of the United States and the Marine Corps League Auxiliary Banner will be properly displayed at all Marine Corps League Auxiliary functions. The United States Flag is always to the right of the speaker and podium.
- (C) The Ritual of the Marine Corps League Auxiliary shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.
- (D) No smoking or alcoholic beverages will be permitted during the business sessions.
- (E) The Bible is not to be closed when a member of the Marine Corps League enters on official business or to address the Marine Corps League Auxiliary.
- (F) No cash transactions are to take place while the Bible is open. (Rev. 08/14)
- (G) Proper attire will be worn at all business meetings.
  - (1) When performing ritualistic floor duty, all elected officers as well as National Guard, National Chaplain, National Pages, National Color Bearer, National Banner Bearer, National Captain of the Guard and the Escort Team, shall be required to wear full uniform.
    - (a) A skirt or slacks with white blouse is acceptable for other appointed officers.
  - (2) NO SHORT SHORTS - BATHING SUITS - CULOTTES shorter than three (3) inches above the knee - MINI SKIRTS other than mid-thigh and NO OFFENSIVE WORDS ON ANY GARMENT.

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

- (A) The resolution, which will be in effect for one (1) year only, must be registered at National Headquarters by July 1st prior to the National Convention at which action thereon is desired. An appropriate registration number will be assigned each resolution by the National Secretary. One (1) copy shall be placed in a "WORKING FILE" to be referred to the National Resolutions Committee for the Committee's consideration and recommendation; one (1) copy shall be used by the National Secretary as the source for distributing the resolving clauses to all Units at least ten (10) days prior to the National Convention; and the fourth copy shall be returned to the proponent/sponsor, serving as evidence of compliance with this section.
  - (1) ALL RESOLUTIONS MUST BE TYPEWRITTEN with an original and three (3) copies. NO EXCEPTIONS.
- (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 Marine Corps League Auxiliary in "National Convention assembled." Any resolution not drawn in this form shall be returned by the National Secretary to the proponent/sponsor for correction.
- (C) Except as expressly waived by a vote of two-thirds (2/3) of the present and voting Delegates at the National Convention, no motion proposing adoption of a resolution shall be placed on the floor of a National Convention UNLESS the requirements of this section have been complied with.
- (D) The National Secretary shall prepare an adequate supply of all resolutions registered in accordance with this section and shall make such supply available for distribution to all Delegates, and all members, along with the Resolutions Committee upon their arrival at National Convention. A complete file of all registered resolutions shall be available in the Auxiliary Convention Office for inspection by any Delegate or member of the Marine Corps League Auxiliary who desires to take advantage of such inspection.

**SECTION 1015 - AMENDMENTS** - The Administrative Procedures cannot be waived by the National Board of Trustees but the Board can make recommendations to amend, revise or repeal. Members can submit amendments, revisions or repeals to the National Board of Trustees or at the National Convention where they will be acted upon (Article Eight [8] Section 800 National Bylaws is applicable). Amendments, revisions or repeals cannot in any manner violate the provisions of the National Bylaws of the Marine Corps League Auxiliary.

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

**SECTION 1025- ADMINISTRATIVE PROCEDURES DISTRIBUTION** -Each Department and Unit shall be provided without charge two (2) copies of the Administrative Procedures of the Marine Corps League Auxiliary each time they are printed or a published change is made thereto. Each member of the National Board of Trustees, each Past National President, National Headquarters and National Marine Corps League Judge Advocate shall be provided without charge one (1) copy of the Administrative Procedures of the Marine Corps League Auxiliary each time they are printed or a published change is made thereto. These copies are to be made available to any member in good standing, for examination, upon request.

(A) Any member of the Marine Corps League Auxiliary may purchase copies of the National Bylaws and Administrative Procedures from the National Secretary.

**SECTION 1030 - AUTHORIZATION** - Permission must be obtained for the use at National Headquarters 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/authorization; name of individual requesting; and name of individual authorizing the use.

**SECTION 1035 – FISCAL YEAR** – The Fiscal Year for the National Marine Corps League Auxiliary shall be from period of 1 July to 30 June of each year. (Rev 8/17)

- (A) Departments, Units and Subsidiary/Subordinate Organizations of the Marine Corps League Auxiliary shall be the same Fiscal Year as National Marine Corps League Auxiliary. (Rev 8/17)

THIS IS THE LAST PAGE OF THE  
MCLA ADMINISTRATIVE PROCEDURES



ENCLOSURES



## MARINE CORPS LEAGUE AUXILIARY ENCLOSURE INDEX

Enc.	Title of Enclosure	Page
#1	NATIONAL CREDENTIAL/DELEGATE FORM	1
#2	BOND FORM	2
#3	SEATING FOR NATIONAL CONVENTION	3
#4	HALLOWED GROUND	4
#5	LINE OF MARCH-NATIONAL	5
#6	INSTALLATION AND ELECTED OFFICERS REPORT	6
#7	APPLICATION FOR MEMBERSHIP – REGULAR MEMBER	7
#8	MEMBERSHIP TRANSFER FORM	8
#9	HISTORIAN GUIDELINES	9,10
#10	MEMORY BOOK GUIDELINES	11
#11	GENERAL REPORT GUIDELINES	12,13,14
#12	VALUATION OF DONATED ITEMS	15
#13	AMERICANISM BOOK INSTRUCTIONS	16
#14	AMERICANISM WORKSHEET	17
#15	CHILD WELFARE WORKSHEET	18
#16	CIVICS WORKSHEET	19
#17	REHABILITATION WORKSHEET	20
#18	VAVS WORKSHEET	21
#19	TRANSMITTAL FORM WITH INSTRUCTIONS	22-24
#20	UNIFORM & REGALIA CODES INCLUDING COVER/CAP	25-31
#21	DEATH NOTIFICATION FORM	32
#22	NATIONAL BOARD OF TRUSTEES ALLOWANCES	33
#23	INSTRUCTIONS FOR COVER SHEETS	34
#24	DEPARTMENT TREASURER'S COVER SHEETS	35
#25	COVER SHEET FOR AMERICANISM, CHILD WELFARE, CIVICS,	36
#26	REHABILITATION, VAVS, AND GIRL SCOUTS - DEPARTMENTS UNIT	37
#27	GIRL SCOUT GOOD CITIZENSHIP AWARD	38
#28	GIRL SCOUT GOOD CITIZENSHIP CERTIFICATE (SAMPLE ONLY)	39
#29	OATH OF OBLIGATION	40
#30	MEMBERSHIP APPLICATION – ASSOCIATE MEMBER	41
#31	VAVS MEANS VETERANS AFFAIRS VOLUNTARY SERVICE	42
#32	VAVS THE VAVS PROGRAM NEEDS YOU	43
#33	VAVS JAMES H. PARKE MEMORIAL YOUTH SCHOLARSHIP AWARD	44
#34	VAVS SERVICE AWARD	45
#35	VAVS CERTIFICATION/RECERTIFICATION FORM SPECIFICATIONS	46
#36	NATIONAL MCLA MEMORIAL FUND GUIDELINES	47
#37	BANNER AND STANDARD SPECIFICATIONS	48
#38	DUAL MEMBERSHIP APPLICATION	49
#39	CHANGE OF ADDRESS FORM	50



**MARINE CORPS LEAGUE AUXILIARY, INC.  
NATIONAL CREDENTIAL/DELEGATE FORM**

Unit: \_\_\_\_\_ Unit Strength: \_\_\_\_\_ Delegates Allowed: \_\_\_\_\_  
(To be verified by the Nat'l Secretary or the Registration Chair)

Unit City/State: \_\_\_\_\_ Dept: \_\_\_\_\_ Division: \_\_\_\_\_

Convention Location: \_\_\_\_\_ Date: \_\_\_\_\_

Delegates and Alternates to the National Convention shall be determined on the basis of Unit membership strength reported to and on record with National Headquarters on July 1<sup>st</sup> immediately preceding each National Convention. The Delegate voting strength of each Unit shall be as follows: 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) members, one (1) Delegate and one (1) Alternate. Only members in good standing are eligible for election as a Delegate or Alternate Delegate (based on membership as of June 30). PLEASE PRINT LEGIBLY.

Del / Alt / Member	Name	City, State	Office Held (if applicable)	Amount Paid	Pre Reg Y / N
	1.				
	2.				
	3.				
	4.				
	5.				
	6.				
	7.				
	8.				
	9.				
	10.				

Upon election, make three (3) copies and return immediately to National Headquarters, c/o National Secretary, 3619 Jefferson Hwy, Suite 115, Stafford, VA 22554 no later than July 1, immediately preceding convention with a registration fee of \$5.00 per Delegate, Alternate or Member to have credentials prepared in advance.

**Please Note:** The cost for registration after July 1 and at Convention will be \$6.00 per Delegate, Alternate or Member. Registrations presented at convention will be processed in the order received and may not be immediately available.

_____ Unit President  Address: _____ _____ Phone #: _____	Attest: _____ Unit Secretary  Address: _____ _____ Phone #: _____
--	--

Total Enclosed: \$ \_\_\_\_\_ Check No. \_\_\_\_\_

Date Received: \_\_\_\_\_

\_\_\_\_\_  
Nat'l Secretary / Registration Chair



MARINE CORPS LEAGUE AUXILIARY

INTERNAL BONDING INFORMATION



Bond Premium Payment - \$ 3.50 per year (Payment of the Premium of \$ 3.50 for each Unit and each Department is due and payable August 31 of each year.) **SEND FORM WITH FIRST TRANSMITTAL.**

UNIT/DEPARTMENT \_\_\_\_\_

Current Year \_\_\_\_\_

Officer's Position: PRESIDENT

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Officer's Position: TREASURER

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Officer's Position: \_\_\_\_\_

(May not be the Judge Advocate. This is only required if the Unit desires a third signature on the bank account.)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Attested to by Retiring Officers:

President \_\_\_\_\_

Secretary \_\_\_\_\_

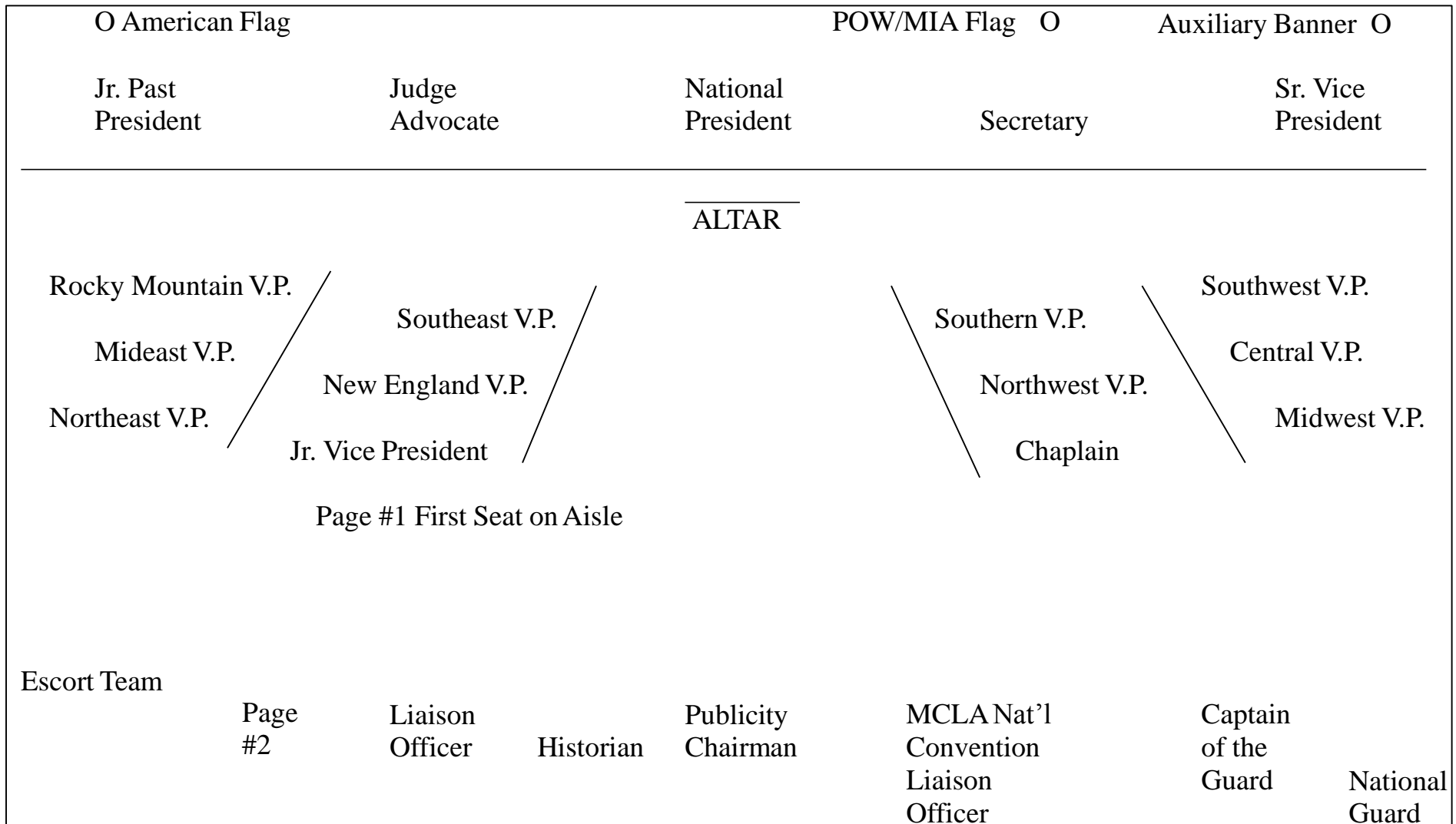
NOTE: Please complete the above form as soon as the information is available. Mail all copies immediately, with payment, to the Department Treasurer (where a Department exists). The Department Treasurer will keep one copy for Department files and forward the remaining two (2) copies to National Headquarters. Upon receipt at National Headquarters, it will be acknowledged and signed and one (1) copy will be returned to you for your files.

