

# BYLAWS

## DEPARTMENT OF MISSOURI



Approved 14 June 2025

4925 Business 50 West  
Jefferson City, MO 65102



## Department of Missouri - Marine Corps League

14 June 2025

From: Jason Reimann, Department Commandant  
Ed Witthar, Department Judge Advocate

To: Department Membership

Subj: Department Bylaws and Administrative Procedures

**Purpose.** These Bylaws and Administrative Procedures provide guidance concerning the function and organization of the Department. The primary goal is to ensure that the Department of Missouri is operated in accordance with the Marine Corps League's structure, and to follow all local, state, and national laws. The 2021 Edition of the Department Bylaws are hereby cancelled this date.

**Background.** At the 2018 National Convention held in Buffalo, NY, the National Bylaws were completely rewritten. The National Bylaws state the responsibilities incumbent upon all Marine Corps League members and state the requirements that will ultimately facilitate the mission of the League.

**Goal.** The goal of the Department of Missouri Bylaws and Administrative Procedures is to provide the Department with effective leadership resources and guidance to ensure that the Department is successful and relevant to its membership. This document sets the specific guidelines and requirements for all Department members to follow.

**Ratification.** These Department Bylaws and Administrative Procedures were presented to all members at the Department Convention on 14 June 2025. There was a motion and a second by qualified members to accept and approve the new Bylaws and Administrative procedures. Discussion phase was opened, and all questions or changes were made. The Department Bylaws and Administrative Procedures were approved by a majority vote of all members present at the meeting on Saturday, 14 June 2025.

**Effective Date.** These Department Bylaws and Administrative Procedures were effective at the close of the regular meeting and approved by the National Judge Advocate on \_\_\_\_\_ as required in Article VIII, Section 810 of the Marine Corps League National Bylaws.

A handwritten signature in black ink, appearing to read "Jason Reimann".  
\_\_\_\_\_  
Jason Reimann

Department Commandant

A handwritten signature in black ink, appearing to read "Ed Witthar".  
\_\_\_\_\_  
Ed Witthar

Department Judge Advocate

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## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE I** **Name**

**Section 100: Name.** The name of this organization shall be the "DEPARTMENT OF MISSOURI, MARINE CORPS LEAGUE, INC., chartered by and under the jurisdiction of the National Marine Corps League.

**Section 105: Mission.** The mission of the Marine Corps League is to promote the interest and to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE II Purpose**

**Section 200: Purpose.** The purposes for which the Department is formed are:

- (a) To preserve the traditions and to promote the interests of the United States Marine Corps.
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy.
- (c) To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms.
- (d) To hold sacred the history and memory of all who have given their lives to the Nation.
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- (f) To maintain true allegiance to American institutions.
- (g) To create a bond of comradeship between those in service and those who have returned to civilian life.
- (h) To aid voluntarily and to render assistance to all Marines, FMF Corpsmen, and FMF Navy Chaplains, as well as to their widows and orphans; and
- (i) To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

**Section 205: Policy.** The Department shall never take part in any labor or management dispute or issue. It shall be ever nonsectarian, non-political and nonpartisan. It shall not be based on race, color, creed, nationality, nor sex, nor shall it be used as a medium of political ambition or preferment. Present or former military rank or present civilian position shall not be used as a basis for special consideration or preferment.

Nothing in the preceding paragraph shall prohibit the Department from participating in political issues affecting the welfare of the United States Marine Corps League, the National Security of our Nation, or a veteran's claim for justice arising from service in the Armed Forces of the United States of America.

**Section 210: Not for profit.** The Department is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall incur the benefit of or be distributed to any director, member, or other private individual. The Department shall never be authorized to engage in regular business of a kind ordinarily carried out for profit or in any other activity except for the purposes for which the Department is organized.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE 3**

#### **Organization of the Department of Missouri**

##### **Section 300. Officers.**

The Department shall:

- a. Elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and a Judge Advocate; and
- b. Appoint an Adjutant, Paymaster (or Adjutant/Paymaster), Chaplain, Sergeant-at-Arms, and an Auditor.
- c. The Department may have additional elected and appointed officers as required by the Department Bylaws and Administrative Procedures.

Each elected officer (except for the auditor) shall be elected for a term of one (1) year and may be re-elected for one (1) consecutive additional year. The auditor shall serve for three (3) years.

**Section 305. Board of Trustees.** The elected officers of the Department, and Jr. Past Commandant, shall be the Department Board of Trustees. The Board of Trustees shall have the authority to carry on the business of the Department between Conventions.

**Section 310. Eligibility.** Elected Officers shall be regular members of the Department. At the will of the Department, associate members may serve in appointed offices only.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE IV Department Convention**

**Section 400. Governance.** The Department shall be governed by a Department Convention which shall have all legislative and policy making powers, subordinate only to the Bylaws and the Convention of the National Marine Corps League.

**Section 405. Time of Convention.** The Department Convention shall be held between 1 May and 30 June each year.

**Section 410. Convention Committees.** The Department Commandant shall appoint the chairpersons of the Convention Committees as listed in Chapter Four, Section 4055 of the Department Administrative Procedures.