Check Number \_\_\_\_\_ Received \_\_\_\_\_ Effective Date: Through August 31, \_\_\_\_\_

Acknowledged by \_\_\_\_\_

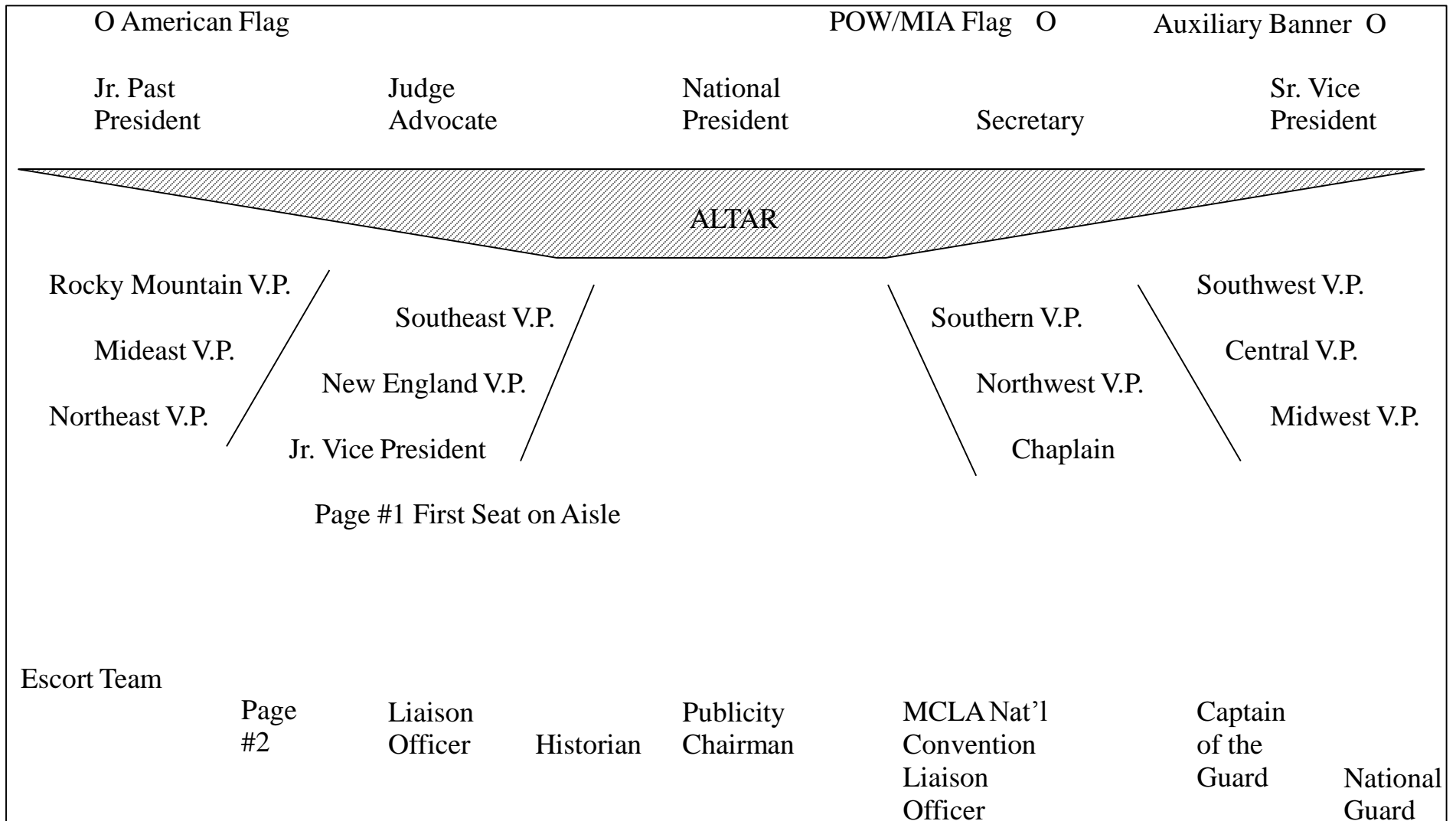
**Original and two (2) copies required.** 1 copy for Unit files, 1 copy for Department files and 1 copy for National Headquarters.

PLEASE PRINT LEGIBLY OR TYPE



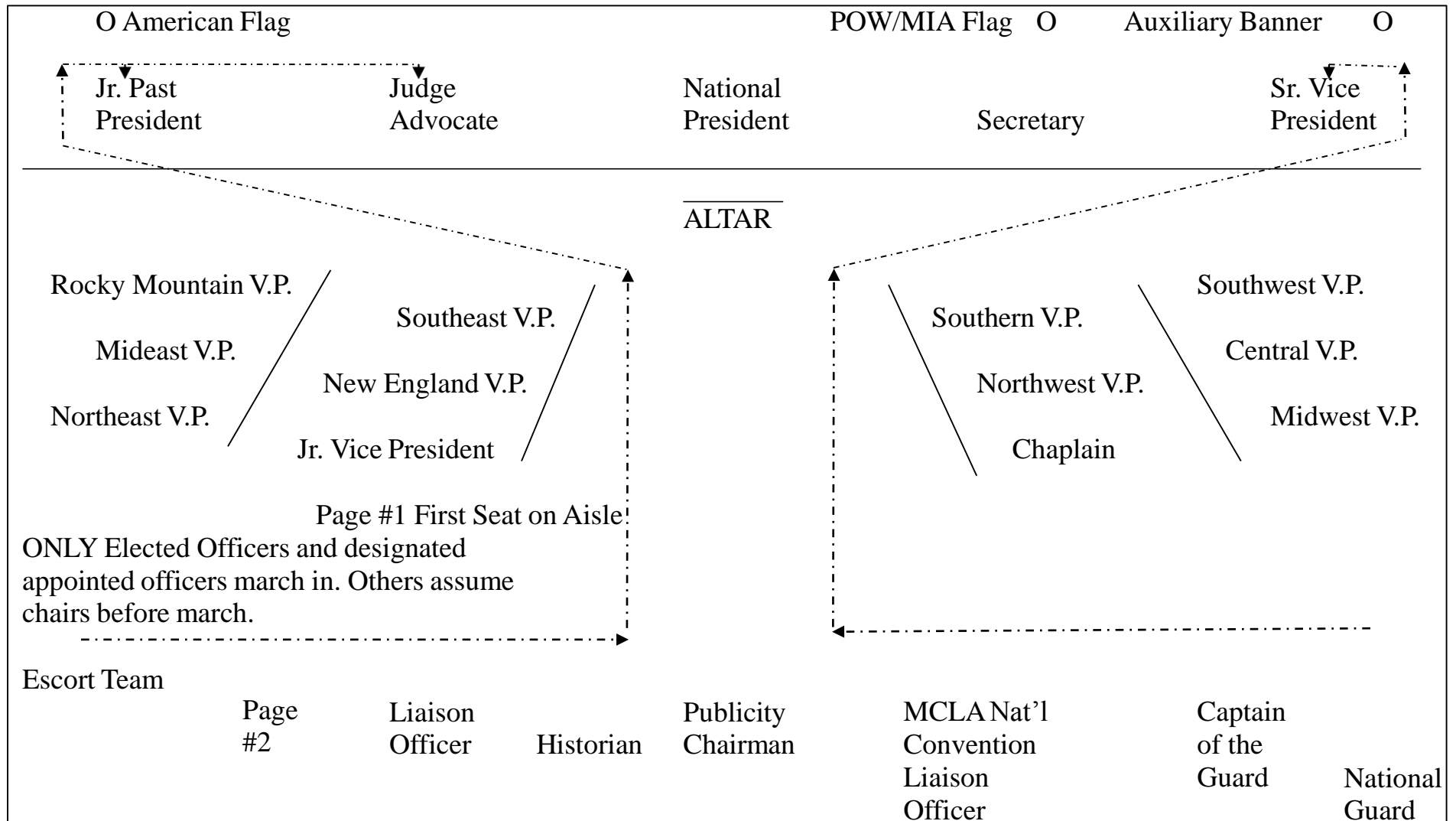
**SEATING FOR NATIONAL CONVENTION**

**DIAGRAM "A"**



## HALLOWED GROUND NATIONAL CONVENTION

## DIAGRAM "C"



**LINE OF MARCH - NATIONAL**

**DIAGRAM "B"**



# Marine Corps League Auxiliary

## Report of Election and Installed Officers



Department/Unit \_\_\_\_\_ Date \_\_\_\_\_  
E.I.N. \_\_\_\_\_ Last 990 Filing Date \_\_\_\_\_ Inc. Number \_\_\_\_\_

### OFFICERS

<i>PRESIDENT</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>SR. VICE PRESIDENT</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>JR. VICE PRESIDENT</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>JUDGE ADVOCATE</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>TREASURER</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>SECRETARY</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>CHAPLAIN</i> _____	Street _____
Phone _____	City _____
Email _____	State _____ Zip _____ + _____
<i>CAPT. OF GUARD</i> _____	<i>HISTORIAN</i> _____
<i>AUDITOR #1</i> _____	<i>COLOR BEARER</i> _____
<i>AUDITOR #2</i> _____	<i>BANNER BEARER</i> _____
<i>AUDITOR #3</i> _____	<i>PUBLICITY</i> _____

### DEPARTMENT--DIVISION/DISTRICT VICE PRESIDENTS

South _____	City _____	State _____
East _____	City _____	State _____
North _____	City _____	State _____
West _____	City _____	State _____
Central _____	City _____	State _____

I certify that the bond to cover the President and Treasurer is in order and expires on August 31, \_\_\_\_\_

\_\_\_\_\_  
Signature of Retiring President

\_\_\_\_\_  
Signature of Installing Officer

NOTE: It is the responsibility of the Installing Officer to:

1. Make sure the newly elected officers' dues are paid for their year of service
2. Determine that the Department/Unit Bond has been paid for the year
3. Ensure 990 has been filed within the last 12 months;
4. Send copies of this form and IMMEDIATELY AFTER INSTALLATION to:  
(1) National Division Vice President, (2) National Headquarters, (3) Department Secretary  
(4) Unit Secretary, and (5) Installing Officer



Application for membership of \_\_\_\_\_  
(Print Name)

### MARINE CORPS LEAGUE AUXILIARY, INC.

Date \_\_\_\_\_

I herewith make application for membership in the \_\_\_\_\_  
Unit, Department of \_\_\_\_\_

BASIS OF ELIGIBILITY: (circle one) Wife, Widow, Mother, Grandmother, Stepmother, Sister, Daughter, Granddaughter, Stepdaughter, Daughter-in-law, Aunt, Niece, Mother-in-Law, Sister-in-Law or Woman Marine (Former, Active or Reserves) of \_\_\_\_\_, a Marine or FMF Corpsman (circle one), who does/does not (circle one) belong to \_\_\_\_\_  
(Name of Marine or FMF Corpsman)  
\_\_\_\_\_ Detachment of the Marine Corps League.  
(Name of Detachment)

Mustering in date \_\_\_\_\_ Place \_\_\_\_\_  
Mustering out date \_\_\_\_\_ Place \_\_\_\_\_  
Deceased date \_\_\_\_\_ Place \_\_\_\_\_

Have you ever belonged to the MARINE CORPS LEAGUE AUXILIARY before? \_\_\_\_\_  
If so, what Unit? \_\_\_\_\_ Department of \_\_\_\_\_  
Date last dues were paid? \_\_\_\_\_ in \_\_\_\_\_ Unit

AUXILIARY RECRUITER \_\_\_\_\_  
(Current Auxiliary Member) (Applicant's Signature)  
Eligibility checked: DD214 \_\_\_\_\_  
Honorable Discharge \_\_\_\_\_ Address \_\_\_\_\_  
Other \_\_\_\_\_ Phone \_\_\_\_\_  
Date Accepted by Unit \_\_\_\_\_ Email \_\_\_\_\_

Rev. 8/11 ORIGINAL - UNIT 1 COPY - NATIONAL 1 COPY - DEPARTMENT



Application for membership of \_\_\_\_\_  
(Print Name)

### MARINE CORPS LEAGUE AUXILIARY, INC.

Date \_\_\_\_\_

I herewith make application for membership in the \_\_\_\_\_  
Unit, Department of \_\_\_\_\_

BASIS OF ELIGIBILITY: (circle one) Wife, Widow, Mother, Grandmother, Stepmother, Sister, Daughter, Granddaughter, Stepdaughter, Daughter-in-law, Aunt, Niece, Mother-in-Law, Sister-in-Law or Woman Marine (Former, Active or Reserves) of \_\_\_\_\_, a Marine or FMF Corpsman (circle one), who does/does not (circle one) belong to \_\_\_\_\_  
(Name of Marine or FMF Corpsman)  
\_\_\_\_\_ Detachment of the Marine Corps League.  
(Name of Detachment)

Mustering in date \_\_\_\_\_ Place \_\_\_\_\_  
Mustering out date \_\_\_\_\_ Place \_\_\_\_\_  
Deceased date \_\_\_\_\_ Place \_\_\_\_\_

Have you ever belonged to the MARINE CORPS LEAGUE AUXILIARY before? \_\_\_\_\_  
If so, what Unit? \_\_\_\_\_ Department of \_\_\_\_\_  
Date last dues were paid? \_\_\_\_\_ in \_\_\_\_\_ Unit

AUXILIARY RECRUITER \_\_\_\_\_  
(Current Auxiliary Member) (Applicant's Signature)  
Eligibility checked: DD214 \_\_\_\_\_  
Honorable Discharge \_\_\_\_\_ Address \_\_\_\_\_  
Other \_\_\_\_\_ Phone \_\_\_\_\_  
Date Accepted by Unit \_\_\_\_\_ Email \_\_\_\_\_

Rev. 8/11 ORIGINAL - UNIT 1 COPY - NATIONAL 1 COPY - DEPARTMENT



**MARINE CORPS LEAGUE AUXILIARY, Inc.**  
**TRANSFER FORM**

MEMBER'S NAME \_\_\_\_\_

This is to certify that the above named member has paid all dues to (date) \_\_\_\_\_ and is a member in good standing of the \_\_\_\_\_ Unit, Department of \_\_\_\_\_.

Her admission into any Unit of the Organization is recommended.

Offices Held: National \_\_\_\_\_  
Department \_\_\_\_\_  
Unit \_\_\_\_\_

TRANSFERRING OUT OF: \_\_\_\_\_ UNIT  
DEPT. \_\_\_\_\_  
TRANSFERRING INTO: \_\_\_\_\_ UNIT  
DEPT. \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(President)

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Treasurer)

Signature of Member requesting transfer: \_\_\_\_\_

Date: \_\_\_\_\_

-----  
Original application for membership is to be forwarded to gaining Unit. Copy of Transfer Form to: (1) Gaining Unit, (2) Losing Unit, (3) Department Treasurer and (4) National Headquarters. This transfer is to be used prior to member's expiration date; otherwise it becomes a discharge from the Organization.



## MARINE CORPS LEAGUE AUXILIARY

### INSTRUCTIONS FOR DEPARTMENT AND/OR UNIT HISTORIAN

**Please read the instructions carefully and completely before you begin.**

- A. All History Books must be bound books 8 1/2" x 11" (or slightly larger), with lined pages with approximately 1 1/2" margins.
- B. History written in the book must be longhand in ink. Both sides of each page must be used and numbered.
- C. History Books should be brought to National Convention and turned in on the first day of the Convention. They will be judged on originality, neatness, clarity, and accuracy in following the given instructions. The books are the property of the respective Units/Departments and need to be reclaimed at the end of Convention.
- D. At the end of the Historian's term, the History Book is turned over to the successor. The new Historian will continue in the same book until it becomes a necessity to start a new book. A limited number of photos of officers, special events, or groups may be, but are not necessary, to be included. No newspaper clippings are to be put in the History Book. History Books are to be done annually going from year to year. Since information from the annual reports are included, you may want it to be the same, or from National Convention to National Convention. It must be year to year, regardless.

The following is a description of each page. Remember, both sides of all pages must be numbered starting with the flyleaf as "Page 1". More pages may be used, as the subject requires. Therefore, you may use ten pages to cover membership, but they will all be numbered "Page 5". In the case of Page 7, you will use at least four (4) pages all numbered "Page 7" with the sub-division as listed in the example. Use as many pages as needed, but the number should be the same as the subject.

#### MODEL OR EXAMPLE

- Page 1 (Flyleaf) HISTORY - Name of Unit (or Department), Date, Compiled by: (Name of Historian)
- Page 2 Officers - With positions, names and addresses. Units may also list Department Officers. Departments are to include name of each Officer's home Unit and office.
- Page 3 Installation - Include Installing Officers, ceremonies, date, time and place. Photos are sometimes used here.
- Page 4 Meetings - Include number per year, when and where held, as well as presiding officer.
- Page 5 Membership - Departments list name and address of each Unit in the Department, along with names of Presidents. The Unit should list the name and address of each member. Each year you may refer back to the previous year, if the list is too long to repeat, but will be in the same bound book. Indicate any alterations such as deaths, dropped members or transfers.

#### **Example:**

Same as Page 5 of 1990 except for:

- a. Ann Smith who dropped membership.
- b. Betty Miller who passed away.
- c. Jean Rogers who transferred to ABC Unit.

New members added are:

- a. Roma Bartlett of 10 Main Street, Anytown
- b. Sally White of 20 Main Street, Anytown

We now have a Total of 111 members.

- Page 6      Hospital - Chairperson's name or VAVS Representative's name, name of the hospital affiliated with the Unit, name of workers and number of hours each contributed, as well as any special social events. **Departments** are to compile reports of Units listing same as above as well as any Department VAVS Representatives or Hospitals affiliated with the Department.
- Page 7      Rehabilitation - Name of Chairperson and brief description of the program for the year as compiled in your report.
- Civics - Name of Chairperson and brief description of the program for the year as compiled in your report.
- Child Welfare and Youth Activities - Name of Chairperson and brief description of the program for the year as compiled in your report.
- Americanism - Name of Chairperson and brief description of the program for the year as compiled in your report.
- Page 8      Finance - Complete annual financial statement indicating what money came in and what went out, as well as from to where. Be sure to also indicate Balance on Hand.
- Page 9      Awards - Name of award, who received it and for what it was received. Indicate any projects involved.
- Page 10     Annual Department Convention - Place, time and events. **Departments** list the names of the delegates and members attending, along with the name of the Unit each person represents. List the total number attending, including guests. **Units** list their delegates and members attending. You may list Department officers here. List the total number attending, including guests. **National Convention** - Place, time and events. List the names of the delegates and members of Units or Department attending. You may list National officers here. List the total number attending, including guests.
- Page 11     Memorial and Special Day Observances - Brief description of each.
- Page 12     Comments of Historian - Along with signature, this is the final sheet.
- Rev. 8/95



## MARINE CORPS LEAGUE AUXILIARY

### MEMORY BOOK FORM

Department/ Unit: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Number of Members \_\_\_\_\_

(Point system used for judging: 1 through 5, (5 being best) with the possibility of 50 points total)

MCLA logo should be included on cover and /or title page \_\_\_\_\_

Book must be properly identified: Unit/Department name, location, etc. \_\_\_\_\_

Book must be neat \_\_\_\_\_

Book should be photo album or scrapbook variety and not exceed 13"x15" \_\_\_\_\_

This form included in the front of the book \_\_\_\_\_

Table of Contents listed in chronological order \_\_\_\_\_

Example:

<u>Name of Event</u>	<u>Included</u>	<u>Pages</u>
Unit Installation	Photos, news media	1, 2, 3 or 1-3

Identify all photos as to event, name persons (who, what, where, when, why) \_\_\_\_\_

Try to have at least one MCLA member in each photo \_\_\_\_\_

Embellishments may be used but must not distract from content \_\_\_\_\_

Include only events sponsored by Unit/Department (no weddings, showers, etc.) \_\_\_\_\_

Photos should be included, if possible, when news media is included \_\_\_\_\_

Total \_\_\_\_\_

MEMORY BOOKS REPRESENT A VISUAL ACCOUNT OF MCLA RELATED EVENTS, ACHIEVEMENTS,  
AND PROJECTS...THEY NEED NOT BE FRILLY OR FANCY.

***The book is to be submitted by end of Tuesday business session at the National Convention.***

## MARINE CORPS LEAGUE AUXILIARY

### GENERAL REPORT GUIDELINES

#### A. GENERAL GUIDELINES FOR ALL REPORTS:

1. Three (3) copies are to be made – one (1) for Unit files; one (1) for Department files; one (1) for National.
2. It is the responsibility of the Unit Chairman to prepare and mail two (2) copies of her report to the Department Chairman (where a Department exists) thirty days prior to the Department Convention. If no Department exists, the Unit Chairman should send one (1) copy of her report to the National Chairman by July 1.
3. It is the responsibility of the Department Chairman to compile all Unit reports and record the information on the Cover Sheet. She should only forward one (1) copy of the Cover Sheet to the National Chairman by July 1.
4. The National Chairman meets with her Committee at the National Convention for the judging of reports for citations or awards. Judging is based on accuracy, neatness and clarity of forms. See individual guidelines for specific directions.
5. Check your totals carefully for accuracy.
6. Fill in ALL blanks. Write NA, put a zero (0) or dash (-) on lines that do not apply to the report for your Unit/Department. If your Unit/Department does not participate in a particular activity (VAVS, Rehabilitation, etc.) write “No Activity” or “No Report” on the face of the form. It is not necessary then to fill each blank with a dash or zero. Send your report to the proper Chairman, even if you show no activity. It is not known if your report is lost or if you are not active in an area unless your form is received. National Headquarters must report all work and donations to Congress annually. Your reports are important!
7. Volunteers:
  - a. Each time one performs a duty one is counted as a volunteer.  
Example: Jane volunteers six (6) times, so Jane is counted as six (6) volunteers.
  - b. Non-Auxiliary members may donate their volunteer time to a Unit or member, providing that time is not counted for another organization. His/her name should appear on the report form with an explanation.
  - c. You cannot report work done for family members, even if they are veterans. You do this work because they are family. If your Unit does work for your family, the Unit may take credit for the work done.
8. Hours:
  - a. Volunteer time must be explained on each individual report form according to the questions asked.
  - b. There is no monetary value for hours of volunteer work.
  - c. Include preparation time for food and driving time to and from an activity.
9. Value:
  - a. This is the actual money or donated goods for a sponsored activity.
  - b. Money given where a product is received in return:  
Example: Girl Scout Cookies cannot be considered a donation.  
Only monetary contributions are counted as donations.

B. AMERICANISM REPORT:

1. Report all activities that perpetuate American ideals and uphold the principles of American democracy. Americanism work is largely educational in character and pertains to all matters relating to the flag or patriotic education.
2. This includes work done with children or adults.
3. Flags must be displayed where the general public can see them easily. Flag sets on a desk in an office do not count.
4. Money spent for purchase of flags, prizes in essay contests, wreaths, etc., should be totaled on line 10.

C. CHILD WELFARE AND YOUTH ACTIVITIES REPORT:

1. Report all activities done to enhance the well being of children.
2. Work done with Young Marines is included on this report.
3. Include work with youth groups such as Scouts, Sunday School or teacher's aide, if you did not receive a wage (paycheck).
4. Donations to organizations who specialize in helping children should be listed on the Civics Report.

D. CIVICS REPORT:

1. Report on activities done for adults who are not veterans. Hours, money and clothing donated to worthy causes should be reported here, unless it is to a veteran's organization.
2. Report assistance given by driving people to doctor's office, hospital, drug store or grocery store. Report work with Meals on Wheels, visiting hospitals, homes, nursing homes.
3. Do not report activities or donations given by you to your own family members.
4. Church work and volunteer time with a choir is reported here.
5. Report time and miles driven.
6. Report work done in civilian hospitals.

E. REHABILITATION REPORT:

1. Report all work done specifically for veterans and their families. Include time and miles driven.
2. Report assistance given driving a veteran and/or his/her family to doctor's office, hospital, drug store or grocery store. Include visits to veterans in their homes, hospital, nursing home or State funded Veterans' Center or Soldiers & Sailors Home.
3. Again, you cannot take credit for hours or money given to your personal family members. Other members of your Unit can report time or money given to your family members.
4. Report work done in nursing homes that is specifically done for veterans.

F. VAVS HOSPITAL REPORT:

1. Report all activities and donations given to Federally funded Veterans' Administration Medical Centers. This includes volunteer time such as in the Canteen or Library and all items donated (clothing, books, magazines).
2. Include miles driven to and from the VA facility and preparation/serving time for food made or brought.
3. Report activities with veterans in nursing homes on a VA contract. The nursing home can provide this information.

MARINE CORPS LEAGUE AUXILIARY  
VALUATION OF DONATED ITEMS

The following are suggested values to be placed on donated used clothing:

Bathrobes	\$ 6.00	Jackets	\$ 9.00	Slacks(Men)	\$ 8.00	Tee Shirts	\$ 4.00
Bed jackets	3.00	Jeans	5.00	(Ladies)	7.00	Thermal	
Belts,suspenders	3.00	Nightgowns	5.00	Slippers	3.00	wear	3.00
Blouses	5.00	Pajamas	5.00	Socks (pr)	1.00	Ties	3.00
Boots	7.00	Purse	3.00	Sport Coats	10.00	Tuxedo	25.00
Caps	3.00	Raincoats	7.00	Suits	20.00	Underwear	2.00
Coats	15.00	Scarves	3.00	Sweaters	10.00	Vests	2.00
Dresses	8.00	Shirts	5.00	Sweatpants	4.00	Wallet	3.00
Gloves,mittens	4.00	Shoes	5.00	Sweatshirts	4.00	Workpants	6.00
Handkerchiefs	1.00	Shorts	5.00	Swimsuit	5.00		
Hats	4.00	Shirts	5.00	Swim Trunks	4.00		

All wearing apparel must be in good condition. Children's items should be used at approximately the same values as above.

Suggested values for donated hospital items:

Afghans/Quilts	\$100.00	Knee warmers	\$ 3.50	Wheelchair	\$ 50.00
Amputee Stump		(knitted)		Armpads	4.00
Covers	3.50	Neck Warmer	12.00	Bags	7.00
Ankle Warmers	2.00	Pillows, Neck	10.00	Caddies	10.00
Bibs (feeding)	5.00	Scuffies	2.50	Cushions	12.00
(trachea)	6.50	Slipper socks	4.00	Lap blanket	35.00
Catheter Bag Covers	2.00	Stress balls	1.00	Lap Robe	
Ditty Bags (small)	3.00	Walker	20.00	Knitted	50.00
(large)	4.00	Pockets	3.00	Quilted	45.00
Elbow/Heel Caps		Bags	10.00		
(knitted)	1.50				

Suggested values for miscellaneous, household, toiletries, comfort items:

Backpacks, gym bags	\$ 3.00	Games	\$ 5.00	Stuffed animals	\$ 5.00
Bedspread	20.00	Laundry bags	2.00	small	
Bingo sets	15.00	Magazines	.25	large	10.00
Books, hardcover	5.00	Pillows, large	8.00	Suitcase	10.00
paperback	1.00	small	5.00	Sunglasses	2.00
Cassettes	3.00	Pillow cases	1.00	Towels (bath)	4.00
CD's	4.00	Puzzles	.25	(hand)	3.00
DVD's	5.00	Sheets, set	5.00	Videotapes	5.00
Deck of cards	2.00	single	1.00		
Electric razors	10.00				

Stationery items - purchase price, Toiletries - purchase price, hotel toiletries - .25 each

Baked goods - purchase price -- no home baked products can be accepted

ENCLOSURE #12

MARINE CORPS LEAGUE AUXILIARY

INSTRUCTIONS FOR COMPILING UNIT AMERICANISM BOOK

1. Use a hard backed ledger approximately 8 x 10 ½", having ruled paper.
2. Identify the purpose of the book (Americanism) and the name and location of your Unit on the cover sheet of the ledger.
3. Entries should be made in ink in long hand, neatly and legibly.
4. Make an entry for each month of each membership year, a project duty of the Unit Americanism Chairman. Keep entries brief, self-explanatory and to the point.
5. Each entry should be dated on the top line of the page, such as "October 10, 1985".
6. Each entry should describe the Americanism activities of your Unit for that month, and adhere to the guidelines established for Americanism activities in the National Americanism Report, Marine Corps League Auxiliary.
7. Entries may be supplemented with Americanism articles from newspapers or magazines, by pasting them in the book for the month applicable, making sure to include the name and date of the article. It is recommended that rubber cement be used when pasting in the articles, as it is neater.
8. You may also use poems or quotations, but be sure to include the name and/or author of the poem or quotation.
9. Decals of the American Flag, American eagle, or other colorful symbols for decoration may also be pasted in the book, but the committee will not consider artwork when evaluating the book competition at the National Convention.
10. Use the same book for multiple years, by following on with the new year directly behind the last month of the prior year.
11. Identify the new year by a cover sheet between years. Include the statement:  

(Example)                      "Unit Activities"  
   "September 1985 – August 1986"
12. Books submitted for competition on the National level should be presented to the National Americanism Chairman immediately upon arrival at the National Convention, and in no case later than the first day of Auxiliary business sessions.

NOTE: All books will be judged by the National Americanism Committee during the National Convention on the following factors:

- a. Adherence to above instructions.
- b. Number and type of Americanism activities recorded.
- c. Neatness and legibility.



# MARINE CORPS LEAGUE AUXILIARY VOLUNTEER WORKSHEET - AMERICANISM

NAME \_\_\_\_\_ MAY1 - APRIL 30 \_\_\_\_\_

		<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
1)	Serving on local committees/boards				
	Memorial Day	_____	_____	_____	\$ _____
	Fourth of July	_____	_____	_____	\$ _____
	Veterans' Day	_____	_____	_____	\$ _____
	Other: _____	_____	_____	_____	\$ _____
	_____	_____	_____	_____	\$ _____
2)	Participating in local activities:	_____	_____	_____	\$ _____
	Memorial Day Parade--marching	_____	_____	_____	\$ _____
	Memorial Day--wreath laying/service	_____	_____	_____	\$ _____
	Fourth of July Parade--marching	_____	_____	_____	\$ _____
	Veterans' Day Parade--marching	_____	_____	_____	\$ _____
	Veterans' Day--wreath laying/service	_____	_____	_____	\$ _____
	Distribution of Americanism Literature	_____	_____	_____	\$ _____
	Elections--mail outs/hand outs/etc.	_____	_____	_____	\$ _____
	Elections--voting	_____	_____	_____	\$ _____
	Other: _____	_____	_____	_____	\$ _____
	_____	_____	_____	_____	\$ _____
3)	Presenting American flags/literature to:				
	Schools	_____	_____	_____	\$ _____
	New citizens	_____	_____	_____	\$ _____
	Individuals	_____	_____	_____	\$ _____
	Hospitals	_____	_____	_____	\$ _____
	Other: _____	_____	_____	_____	\$ _____
	_____	_____	_____	_____	\$ _____
4)	Writing about issues pertaining to				
	VETERANS, their widows/orphans, etc.:				
	Local Officials	_____	_____	-0-	\$ _____
	State Senators/Representatives	_____	_____	-0-	\$ _____
	US Senators/Representatives	_____	_____	-0-	\$ _____
5)	Displaying the American Flag	_____	_____	-0-	\$ _____
6)	Participating in or preparing for				
	Marine Corps Birthday Celebration	_____	_____	_____	\$ _____
	Attending Marine Corps Birthday Celebration/Ball	_____	- 0 -	_____	\$ _____
7)	Attending MCLA meetings, conferences, conventions, events, etc.	_____	_____	_____	\$ _____
8)	Participating in Security Programs	_____	_____	_____	\$ _____
	(i.e. Town Watch, etc., if applicable)				
9)	Assisting foreign-born to become US Citizens	_____	_____	_____	\$ _____
10)	Cash assistance for patriotic events and/or items (i.e., flags, wreaths, prizes, etc.)				Value \$ _____

**TOTALS:**

Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \$ \_\_\_\_\_

Miles \_\_\_\_\_ Value of Miles \$ \_\_\_\_\_ Total Value \$ \_\_\_\_\_  
(miles x 14 cents) (Donations + Value of Miles)

Americanism Worksheet is a guide to remind members of volunteering activities at patriotic events and promoting loyalty to America and American ideals.

This is just a worksheet and **not** to be sent to Department or National Chair.

MARINE CORPS LEAGUE AUXILIARY  
VOLUNTEER WORKSHEET - CHILD WELFARE AND YOUTH ACTIVITIES

NAME \_\_\_\_\_ MAY 1 - APRIL 30 \_\_\_\_\_

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donations</u>
Boy/Girl Scouts	_____	_____	_____	\$ _____
Brownies/Cub Scouts	_____	_____	_____	\$ _____
Camp Fire Group	_____	_____	_____	\$ _____
Children's Day Care	_____	_____	_____	\$ _____
Church/Sunday School	_____	_____	_____	\$ _____
Food, clothing, etc. to Children of Veterans or active duty	_____	_____	_____	\$ _____
Home Nursing/Babysitting for Children of Veterans or active duty (non-relative)	_____	_____	_____	\$ _____
Little League/Sports	_____	_____	_____	\$ _____
National/Department Scholarship Fund	_____	_____	_____	\$ _____
Operation Little Angel	_____	_____	_____	\$ _____
Orphanage	_____	_____	_____	\$ _____
PTA/PTO	_____	_____	_____	\$ _____
School Organizations	_____	_____	_____	\$ _____
Special Olympics	_____	_____	_____	\$ _____
Toys for Tots	_____	_____	_____	\$ _____
Young Marines	_____	_____	_____	\$ _____
Youth Physical Fitness	_____	_____	_____	\$ _____
Other	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

TOTALS:

Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \$ \_\_\_\_\_

Miles \_\_\_\_\_ Value of Miles \$ \_\_\_\_\_ Total Value \$ \_\_\_\_\_  
(miles x 14 cents) (Donations + Value of Miles)

Child Welfare and Youth Activity Worksheet is a guide to remind members of volunteering activities that benefit youth including Young Marines and children of active duty service personnel or Veterans.

This is just a worksheet and **not** to be sent to Department or National Chair.

Rev. 08/13

ENCLOSURE #15

18

Worksheet – Child Welfare

MARINE CORPS LEAGUE AUXILIARY  
VOLUNTEER WORKSHEET - CIVICS

NAME \_\_\_\_\_ MAY 1 – APRIL 30 \_\_\_\_\_

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
Adult Activities/Senior Center/Day Care	_____	_____	_____	\$ _____
Adult Education/Literacy	_____	_____	_____	\$ _____
American Cancer Society	_____	_____	_____	\$ _____
Blood Bank **	_____	_____	_____	\$ - 0 -
Cerebral Palsy	_____	_____	_____	\$ _____
Christmas Seals	_____	_____	_____	\$ _____
Church Fund	_____	_____	_____	\$ - 0 -
Cystic Fibrosis	_____	_____	_____	\$ _____
Disaster Victims	_____	_____	_____	\$ _____
Easter Seals	_____	_____	_____	\$ _____
Fire/Ambulance/Police	_____	_____	_____	\$ _____
Good Will	_____	_____	_____	\$ _____
Health Clinic	_____	_____	_____	\$ _____
Heart Fund	_____	_____	_____	\$ _____
Home Health Care	_____	_____	_____	\$ _____
Hospital (not VA)	_____	_____	_____	\$ _____
Leukemia Society	_____	_____	_____	\$ _____
March of Dimes	_____	_____	_____	\$ _____
Mental Health	_____	_____	_____	\$ _____
Multiple Sclerosis	_____	_____	_____	\$ _____
Muscular Dystrophy	_____	_____	_____	\$ _____
Nursing Home	_____	_____	_____	\$ _____
Physically/Mentally Challenged	_____	_____	_____	\$ _____
Red Cross	_____	_____	_____	\$ _____
Salvation Army	_____	_____	_____	\$ _____
United Way Fund	_____	_____	_____	\$ _____
USO	_____	_____	_____	\$ _____
YMCA/YWCA/YMHA/YWHA	_____	_____	_____	\$ _____
Other: _____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

\*\*Number of pints of blood donated: \_\_\_\_\_

TOTALS:

Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \$ \_\_\_\_\_

Miles \_\_\_\_\_ Value of Miles \$ \_\_\_\_\_ Total Value \$ \_\_\_\_\_  
(miles x 14 cents) (Donations + Value of Miles)

Civics worksheet is a guide to remind members of volunteering activities and donations through community and charitable organizations.

This is just a worksheet and **not** to be sent to Department or National Chair.

Rev. 08/09

MARINE CORPS LEAGUE AUXILIARY  
VOLUNTEER WORKSHEET - REHABILITATION

NAME \_\_\_\_\_ MAY 1 – APRIL 30 \_\_\_\_\_

<u>Activity</u>	<u>Times Volunteered</u>	<u>Hours</u>	<u>Miles</u>	<u>Donation</u>
Groceries to Veterans and/or their families	_____	_____	_____	\$ _____
Clothing given to Veterans and/or their families	_____	_____	_____	\$ _____
Medical/Dental Care	_____	_____	_____	\$ _____
Fuel, rent or other utilities	_____	_____	_____	\$ _____
Home nursing/adult day care for Veterans and/or their families in time of need (not for pleasure/profit)	_____	_____	_____	\$ _____
Extending hospitality (meals, lodging) to Service Men/Women in your home (non-relatives)	_____	_____	_____	\$ _____
State Funded Veterans' Home	_____	_____	_____	\$ _____
Transportation furnished to Veterans and/or their families at 14 cents per mile	_____	_____	_____	\$ _____
Care Packages to Service Men/Women (non-relatives)	_____	_____	_____	\$ _____

TOTALS:

Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \$ \_\_\_\_\_

Miles \_\_\_\_\_ Value of Miles \$ \_\_\_\_\_ Total Value \$ \_\_\_\_\_  
(miles x 14 cents) (Donations + Value of Miles)

Rehabilitation Worksheet is a guide to remind members of volunteering activities and donations encompassing active duty Service Men/Women and Veterans, along with their families. All volunteering is for non-relatives.

This is just a worksheet and is **not** to be sent to Department or National Chair.

MARINE CORPS LEAGUE AUXILIARY  
VOLUNTEER WORKSHEET - VAVS HOSPITAL

NAME \_\_\_\_\_ MAY 1 – APRIL 30 \_\_\_\_\_

Name of Hospital \_\_\_\_\_ Address of Hospital: \_\_\_\_\_

List actual cash value for:

Donations to VA Hospital Funds	\$ _____	Occupational Therapy Supplies	\$ _____
Gifts	\$ _____	Refreshment and Service Supplies	\$ _____
Prizes	\$ _____	Books, reading material	\$ _____
Flowers	\$ _____	Other (describe)	\$ _____
Personal items, Lap Robes, etc.	\$ _____	_____	

Please see Enc. #12, VALUATION OF DONATED ITEMS, for suggested values of homemade items and gently used items.

Work in VA Hospitals in any capacity should be listed.

Date/Activity for VA	Times Volunteered	Hours	Miles	Donations
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	\$ _____

TOTALS:

Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \$ \_\_\_\_\_

Miles _____	Value of Miles \$ _____ (miles x 14 cents)	Total Value \$ _____ (Donations + Value of Miles)
-------------	---	--

VAVS worksheet is a guide to remind members of volunteer activities and donations for Veterans at a VA hospital, clinic or domiciliary. This would also include a VA sponsored outing for the Veterans from the VA hospital.

This is just a worksheet and **not** to be sent to Department or National Chair.



Marine Corps League Auxiliary, INC  
Unit Cover Sheet and Transmittal Instructions

Your fellow members placed much faith and trust in you when you were appointed and/or elected Treasurer. The handling of the financial affairs of your Department/Unit should be carried out with the highest degree of concern and efficiency. Familiarize yourself completely with the following:

By-Laws and Administrative Procedures

RE: Bylaws Section 610 - Membership Dues and Fees (A) through (D)

RE: Administrative Procedures Chapter Five - Section 520 - Department Dues RE:  
Administrative Procedures Chapter Six - Section 615 - Units See Enclosure #19 –  
Instructions on the Transmittal Form.

See Enclosure 38 for dual members only. Must be included with application.

Enclosure 19 includes a cover sheet for units that must be included with the transmittal

Inform your members regarding membership dues and fees. Prepare your transmittals promptly and correctly so that in a minimum amount of time your transmittals will be processed and returned to you with membership cards.

**UNIT TREASURER:**

1. Dues expire annually on the 31st day of August of each year. A member is delinquent when dues are not paid and transmitted within ninety (90) days after the membership expiration date. (Bylaws Section 620)
2. Before making the Unit Cover Sheet & Transmittal, **check to see that the previous year's per capita dues have been paid on all members being submitted.** If not, the member must pay the arrears dues, plus the current dues or make application as a new member and pay the initiation fee of \$5.00. Do not send dues to Department Treasurer until this is done correctly, as this will save your Department Treasurer from having to write you, for either delinquent dues or application as a new member.
3. *The first Cover Sheet and transmittal should be all life members: First regular life, then associate life & bond fee. Unit Cover sheet provides all codes & fees.*
4. *Unit Cover Sheet being page 1 of \_\_\_ and Transmittal 2 of \_\_\_, are to be a complete set. **Four copies are to be sent to the Department Treasurer. Where no Department exists, then all copies are sent to the National Secretary.***
5. Unit Cover Sheet & Transmittal are to be type written or printed. Be sure all copies are legible. **Put your name, signature, address, phone number & email on the Cover Sheet. Attach all numbered transmittals to this cover sheet.**
6. Be sure to list name of Department, Unit and date, when you complete the Cover Sheet & Transmittal. The date is very important. Be sure to fill out correctly.
7. **Names are to be listed alphabetically, listing last name of member first.** Be sure that all names are listed the same as written on application for membership and are listed EXACTLY the same for each subsequent year and that the correct address including the nine-digit zip code. Zip codes can be obtained at (<https://m.usps.com/m/ziplookupAction>). For non-computer use this can be found at the kiosk at the post office.
8. State **(using the codes found on Unit Cover Sheet)** whether each member is Regular N or R (New or Renew), Associate NAM or AM (New or Renew), Life Member LM or ALM (Regular or Associate), New Life Member NLM or NALM (Regular or Associate), Reinstated RI , or Transfer Member (add T in front of code).

9. **If a member is new**, be sure that two (2) copies of application are forwarded with the Unit Cover sheet and transmittal to the Department Treasurer. **The Unit should keep the original.** An initiation fee of \$5.00 shall be collected from each new member in addition to the National and Department per capita dues and forwarded with Unit Cover Sheet and the Transmittal.
10. If a member is reinstating, enclose past years' dues. Fill out a separate transmittal for each year they are paying back dues.
11. If a member's address has been changed, use new address for listing and complete Change of Address/ Change of Name Form Enclosure # 39.
12. *Fill in the report on the Cover Sheet, giving the number of members reported in the last report, today's numbers and include total.*
13. **List total membership correctly. List membership total as the number reported on your last Unit Cover Sheet plus the number reported on current Unit Cover Sheet.** Remember that each year's membership starts at zero members. Only current year's membership counts in total membership. Unit Cover sheet records total membership to date. (Do not include previous year's dues paid in membership count. It is EXTREMELY important that you keep your Regular, Life (a separate count for Regular Life Members and Associate Life Members) and Associate Member totals separately. Regular and Regular Life Members will be needed for Unit voting strength. Life Members will be needed for calculations for National Officer Allowances. Associate Members need to be kept separately because they are not permitted to vote or to be counted in a Unit's voting strength.
14. **Legibly sign** where marked "Unit Treasurer" and then print your complete address including nine (9) digit zip code. Be sure to write your phone number and email address clearly on the Unit Cover Sheet in case the Department Treasurer needs to contact you for additional information. **Note the treasurer information is only on the cover sheet. Number each the transmittal and attach it to the Unit Cover Sheet, if the pages get separated, this will help avoid confusion.**

#### **DEPARTMENT TREASURER:**

Thoroughly check unit cover sheet and transmittals received from Unit. Any omissions or errors are to be corrected before transmitting to National Headquarters.

1. Department Cover Sheet enclosure 24.
2. Send two (2) Cover Sheets, properly filled out by the Department Treasurer with the transmittals. One (1) copy will be receipted by the National Secretary and returned with a copy of each transmittal to the Department Treasurer for the Department files.
3. Forward four (4) receipted and signed copies of Unit cover sheet and transmittals to MCLA National Headquarters,  
3619 Jefferson Davis Hwy, Suite 115  
Stafford, VA 22554-7771
4. Only one (1) application for membership is to be forwarded to National Headquarters for each new member listed on the transmittal. If applicant is a new Dual member be sure enclosure # 38 is attached.

**Marine Corps League Auxiliary, Inc**  
**UNIT COVER SHEET**

UNIT \_\_\_\_\_

DATE \_\_\_\_\_

EIN #/DATE FILED \_\_\_\_\_

DEPT \_\_\_\_\_

INC # \_\_\_\_\_

UNIT TREASURER \_\_\_\_\_

Signature \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE# \_\_\_\_\_

CITY/STATE/ZIP \_\_\_\_\_

EMAIL \_\_\_\_\_

REGULAR		ASSOCIATE		LIFE MEMBER		NEW LIFE		BOND	MISC	REINSTATE
NEW	RENEW	NEW	RENEW	LM	ALM	NLM	NALM			

**RENEWED**

REG \_\_\_\_\_ @ \$15 = \$ \_\_\_\_\_

ASSOCIATE \_\_\_\_\_ @ \$15 = \$ \_\_\_\_\_

REINSTATED \_\_\_\_\_ @ \$15 = \$ \_\_\_\_\_

(MUST PAY REG DUES + DUES FOR EACH YEAR DELINQUENT)

**NEW**

REG \_\_\_\_\_ AM \_\_\_\_\_

INITIATION FEE: \_\_\_\_\_ @ \$5 = \$ \_\_\_\_\_

NEW MEMBER DUES: \_\_\_\_\_ @ \$15 = \$ \_\_\_\_\_

**NEW LIFE (FEE BY DOB)**

NLM \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

NALM \_\_\_\_\_ @ \$ \_\_\_\_\_ = \$ \_\_\_\_\_

**TRANSFERS**

REG \_\_\_\_\_ AM \_\_\_\_\_ LM/ALM \_\_\_\_\_

**BOND** \_\_\_\_\_ @ \$3.50 = \$ \_\_\_\_\_**DEPT DUES** \_\_\_\_\_ @ \_\_\_\_\_ = \$ \_\_\_\_\_**MISC** \_\_\_\_\_ = \$ \_\_\_\_\_

SUB TOTAL \_\_\_\_\_ = \$ \_\_\_\_\_

ADD OR DEDUCT MONEY OWED PREVIOUSLY \_\_\_\_\_ = \$ \_\_\_\_\_

**BALANCE DUE** \_\_\_\_\_ = \$ \_\_\_\_\_**CHECK NUMBER** \_\_\_\_\_**REPORT OF MEMBERS**

	LAST	TODAY	TOTAL
REG	_____	_____	=====
ASSOC	_____	_____	=====
LIFE	_____	_____	=====
ALM	_____	_____	=====

UNIT TREASURER: SEND 4 COPIES OF COVER SHEET AND TRANSMITTALS TO DEPT TREASURER.

MEMBERS IN *UNCHARTERED STATES*: SEND 3 COPIES TO NAT'L HQ. RECEIPTED COPY WILL BE RETURNED. TRANSMITTALS FOR NAT'L DUES MUST GO THROUGH THE DEPT TREASURER, IF ONE EXISTS.

UNIT TREASURERS: MAKE CHECKS PAYABLE TO DEPT TREASURER, MCLA. *UNCHARTERED STATES*: MAKE CHECKS PAYABLE TO NATIONAL

**DATE REC'D AT DEPT** \_\_\_\_\_**DEPT TREAS.** \_\_\_\_\_**NATIONAL HQ** \_\_\_\_\_

DATE REC'D HQ \_\_\_\_\_ DATE RECORDED HQ \_\_\_\_\_ RETURNED TO DEPT \_\_\_\_\_

National \_\_\_\_\_ Unit Receipted \_\_\_\_\_ Dept. Receipted \_\_\_\_\_ Div. VP Receipted \_\_\_\_\_ Unit \_\_\_\_\_



# Marine Corps League Auxiliary, Inc

## Transmittal Form

Name of Unit \_\_\_\_\_

Department \_\_\_\_\_

**UNIT TREASURER: Please complete this form  
with the cover sheet.**

INC # \_\_\_\_\_ EIN# \_\_\_\_\_

Dues for Year Ending August 31, \_\_\_\_\_

**PLEASE LIST MEMBERS ALPHABETICALLY, PLEASE TYPE OR PRINT LEGIBLY**

1. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
2. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
3. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
4. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
5. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
6. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
7. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
8. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
9. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4
10. CODE	LAST NAME	FIRST NAME	MI	Date of Birth (if NLM)
LIFE #	STREET ADDRESS (OR P.O. BOX#)	CITY	STATE	ZIP +4

National \_\_\_\_\_ Unit Received \_\_\_\_\_ Dept. Received \_\_\_\_\_ Div. VP Received \_\_\_\_\_ Unit \_\_\_\_\_

## MARINE CORPS LEAGUE AUXILIARY

### UNIFORM AND REGALIA CODE

We, as Auxiliary members, should be proud to wear the uniform and cover, as this is a visual sign of our support to our organization, the Marine Corps League Auxiliary, and to the Marine Corps. The Cintas Corporation, 5600 West 73<sup>rd</sup> Street, Chicago, Illinois 60638, was adopted at the 2005 National Convention in Cleveland, Ohio, as the official uniform company of the Marine Corps League Auxiliary.

#### **OFFICIAL UNIFORM**

Uniform shall be a navy blue, two-piece suit with skirt or slacks. Ready-made pieces are available. For ordering information, go to [www.cintas.com](http://www.cintas.com) (MCLA Account #4098564 – refers to color and style only) or forms are available at [www.nationalmcla.org](http://www.nationalmcla.org). If home sewn, the style must conform to the regulation tailoring requirements in this code, Enclosure #20, in the Marine Corps League Auxiliary Bylaws and Administrative Procedures.

#### **OFFICIAL UNIFORM DEFINED:**

Navy jacket, skirt or slacks of matching fabric (the Red Stripe is approved to be worn on the skirt only), white blouse as described herein, black continental tie, cover of appropriate color, neutral color hose, plain black shoes (see description listed under Accessories), plain black purse, white tailored dress gloves (depending upon the occasion). Ribbon Badge of appropriate color (worn one inch [1"] below front, left shoulder seam of jacket) and sunbursts on jacket collar. (Rev. 8/08)

#### **JACKET**

The jacket shall be single-breasted and have peaked collars and lapels. It should be semi-fitted and have full-length sleeves that come to the wrist. A full-figured woman may want to wear a more loosely fitted garment.

There should be no vent in the back of the jacket or sleeve and no pockets or false pockets. If pockets are on a purchased jacket, they are not to be used, so as to maintain firmness of the pocket and prevent bagging.

Buttons should be Marine Corps League large gold buttons, preferably three (3). No more than (5) buttons should ever be on the jacket.

Sunbursts are to be worn on the lapels at all times. Sunbursts are purchased in pairs and worn with anchors inboard.

The Auxiliary patch, red and blue in color, is worn on the left sleeve, one inch (1") below the shoulder seam. No other patches are to be worn on the uniform.

Membership stars are to be worn on the official jacket only. Stars representing five (5) consecutive years of service are to be placed with the lower edge of the star square one inch (1") above left sleeve edge. The stars will run parallel to the edge of the sleeve, starting at the thumb and going to outside of sleeve. Absolutely NO stars are to be worn on the white blouse.

The Ribbon Badge is a bar with a short (3 ½ - 4 inch) or long (up to 5 ½ inches) ribbon attached with a sunburst medallion at the bottom. (Rev. 8/11) A Gold Ribbon Badge is to be worn at the National level, a Blue Ribbon Badge is to be worn at the Department level, and a Red Ribbon Badge is to be worn at the Unit level.

### **NOTHING SUPERSEDES THE AUXILIARY'S RIBBON BADGE.**

#### **PINS THAT MAY BE WORN ON THE RIBBON BADGE**

The Past National President's pin; the Past Department President's pin; the Past Unit President's pin; a Past Regent's pin; a Flea pin; a Chapel of Four Chaplain's pin; a Drop of Blood pin; a Hospital or VAVS pin (you must have proof of 50 hours of hospital service to be eligible for hospital pin [bar or rocker] (Rev. 8/11); a Gold Star Mother pin; a Gold Star Wife pin; a small American Flag pin; an Auxiliary Membership pin; a Presidential Citation pin (Rev. 8/08). Pins received as an award (Ex.: Department Auxiliary Member of the Year) may be worn on the ribbon (Rev. 8/11).

#### **DESCRIPTION OF PINS AND BADGES**

The Past National President's pin shall be the regular small pin set with three small diamonds with a chain and gavel attached. The Past Department President's Pin shall be the same, set with blue stones. The Past Unit President's pin shall be the same, set with red stones.

The sunburst pins are the regulation Sunburst pin and shall be worn in pairs on the jacket and on the white blouse of the summer uniform. A single sunburst pin is worn on the cover.

The membership pin is the small, round pin with MCLA emblem in the center. Any member in good standing may wear it. Any commemorative pin celebrating years involved in the M.C.L.A. may be worn.

The pin of a Gold Star Mother and of a Gold Star Wife is a small pin with a gold star, which may be worn by all Gold Star Mothers and all Gold Star Wives in good standing.

The Drop of Blood pin is awarded to anyone donating blood to a VAVS or Community Blood Bank. Only one pin may be worn.

The Four Chaplains pin is a small Star of David with a Cross inside. Member must be a member of the Chapel of Four Chaplain's Honor Society to wear this pin.

VAVS or Hospital pin is a round pin with a bar or rocker. Member must have proof of fifty (50) hours of hospital service to receive this pin.

A Presidential Citation pin is awarded through the President of the United States for exemplary volunteer service. (Rev. 8/08)

Pins received as an award (Ex.: Department Member of the Year Award) may be worn on the ribbon badge. (Rev. 8/11)

### **SKIRT**

The skirt should be A-line or straight. A kick pleat may be in the back of a straight skirt; it must be a pleat, not a slit. The length shall be an attractive length for the individual, but must always cover the knees.

The Red Stripe is a one-inch or seven-eighths of an inch (1" or 7/8") width of gross grain ribbon or the authentic ribbon purchased at a PX. This stripe was approved by the then Commandant of the Marine Corps, General John A. Lejeune. He felt the women in the Auxiliary deserved it, as they had sacrificed their husbands and sons while they served and sometimes died in service to country and Corps.

### **BLOUSES**

A white tailored blouse when worn without a jacket is considered a summer uniform. A blouse must be worn under a jacket. When worn under a jacket, a black continental tie must be worn and the jacket buttoned. When a tucked-in blouse is worn, small gold Marine Corps League buttons are worn with flat buttons on the part of the blouse to be tucked in skirt or slacks, and a small, flat button at the neck.

At the 1990 National Convention, the Assembly approved a tailored over-blouse as a supplemental optional uniform. The requirements are the same as for the regulation blouse: pointed collar, small gold Marine Corps League buttons, Sunburst pins on each collar, shoulder patch on left sleeve, one inch (1") below shoulder seam, and an optional black continental tie. The sleeves may be long or short. No sleeveless blouses can be worn unless they are under a jacket, and then the jacket is not to be removed. At the 2010 National Convention, a motion was approved that the cover can be worn without the official uniform with a nice logo shirt or white blouse and nice slacks or skirt. The ribbon badge is never to be worn on the logo shirt (Rev. 8/16).

Purchased blouses may be:

- a. One (1) opened top pocket on left side only. No buttons, flaps or pleats on pockets.
- b. Fitted blouse (shirt) may be purchased from any Air Force base if you have base privileges (Order a much larger size than you usually wear, as they seem to be very small). (August 2011) This blouse (shirt) may be ordered and purchased by a member through the Ship's Store of MCLA Headquarters.

More loosely fitted blouses may be made or purchased by full-figured women; however, pattern design guidelines must be followed.

## **SLACKS**

Slacks are to be the same color as the jacket at all times. There will be NO RED STRIPE on the slacks. Jacket and skirt or slacks may be worn on the floor of the National Convention for ritualistic work.

## **UNIFORM ACCESSORIES**

Gloves need not be worn with uniform at all times. While performing the duties in a ritualistic ceremony, all members are to wear white tailored dress gloves. Examples: Flag Folding, Avenue of Flags, Flag and Banner Bearer, Chaplain, Wreath Presentation.

A continental tie must be worn correctly around the neck by crossing the same direction as the front of the blouse (Right over left).

Flea ribbon may be worn with the uniform.

A purse is to be small, black, preferably leather, with a shoulder strap. It is to be carried when in uniform and need for a purse is there.

Shoes are to be black enclosed shoes, either flat or with a heel no higher than three (3") inches including wedges, unless there is a medical condition that requires orthopedic shoes or shoes that fit the medical condition. No decoration on shoes. (Rev. 8/08)

Nylons should be worn at all times with uniform skirt. Colors to be nude, tan, or taupe.

Earrings, if desired, shall be small eagle, globe and anchor earrings, or membership earrings, or gold button earrings no larger than membership pins. No dangle earrings are allowed.

Nametags, other than the official Convention Badge, are not to be worn on the uniform at the National Convention and the National Midwinter Conference.

## **MARINE CORPS LEAGUE AUXILIARY COVER (CAP)**

Cover shall be overseas style, fitted to the head and worn by women in the Military. Lettering of "Marine Corps League Auxiliary" on the left side. No other wording or jewelry should be on the left side of the cover. The official sunburst pin shall be placed on covers near front and half the width of the cap on the left side. Chaplain's Cross may be worn on the front right side of cover during her tour of duty. A Gold Star Mother or Gold Star Wife pin may be worn on the right front side of the cover.

Official patches or embroidery and/or life member patches or embroidery should be centered on the right side above Unit or Department identification.

Covers are not to be worn on the back of the head. They are to be worn 1 ½" (or two-finger width) above the eyebrows, square on the head. See page 27 for official uniform description. The only time the cover can be worn without the official uniform is with a nice MCLA logo shirt or white blouse and nice slacks or skirt (Rev. 8/10). Covers should not be worn with inappropriate clothing such as: shorts, bathing suits, sweat suits. Covers should never be worn to a Past President's breakfast/lunch or to a meeting of the Past President's Club.

Cover shall always be worn with uniform.

Unit Covers: scarlet red in color with gold piping, lettering on right side to state name of Unit, city and state, and office.

Department Covers: royal blue in color with gold piping, lettering on right side, name of state and office. All PDPs may continue to wear this cover.

National Covers: gold in color with lighter than navy blue piping with lettering on right side to be the name of office. Gold covers shall only be worn by elected officers; appointed officers doing floor work shall wear cover during National Convention or official National occasions only. (rev. 8/16) No appointed or elected officers will continue to wear gold covers after leaving office or when their term expires. They are to revert back to their Department covers, such as Department President or their Unit covers, such as Past Unit President, whichever office they held before their election or appointment to National. There being only two exceptions: Past Division Vice Presidents may wear a Department color blue cover

with a gold crown with the words "Past Division Vice President" and the name of the Division and the years served (Rev. 08/15), and the National President will wear a white cover with blue piping and lettering "National President" during her term of office only. After her term expires, she will then revert to a gold cover with blue piping and lettering or purchase a white cap with gold sides and blue piping and lettering. National Headquarters will purchase the National President's white cover. (Rev. 08/14) Covers are never worn at a Past President's breakfast or luncheon as these functions are held to honor all Past Presidents, and no distinction is given to level of service.

Auxiliary covers are not to be worn with evening wear.

### **ASSOCIATE MEMBERS**

Associate Members shall be authorized to wear the REGULATION MCLA summer and winter uniforms with the following exceptions:

1. A rectangular brass bar with 'MCLA' inscribed on it – comparable to the 'MCL' brass bar worn by League Associate Members – shall be worn on cover and collars in lieu of sunbursts.
2. The Associate MCLA shoulder patch shall have a rocker strip below the regular MCLA patch with the word 'ASSOCIATE' in red on blue background in the same shades as the regular patch.
3. The red stripe on the skirt shall not be allowed.

### **SECONDARY UNIFORMS:**

#### **EVENING WEAR: OPTIONAL**

JACKET: Bolero-style vest in navy lined in red. Military Mess dress style.

BLOUSE: White long sleeve tailored blouse with white pearl or fabric covered buttons. A continental tie is to be worn with a pointed collar blouse.

Skirt: Long Skirt, same color as jacket, lined in red. Slit in skirt is to be no higher than the knee for walking or dancing comfort.

CUMMERBUND: Gold Satin

SHOES: Black

EVENING BAG: Black

COVER: None

EARRINGS: small and round, no dangles.

### **SUMMER UNIFORM:**

Skirt or slacks (color and fabric matching the Official Uniform), white blouse with or without continental tie, cover, neutral hose, black shoes (see description listed under Accessories) and purse, sunbursts on collars, Ribbon Badge on left side of blouse one inch (1") below front shoulder seam.

### **CASUAL WINTER UNIFORM:**

Slacks (color and fabric matching the Official Uniform) with a navy sweater (V-neck or cardigan) worn over a white blouse. Ribbon Badge, black shoes (see description listed under Accessories), neutral hose, cover optional.

### **NATIONAL HEADQUARTERS REGALIA:**

**RECRUITING RIBBON:** Shall be worn on the left lapel of the jacket. ONLY ONE RECRUITMENT RIBBON IS ALLOWED ON THE UNIFORM (Rev. 8/08)

**MARINE CORPS LEAGUE RIBBONS:** Any ribbons awarded to an Auxiliary member by a League Commandant of any level may be worn on the right side of the blouse or on the left lapel when wearing the jacket. The recruiting ribbon may be worn (stacked) on the left side of the blouse or on the left lapel when wearing the jacket. (Rev. 8/09)

**CURRENTLY SERVING PRESIDENT'S MEDALLION:**



---

May be purchased by a Department or Unit and be given to the President to wear during her term of office. This medallion may be worn with street clothes. The medallion may be worn on the right lapel of the jacket during her term of office. When the term is completed, she no longer wears the medallion with her uniform. The medallion may be worn as a pin or around the neck with a gold chain or with the appropriate ribbon (gold-National, blue-Department, red-Unit). The medallion comes with either attachment installed on it, so it may be worn either way. (Rev. 8/08)

# MARINE CORPS LEAGUE AUXILIARY

## Ribbon Badge

American Flag

National President

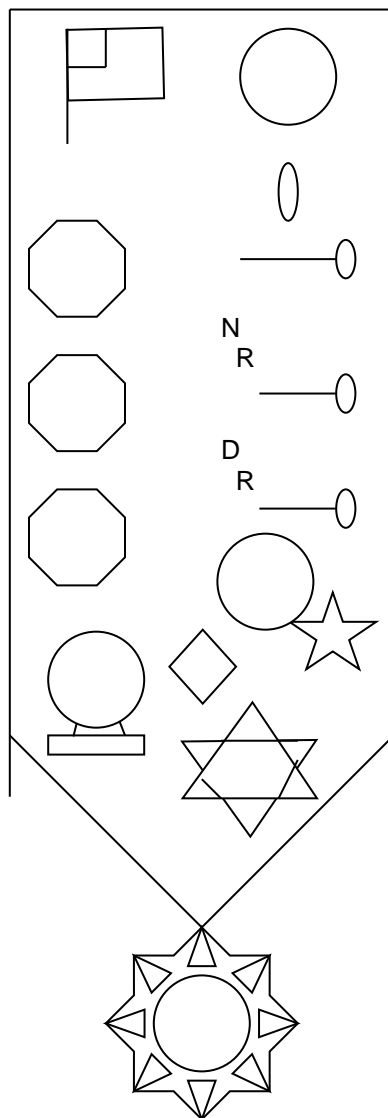
Department President

Unit President

Presidential Citation Pin

Hospital Pin and Bar with  
Hours Optional –  
Can be worn on  
Badge or Uniform  
or on street clothes

Gavel is worn at rest (as shown)  
when no longer in office. It is  
worn upright while serving.



Sunburst

Membership Pin

Drop of Blood Pin

National Regent

Department  
Regent

Flea Pin if not worn on  
designated ribbon

Gold Star if  
entitled to wear

Chapel of Four  
Chaplains Pin if  
entitled to wear

## MARINE CORPS LEAGUE AUXILIARY

### COVER (CAP)

Overseas style:

- Wear 1 ½ inch (2 finger width) above the eyebrows and square on head. Are not to be worn on back of head.
- DO NOT wear with inappropriate clothing (shorts, bathing suits, sweat suits)
- May not be worn without a proper uniform.
- Are never worn at a Past President's breakfast or luncheon or Past President's Club meeting as these functions are held to honor all Past Presidents, and no distinction of level of service is given. Covers are not to be worn with evening wear or at a MODD/MODDF luncheon.

Right Side: Patches or embroidery of Life Member centered above Unit or Department Identification.

Chaplain's Cross may be worn during her tour of Duty.

if eligible, a Gold Star Mother or Gold Star Wife pin may be worn on the right front side of the cover,

Left Side: Only lettering of "Marine Corps League Auxiliary"

Sunburst Pin near front and half the width of the Cover.

Colors:

- Unit:
  - Scarlet Red in color with gold piping
  - Right side states name of Unit, City, State and Office
- Department:
  - Royal Blue in color with gold piping.
  - Lettering on right side states name of State and Office.
  - ALL PDP's may continue to wear this color.
- National:
  - Gold in color with lighter than navy piping.
  - Lettering on right side states name of office.
  - Worn by elected officers;
  - Appointed officers may wear gold cover while doing floor work on official occasions.
  - No elected or appointed officers will continue to wear the gold cover after leaving their term of office or when their term of office expires (revert to Department or Unit office held before their election or appointment to National Office).
- National Presidents – exception:
  - White cover with blue piping and lettering of "National President" during her term of office only.
  - After her term expires she reverts to gold cover with blue piping and lettering or purchase a white cover with gold sides, blue piping and lettering.
  - National Headquarters purchases the National President's white Cover.





## MARINE CORPS LEAGUE AUXILIARY

### NOTICE OF DEATH



\_\_\_\_\_  
Member's Name

Of \_\_\_\_\_ Unit \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Expired on \_\_\_\_\_

Next of Kin \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

\_\_\_\_\_  
Name of Individual Completing this Form

\_\_\_\_\_  
Title

Address: \_\_\_\_\_

\_\_\_\_\_

Make six copies of this form and distribute to the following:

1. Unit Chaplain
2. Department Chaplain
3. Department Treasurer and/or Department Secretary/Treasurer
4. National Chaplain
5. National Headquarters
6. Appropriate National Division Vice President

Rev. 8/09

MARINE CORPS LEAGUE AUXILIARY

NATIONAL BOARD OF TRUSTEES ALLOWANCES

Source of Income:      \$2.50 per capita as recorded as of June 30 each year, excluding Life Members and Past National Presidents.

Distribution:	National President	15% of total allowance
	Junior Past National President	2 ½% of total allowance
	Senior Vice President	2 ½% of total allowance
	Junior Vice President	2 ½% of total allowance
	Judge Advocate	2 ½% of total allowance
	Each of Ten Division Vice Presidents	7 ½% of total allowance

Payment Schedule:      Each Board member shall receive her allowance at the National Convention.

Reports:                      Each member of the National Board of Trustees shall submit a report at the National Mid-Winter Staff Meeting and at the National Convention describing her activities in accordance with the National Bylaws description of her individual office.

Rev. 8/94

MARINE CORPS LEAGUE AUXILIARY

INSTRUCTIONS FOR COVER SHEETS

1. Cover Sheet for Department Transmittals:

Enclosure #24 is to be used by the Department Treasurer when sending transmittals to National Headquarters. Two copies are to be mailed with the transmittal; one copy will be receipted and returned to the Department Treasurer.

All appropriate information is to be completed, especially the membership information at the top right of the page. This will allow both the Department Treasurer and the National Secretary an opportunity to keep track of the total membership transmitted by the Department.

This cover sheet will also give information as to when the transmittal was sent.

2. Americanism/Child Welfare/Rehabilitation/Civics/VAVS/Girl Scout Cover Sheet:

Enclosure #25 is to be used by each of the above named Department Chairman when completing reports for the Department Convention. Three copies of this form, together with a copy of each Unit's report, must be completed with all appropriate information thereon.

One copy is to be sent to the proper National Chairman by July 1 prior to the National Convention; one copy is to be given to the Department Secretary; and one copy is to be retained by the Department Chairman and given to her successor for record.

Rev. 2/12

**Department Cover Sheet**

Department of \_\_\_\_\_ EIN # (990) \_\_\_\_\_ DATE FILED \_\_\_\_\_

INC# \_\_\_\_\_ DATE FILED \_\_\_\_\_ Treasurer \_\_\_\_\_

Phone # \_\_\_\_\_ Address \_\_\_\_\_ City, State \_\_\_\_\_

ZIPCODE \_\_\_\_\_ Email \_\_\_\_\_ Date \_\_\_\_\_

REG/LIFE LAST REPORT \_\_\_\_/\_\_\_\_ REPORTING \_\_\_\_/\_\_\_\_ TOTAL \_\_\_\_ R \_\_\_\_ LM

ASSOCIATE/ALM LAST REPORT \_\_\_\_/\_\_\_\_ REPORTING \_\_\_\_/\_\_\_\_ TOTAL \_\_\_\_ A \_\_\_\_ ALM

UNIT NAME	REGULAR		ASSOCIATE		LIFE MEMBER		NEW LIFE MEMBERS		BOND	MISC	RE-IN STATED
	New	Renew	New	Renew	LM	ALM	NLM	NALM			

Total: LM \_\_\_\_ ALM \_\_\_\_ TRANSFER: T(REG) \_\_\_\_ T(AM) \_\_\_\_ T(LM) \_\_\_\_ T(ALM) \_\_\_\_

**RENEWED**

REG \_\_\_\_\_ @ \$15.00 = \$ \_\_\_\_\_

ASSOCIATE \_\_\_\_\_ @ \$15.00 = \$ \_\_\_\_\_

REINSTATED \_\_\_\_\_ @ \$15.00 = \$ \_\_\_\_\_

(MUST PAY REG DUES + DUES FOR EACH YEAR DELINQUENT) = \$ \_\_\_\_\_

**NEW # \_\_\_\_\_ REG # \_\_\_\_\_ AM # \_\_\_\_\_**

INITIATION FEE: \_\_\_\_\_ @ \$5.00 = \$ \_\_\_\_\_

NEW MEMBER DUES \_\_\_\_\_ @ \$15.00 = \$ \_\_\_\_\_

**NEW LIFE: REG, ASSOCIATE**

NLM \_\_\_\_\_ @ \$ \_\_\_\_\_ (FEE DETERMINED BY D.O.B.) = \$ \_\_\_\_\_

NALM \_\_\_\_\_ @ \$ \_\_\_\_\_ (FEE DETERMINED BY D.O.B.) = \$ \_\_\_\_\_

BOND \_\_\_\_\_ @ \$3.50 = \$ \_\_\_\_\_

Miscellaneous \$ \_\_\_\_\_ = \$ \_\_\_\_\_

BALANCE DUE: \$ \_\_\_\_\_ (MONEY OWED TO NATIONAL) = \$ \_\_\_\_\_

ADD OR DEDUCT MONEY OWED PREVIOUSLY = \$ \_\_\_\_\_

CHECK NUMBER \_\_\_\_\_ TOTAL \$ \_\_\_\_\_

DATE RECEIVED HQ: \_\_\_\_\_ DATE RECORDED \_\_\_\_\_ RETURNED TO DEPT \_\_\_\_\_

SEND 2 COPIES and PAYMENT TO:

NATIONAL HEADQUARTERS, MCLA, INC

3619 Jefferson Davis Hwy Suite 115 Stafford, VA 22554-7771

REV. 8/17

Enclosure # 24



**MARINE CORPS LEAGUE AUXILIARY  
COVER SHEET**

Page \_\_\_\_\_

DEPARTMENT \_\_\_\_\_ DATE \_\_\_\_\_

REPORT (please check one):

\_\_\_\_\_ AMERICANISM

\_\_\_\_\_ CHILD WELFARE

\_\_\_\_\_ CIVICS

\_\_\_\_\_ REHABILITATION

\_\_\_\_\_ VAVS

\_\_\_\_\_ GIRL SCOUTS

CHAIR \_\_\_\_\_ EMAIL OR PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

UNIT NAME	# MBRS	TIMES VOL	HOURS	DONATIONS	MILES	VALUE OF MILES	PINTS OF BLOOD (CIVICS)	TOTAL VALUE
<b>TOTALS</b>								

\*CIVICS ONLY: DEPARTMENT TOTAL PINTS OF BLOOD \_\_\_\_\_

GIRLS SCOUTS ONLY: NUMBER OF UNITS GIVING AWARDS \_\_\_\_\_ NUMBER OF AWARDS GIVEN \_\_\_\_\_

\*14 CENTS PER MILE EQUALS VALUE OF MILES

DEPARTMENT CHAIR: MAKE 2 COPIES OF THIS COVER SHEET; SEND ONE TO NATIONAL CHAIR PRIOR TO  
JULY 1 AND FILE ONE WITH DEPARTMENT SECRETARY

# MARINE CORPS LEAGUE AUXILIARY UNIT VOLUNTEER REPORT

DATE\_\_\_\_\_

UNIT NAME\_\_\_\_\_

MEMBERS\_\_\_\_\_

DEPARTMENT of \_\_\_\_\_

CHAIR(S)\_\_\_\_\_

MAIN EMAIL OR PHONE\_\_\_\_\_

ADDRESS\_\_\_\_\_

ACTIVITY	TIMES VOLUNTEER	HOURS	DONATIONS	MILES	VALUE OF MILES	TOTAL VALUE
AMERICANISM						
CHILD WELFARE**						
CIVICS*						
REHAB						
VAVS						

\*Civics Only: Pints of Blood Donated\_\_\_\_\_

\*\*Girl Scouts only: Number of Awards Given\_\_\_\_\_

\*\*14 cents per mile equals value of miles

UNIT CHAIR: Please keep one copy for your files and send one copy to each Department Chair. If no Department exists, please send one copy to each National Chair prior to July 1.

Activity Report Period is May 1 to April 30.

MARINE CORPS LEAGUE AUXILIARY  
GIRL SCOUT GOOD CITIZENSHIP AWARD

Page \_\_\_\_\_

Department/Unit \_\_\_\_\_ Date \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Number of Members in Unit \_\_\_\_\_

Chairman \_\_\_\_\_

Address \_\_\_\_\_

Name of Recipient/Council	Times Volunteered	Hours	Donations	Miles

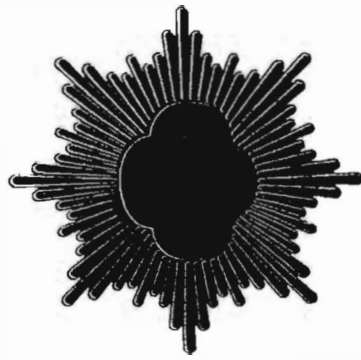
Totals: Times Volunteered \_\_\_\_\_ Hours \_\_\_\_\_ Donations \_\_\_\_\_

Miles \_\_\_\_\_ Value of Miles \$ \_\_\_\_\_ Total Value \$ \_\_\_\_\_

(@ 14 cents per mile)

(Donations + Value of Miles)

# Marine Corps League Auxiliary



GIRL SCOUTS

Good Citizenship Award

Presented to

Who Has Achieved Gold

(This is for information only. Certificates for presentation must be obtained from National HQ.)

ENCLOSURE #28





# Marine Corps League Auxiliary, Inc.

## OATH OF OBLIGATION

"I, \_\_\_\_\_, in the presence of Almighty God, and the member here assembled, do, of my own free will and accord, solemnly pledge, promise and swear, that I will comply with all the laws and regulations of this Auxiliary, and that I will ever be loyal thereto. I will never propose for membership anyone whom I know to be unworthy or ineligible. I will bear true allegiance to the Government of the United States, and to our Flag, and fidelity to its Constitution and Laws. All this I promise, on my honor, so help me God, and keep me faithful."

Obligation given to:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Obligation given by:

\_\_\_\_\_  
Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



ASSOCIATE MEMBER

ASSOCIATE MEMBER

ASSOCIATE MEMBER

**MARINE CORPS LEAGUE AUXILIARY, INC.  
APPLICATION FOR ASSOCIATE MEMBERSHIP**

Application for Membership of \_\_\_\_\_  
(Print Applicant's Name)

I hereby make application for membership in the following Unit: \_\_\_\_\_

\_\_\_\_\_  
Unit's Name) (Print  
Department of \_\_\_\_\_  
(Print Department if applicable)

By signing this Application I agree to and understand the following provisions of being an Associate Member of the Marine Corps League Auxiliary. I understand an Associate Member can never hold an elected Unit, Department, or National office nor can an Associate Member vote on any Department or National issue or Membership Applications or Election of Officers.

Applicant's Signature: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Zip Code + 4 digit extension \_\_\_\_\_ - \_\_\_\_\_  
(Must be included)

Telephone: Home (\_\_\_\_\_) \_\_\_\_\_ Work  
(\_\_\_\_\_) \_\_\_\_\_  
(Must include Area Code)

AUXILIARY RECRUITER: \_\_\_\_\_ Membership Enrollment Date: \_\_\_\_\_  
(Current Auxiliary Member)

2000

ORIGINAL - UNIT

1 COPY - NATIONAL

1 COPY - DEPARTMENT

**VAVS means VETERANS AFFAIRS VOLUNTARY SERVICE**  
**Representative and Deputy Representatives Certification or Re-Certification Information**

You must be a member in good standing in the Marine Corps League Auxiliary to become a VAVS Representative or Deputy Representative at a VA Medical Center (VAMC) or Community Based Outpatient Clinic (CBOC). An Associate member is welcome at a VA Hospital or Clinic, and her volunteer hours can be reported by the hospital for Auxiliary credit.

The certification/re-certification procedure is separate from registering as a volunteer. The certified Representative and Deputy Representatives are members of the VA facility Advisory Board, attend the quarterly meetings, and in October conduct the Annual Joint Review with the VAVS staff. They represent the MCLA and liaison with the facility. They keep the Unit and the MCLA volunteers informed about volunteer opportunities and recruit MCLA volunteers as needed for VA organized events.

Where a Unit exists, recommendation as a Representative or Deputy Representative must come from the Unit (Enclosure #35). The exception is in Departments whose Bylaws state they have the right to appoint a Representative or Deputy Representative, in which case the request for certification comes from the Department.

There is only one MCLA Representative and up to three Deputy Representatives at the hospital. The Unit President must complete **MCLA VAVS Enclosure #35** to the MCLA National VAVS Representative (address is on form), when requesting Certification of a member of the Auxiliary as a Representative or Deputy Representative to a Dept. of V.A. Medical Center as per the DVAMC rules. The DVAMC rules apply to every Veterans organization including the Marine Corps League Auxiliary. If more than one Unit volunteers at the same hospital, the Units should jointly select one Representative and each Unit name separate Deputy Representatives. One or both Unit Presidents will sign the request form. If the Department Bylaws state they have the right to appoint a Representative and Deputy Representatives, then the certification is signed by the Department President. The Representative and Deputy Representatives may not be a VA employee or represent another organization per DVAMC rules. The telephone number or e-mail address on the form is for the VA's use and our files only. The facility and address is especially important if there are several in the area.

The certification is for a two (2) year period with re-certification after each two-year period as long as that person is serving the Veterans in a proper manner. This also assures contact on a timely basis. National Representative should be advised of any changes in name, address, phone number or e-mail as soon as possible. She will contact the Manager of Voluntary Service to accomplish this as the expiration date draws near. It is at the discretion of the National Representative when a certification is for an indefinite period. Recertification is not automatic; it is done only after a request is made to the National Representative.

Representatives and Deputy Representatives must be regularly scheduled volunteers at a VAMC or Clinic. The Hospital Staff determines duties at the Hospital or Clinic. The Department of Veterans Affairs makes the rules and every Veterans organization follows the same rules.

Advisory committees are held quarterly. All VAVS Representatives and Deputy Representatives are required to attend on a regular basis. It is only necessary that one of those certified attend a meeting. The VA Central Office monitors the attendance of all organizations at the quarterly meetings. The VA staff has the right to cancel certification of the organization if there is no representation at three consecutive quarterly meetings. Any individual may be dropped as Representative or Deputy Representative if she misses 3 consecutive scheduled meetings. This rule applies to all the organizations that make up the National VAVS Advisory Committee.

One of the required duties of the MCLA Representative is participating in the Annual Joint review (AJR) held in October with the VA Volunteer staff. The resulting **VA 10-1240 Summary Review Form** is a recap of current year's participation by the MCLA. It also lists the program needs of the facility for next year and the MCLA commitments in the form of supplies, volunteer participation and funds. The appointed Representative receives a copy of the VA 10-1240 after the meeting to share with the Unit. The MCLA National VAVS Representative receives a copy of the AJR review directly from the hospital. She endorses it and forwards it to the Unit Representative.

Should a problem occur which cannot be resolved between staff and volunteer, the National Representative must be contacted for assistance. Do not go directly to the Central Office of VAVS, since it would only be referred back to the MCLA National Representative. This seldom happens as most of our volunteers have a good relationship with the VA Staff and each other.

## **THE VAVS PROGRAM NEEDS YOU!**

### **VOLUNTEERS ARE MAKING A DIFFERENCE IN VA HEALTH CARE**

The VAVS program provides a role for all who desire to volunteer. The gift of your time is the greatest gift one could possibly give. Won't you consider the hospitalized veterans?

No qualifications are needed except to CARE and SHARE and want to help the hospitalized veteran. The time given by the volunteers does aid the professional staff and does make the veterans' stay in the hospital much more pleasant. The staff will give information on what can and cannot be done. Each Medical Center does have its own programs, and this information will be given to the volunteers.

Volunteer assignments can be during days, evenings, nights and weekends in medical centers, clinics, and community based programs. Some assignments involve direct patient contact; others do not. If you are interested in the VAVS program, read the following to find out how you can become one of those WHO CARES.

The Department of Veterans Affairs Voluntary Service (VAVS) program is one of the largest volunteer programs in the Federal government. Our mission is to enhance the veterans' health care experience through utilization of volunteers and donations.

The generosity of the volunteer's time allows us to provide many of the additional niceties that otherwise could not be accomplished by the paid staff on a day-to-day basis. VAVS offers volunteer assignments that fulfill the volunteer's desire to make a difference in a veteran's life. The program can be tailored to meet the volunteer needs of an individual student, family, large group, or corporation.

The benefits of volunteering include health benefits by increasing your physical and mental activity, improving your physical and mental health, and extending your life. The social benefits help you make new friends, be part of a team, feel needed by making a positive impact and gaining a sense of pride, satisfaction, and achievement. The civic benefits let you share your skills, fulfill our civic duty, serve those who have served our country, and set the example for family, friends, and co-workers. Your career benefits may be to explore career paths, learn new skills, build your resume, and earn volunteer hours.

There are many volunteer opportunities by greeting patients at the information desk; a guest services ambassador delivering personal hygiene items, magazines, etc. to all inpatients; assist staff with feeding veterans who are not physically able to feed themselves; drive a transport van; teach veterans skills in indoor and outdoor sports; provide comfort in the hospice to families; escort patients to and from hospital appointments via wheelchair or gurney.

Individuals of all backgrounds and abilities are welcome. All volunteers are carefully screened and may be required to complete an interview, volunteer application, background investigation, general orientation, job specific competencies. This process is not only to ensure the safety and well-being of our veterans, but to provide a successful volunteer experience as well.

Contact the Voluntary Service staff at a VA facility near you if you are interested in volunteering or would like more information about volunteering.

## The James H. Parke Memorial Youth Scholarship Award

James H. Parke was the first Director of Voluntary Service and the founding father of the Department of Veterans Affairs Voluntary Service (VAVS) National Advisory Committee (NAC). The James H. Parke Memorial Fund, comprised of VAVS NAC member organizations, was established in 1976 to serve as the non-profit source of funds for a VAVS Youth Scholarship. Organizations, volunteers, VA staff and others continue to contribute to the Fund.

The board of directors of the Fund annually establishes (in the early spring) the amount of the primary award and any secondary scholarships. The Fund communicates such and provides a nomination form to the Director, Voluntary Service office (10C2) for distribution to Voluntary Service Field Staff. The scholarships may be used for tuitions and fees, books, supplies and/or room and board or other educational needs purchased through the school of the students' choice. All scholarship winners must use their awards by their 24<sup>th</sup> birthday. All winners receive detailed guidance concerning scholarship utilization from the Treasurer of the Fund.

Each medical center may nominate one VAVS student volunteer for receipt of the award. Recommendations may be made by any VA staff member who acts as a supervisor of the student volunteer or a member of the local VAVS Committee. This recommendation should be discussed with the Chief, Voluntary Service, before submission to the Medical Center Director.

To be eligible, candidates must have completed 100 hours of regularly scheduled VAVS volunteer service during the calendar year prior to September 1, be a student in the 10<sup>th</sup> grade or above, and have not reached their 19<sup>th</sup> birthday.

### Nomination

The Medical Center Director nominates a candidate for the award by submission of the nomination form to the President of the Fund by November 1. Nominations received after that date will not be considered. The nomination form should be completed to reflect the volunteer service and background of the candidate and include: age, years of volunteering, number of volunteer hours, areas of service, and affiliated/supporting organization, if any. Criteria on which candidates are evaluated for consideration of awards include: Scholastic Activity, Dependability, Fulfillment and acceptance of responsibility, Personality and pleasantness to patients and staff, Leadership capability, Inspiration to patients through service performed and Appearance.

The National Winner receives a plaque and a letter of commitment. This presentation is usually made at the Annual Meeting of the National VAVS Advisory Committee. All personal information contained in the nomination form for the James H. Parke Memorial Youth Scholarship Award, as well as any photograph, may be used by the Fund and VA for promotion and publicity purposes. None of the information is required by law and is, therefore, disclosed voluntarily. A consent form (VA Form 10-3203) is available in all medical centers and should be attached to the nomination package.

For additional information, contact your local VA Voluntary Service Office.

**\* VAVS SERVICE AWARD \***  
**MARINE CORPS LEAGUE AND AUXILIARY VOLUNTEER AWARD**  
**FOR EXCELLENCE IN SERVICE IN THE DEPARTMENT OF VETERANS AFFAIRS**  
**VOLUNTARY SERVICE PROGRAM**

The Veterans Affairs Voluntary Service Award for Leadership was first presented in 1963 by Hy and Sue Rosen, Past National Commandant and Auxiliary President, as a trophy to be awarded each year at the National Assembly to the League or Auxiliary member chosen by the VAVS Committee as most deserving of this award for leadership in the VA Hospital program. Volunteers in our VAVS Program are the key people who represent us at the VA Medical Centers, Outpatient Clinics, and the many Community programs sanctioned by the Department of Veterans Affairs. We believe they should be given special recognition for outstanding activities, excellence in carrying out their programs, as well as providing leadership when necessary, in order to make life easier for the hospitalized veteran, outpatient, homeless or one in a nursing home under the jurisdiction of the Department of Veterans Affairs. In years past, there were trophies presented to the winners but they have not been given since 1999. To preserve the record of winners, a large plaque showing winners should replace the trophy, and be displayed permanently at National Headquarters, with individual plaques or certificates given to winners at discretion of the National VAVS Representatives and Deputies of the League and Auxiliary and past winners.

Criteria for eligibility to be chosen as the outstanding volunteer of the year in the VAVS Program are:

1. Must be a member in good standing to be chosen as the outstanding volunteer of the year.
2. Must have served on a regular basis in a VA Hospital, Outpatient Clinic, or other properly certified area for a period of at least three (3) years.
3. Must meet attendance requirements for VAVS quarterly meetings if a currently certified Representative or Deputy.
4. Must have a letter of recommendation submitted to the Committee by a VAMC Director, Manager of Voluntary Service, or other qualified staff; and by the Unit or Detachment describing works, programs, special activities, which they feel make that person an excellent nominee.
5. Qualifications should include one or more of the following: outstanding hours, special program, leadership, manner in which patients are cared for, or other service provided which significantly adds to the better care of veteran patients under the VAVS Program.

Department Conventions are an excellent time to consider selecting a volunteer for this award. Recommendations should be sent to your National League or Auxiliary VAVS Representative no later than July 10. Winners each year at National Convention shall be chosen by the National VAVS Representatives and Deputies of both the League and the Auxiliary, and any interested previous winners present at that Convention. Names will not be divulged until the annual VAVS meeting during Convention, and shall be included in the printed proceedings of both the League and Auxiliary Convention. If no current nominee is able to meet the criteria, the Committee may review nominees for the 2 previous years. The committee reserves the right to choose one who has not been properly sponsored but meets other criteria by 100% vote.

**ENCLOSURE #34**

# MARINE CORPS LEAGUE AUXILIARY, INC.

## CERTIFICATION / RECERTIFICATION REQUEST

TO: MCLA National VAVS Representative  
Nancy Calleja  
2968 Silk Tree Terrace  
The Villages, FL 32163-2365

Date: \_\_\_\_\_

E-mail: nancymcla@aol.com

This certification/recertification is required every two years by the Dept. of Veterans Affairs regulations for Veterans organization volunteers. You can name one (1) Representative and up to three (3) Deputy Representatives. (Please print all information)

Unit Name \_\_\_\_\_ City & State \_\_\_\_\_

Hospital Served \_\_\_\_\_ City & State \_\_\_\_\_

Name of Representative: \_\_\_\_\_ Cert. \_\_\_\_\_ Recert \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City, St., Zip Code \_\_\_\_\_ Email \_\_\_\_\_

---

Name of Deputy: \_\_\_\_\_ Cert. \_\_\_\_\_ Recert \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City, St., Zip Code \_\_\_\_\_ Email \_\_\_\_\_

---

Name of Deputy: \_\_\_\_\_ Cert. \_\_\_\_\_ Recert \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City, St., Zip Code \_\_\_\_\_ Email \_\_\_\_\_

---

Name of Deputy: \_\_\_\_\_ Cert. \_\_\_\_\_ Recert \_\_\_\_\_

Street Address \_\_\_\_\_ Phone # \_\_\_\_\_

City, St., Zip Code \_\_\_\_\_ Email \_\_\_\_\_

---

### Signed:

\_\_\_\_\_  
Signature                      Print Name                      Unit \_\_\_\_\_ Dept \_\_\_\_\_  
Address and/or Email Address:                      President (Indicate)

## NATIONAL M. C. L. A. MEMORIAL FUND GUIDELINES

The National M. C. L. A. Memorial Fund Committee is a Standing Committee of the Marine Corps League Auxiliary. All monies from donations, remembrances or memorials generated by this Fund are to be used ONLY for assisting needy veterans and/or their families. Selection of recipients will be at the discretion of the Committee.

The National M. C. L. A. Memorial Fund is similar to the Marine Corps League Foundation, although it is not a 501(C)(3). Before this Fund was established, the Auxiliary was financially unable to assist a veteran and/or his/her family who found themselves in a difficult financial situation. By developing this Fund, the Auxiliary can now attempt to alleviate, in a small way, the burden and stress that unforeseen calamities can create.

When the Fund receives a donation "in memory of" someone, an acknowledgment will be sent to the person making the donation and an announcement is sent to the family of the honored or deceased.

When a catastrophe or unexpected trouble befalls a family and assistance from the Fund seems worthy, it is necessary to notify the Chairman of this Committee. Submit a request on letterhead from your Unit, Detachment or Department on behalf of the veteran and/or his/her family stating the particulars or nature of the request.

Since the funds are in constant need of replenishing, your gift, however large or small, in the name of a loved one, perpetuates their memory, as well as helping a veteran in need.

The National M. C. L. A. Memorial Fund forms are enclosed each year in the President's Packet. Please make extra copies locally to have on hand should the need arise for you to make a request for assistance or to make a donation.

Rev. 8/02



MARINE CORPS LEAGUE AUXILIARY  
SPECIFICATIONS FOR BANNER AND STANDARD

CLOTH – Rayon, Color shall be Blue for the Banner; Silver Gray for the Globe; Gold for the Motto Ribbon and the Scrolls. The colors specified above shall show “good fastness”. Embroidery thread for embroidering Marine Corps Insignia, Letters and Edges, Fringe and Cord Tassel-Gold.

DESIGN – The Marine Corps League Auxiliary Banner shall be made on Field Blue Banner Cloth with the Marine Corps Insignia consisting of spread-eagle, globe and fowl anchor with flowing motto ribbon in beak of eagle and two flowing scrolls.

The Marine Corps insignia consisting of Eagle, Globe and Fowl Anchor shall be made as follows: Eagle shall be embroidered with a Bonnaz stitch, using embroidery thread in shade of gold. The Eagle shall face the staff on both sides. Globe shall be made of silver banner cloth with the continents of North and South America, the West Indies, part of Greenland and latitude lines embroidered thereon, so they appear in their normal position. Continents of North and South America, the West Indies and part of Greenland shall be embroidered with Bonnaz stitch in shades of gold embroidery thread. Fowl Anchor shall be embroidered with a Bonnaz stitch with the staff on the left. Motto Ribbon shall be one inch wide with one end held in beak of Eagle, made of gold banner cloth with the words, “Semper Fidelis”, embroidered with Scarlet thread in the center of the ribbon to read from left to right. The words “Semper Fidelis” shall be embroidered with a Bonnaz stitch and shall be composed of block letters of a height and width necessary to appear symmetrical. Scrolls- Upper Scroll to read: “MARINE CORPS LEAGUE AUXILIARY”. Lower Scroll to read: “NATIONAL HEADQUARTERS” (for National Colors), “DEPARTMENT OF (Name of State)” (for Department Colors), “NAME OF UNIT, CITY AND STATE” (for Unit Colors). The wording shall be embroidered with scarlet thread in the center of the scrolls to read from left to right. The Scrolls shall be three (3) inches wide of gold banner cloth. The wording shall be embroidered with a Bonnaz stitch and shall be composed of block letters of a height and width to appear symmetrical. Two pieces of identical size. The design shall be made for each piece and both sides with the Eagle facing the staff on both sides and the ring of the anchor towards the staff on both sides, with the continents of North and South America, the West Indies and part of Greenland and latitude lines embroidered so they appear in their normal positions on both sides of the banner.

FLAGS, BANNERS AND ACCESSORIES may be ordered directly from:

U S Flag and Signal  
802 Fifth Street  
Portsmouth, VA 23704  
Office: (757) 497-8947  
Mary Ann-  
mmercier@flagmaker.com

Flags and banners will be 3' x 5'. The Unit banner made according to the specifications as approved by the National Assembly on August 12, 1976, would be embroidered lettering and design. A set of colors consists of an American (U. S.) Flag and Auxiliary Unit/Department Banner, complete with fringe cord and tassels, 8' jointed wood poles, eagles, round metal stands and plastic dust covers. Aluminum poles may be used if desired, but would probably cost slightly more than wood poles.

As an alternate to the above, the Board of Trustees on February 2, 1978, approved the use of a Unit/Department banner made of nylon with appliqued lettering and emblem which would reduce the cost. The same accessories as listed above would be used with this set of colors.

Please send a full description to the manufacturer and request prices before ordering.



## MARINE CORPS LEAGUE AUXILIARY, Inc.

### DUAL MEMBERSHIP FORM

**INSTRUCTIONS:** ALL DUAL MEMBERS MUST SUBMIT THIS FORM. NEW DUAL MEMBERS MUST ATTACH THIS FORM TO THEIR MEMBERSHIP APPLICATIONS.

MEMBER'S NAME: \_\_\_\_\_

PRIMARY (VOTING) UNIT: \_\_\_\_\_ Dept. of \_\_\_\_\_

DUAL (NON-VOTING) UNIT(S): \_\_\_\_\_ Dept. of \_\_\_\_\_

\_\_\_\_\_ Dept. of \_\_\_\_\_

\_\_\_\_\_ Dept. of \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTE:** Members wishing to transfer voting rights must submit DUAL MEMBER TRANSFER OF VOTING RIGHTS FORM

Send one copy to National Headquarters. Headquarters will send a receipted copy to Department and Division.



Marine Corps League Auxiliary  
**Change of Name /Address Form**

(Please Print)

Name: \_\_\_\_\_

Unit & Department: \_\_\_\_\_

Old Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apt. /Suite: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

New Information:

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Apt. /Suite: \_\_\_\_\_

City: \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_  
Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Unit Treasurer- Original    \*Unit Treasurer to make 3 copies and disperse to offices below**  
**Department Treasurer - Division VP - National Headquarters**

*This form is to be filled out by the member to be given to the Unit Treasurer to process.*