**Section 415. Nominations.** Nominations of candidates for Department elective offices shall be made by a Nominating Committee as specified in Chapter Four, Section 4075 of the Department Administrative Procedures. Additional nominations may be made from the Convention floor. All nominees must be members in good standing and must be present on the Convention floor at the time of nomination.

**Section 420. Elections.** All elective officers shall be elected and installed prior to the closing of the Convention, using the election and installations procedures in Chapter Four, Section 4080 and 4085 of the Department Administrative Procedures.

**Section 425. National Emergency.** In the event of a national emergency, the Department will follow the emergency procedures for elections and conventions as set forth by the National Marine Corps League at that time.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE 5 Department Membership**

**Section 500. Membership.** Any member in good standing in any Detachment of the Department of Missouri shall be a member of this Department. The Detachment will be the sole judge of their membership, providing they meet the requirements of Article V, Section 515 and Section 520 of the National Bylaws.

**Section 505. Detachments.** Any Detachment, chartered by the Marine Corps League, organized and located in the State of Missouri, shall be a member of this Department.

**Section 510. New Detachments.** Any person eligible for membership in the Marine Corps League, intending to organize a Detachment in the State of Missouri shall make application in writing to the Department Adjutant. The Department Adjutant will procure the necessary forms and will give such aid and assistance as necessary to complete the organization of the said Detachment. All actions in forming a new Detachment will be in accordance with Chapter Six, Section 6000 of the National Marine Corps League Administrative Procedures.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE 6**

#### **Authority and Duties of Department Officers**

**Section 600. Department Commandant.** It shall be the duty of the Department Commandant to preside at all Department Conventions and meetings of the Department Board of Trustees; observe and enforce the rules and regulations of the Marine Corps League; make and deliver all orders and regulations necessary for the proper administration of the affairs of the Department of Missouri; and to request and review the advice and counsel of the Department Board of Trustees when it is deemed necessary.

**Section 605. Department Senior Vice Commandant.** In the absence of the Department Commandant, the Senior Vice Commandant shall assume the duties of the Department Commandant and shall perform such duties as assigned by the Department Commandant. The Senior Vice Commandant shall be the Chairperson of the Time and Place committee and the Awards Committee.

**Section 610. Department Junior Vice Commandant.** In the absence of the Department Senior Vice Commandant, the Junior Vice Commandant shall assume the duties of the Senior Vice Commandant and shall perform such duties as assigned by the Department Commandant. The Junior Vice Commandant shall be charged with recruiting membership.

**Section 615. Department Judge Advocate.** It shall be the duty of the Department Judge Advocate to interpret the Department Bylaws and Administrative Procedures. The Judge Advocate shall advise, construe, counsel and render opinions on questions of law and procedure to the Department Commandant, Staff, and Detachments when so required in the manner outlined in the Marine Corps League National Bylaws. The Department Judge Advocate may not hold the office of Judge Advocate at the Detachment level. If this is the case, then the resignation from the lower office shall be required upon being sworn into the Department Office. The Department Judge Advocate shall ensure that all incoming Department Officers have a current copy of the Department Bylaws.

**Section 620. Department Adjutant.** It shall be the duty of the Department Adjutant to:

- (a) Record and keep all records of the business of the Department including correct records of all membership accounts.
  - (b) Take and maintain the minutes of all Department Conventions and Department Board of Trustee meetings.
  - (c) Perform such duties as are usually assigned to the recording secretary.
  - (d) And other such duties as may be assigned by the Department Commandant.
- The Department Adjutant shall close the membership records for determination of voting rights on 1 May prior to the opening date of the Department Convention.

**Section 625. Department Paymaster.** It shall be the duty of the Department Paymaster to:

- (a) Be responsible for all money, property and securities of the Department.
- (b) Keep clear and correct records of all financial transactions.
- (c) Make expenditures only by check signed by the Department Paymaster.
- (d) Notify all Detachments and Members-at-large of their indebtedness to the Department.
- (e) Deposit all money and securities in a bank designated by the Department Board of Trustees. And other such duties as may be assigned by the Department Commandant.
- (f) Process all transmittals from Detachments in a timely manner.

The Department Paymaster shall surrender all books, records, property and all money or securities of the Department to the duly elected successor.

**Section 630. Department Sergeant-at-Arms.** It shall be the duty of the Department Sergeant-at-Arms to preserve order at Department assemblies and to perform other duties as are required by the Department Commandant. The Department Sergeant-at-Arms may appoint additional deputy Sergeants-at-Arms in cases of necessity.

**Section 635. Department Chaplain.** It shall be the duty of the Department Chaplain to perform duties of a spiritual nature when required by the rules or Rituals of the Marine Corps League. The Chaplain shall open and close the Bible according to Ritual.

**Section 640. Department Board of Trustees.** It shall be the duty of the Department Board of Trustees to assemble at such time and place as may be requested by the Department Commandant. Such requests shall be in writing and shall be mailed to the last known address of each member of the Board of Trustees at least ten (10) days prior to the proposed meeting. The Board of Trustees shall carry on all necessary business of the Department that requires action between Department Conventions, except those actions that are specifically prohibited by these or the National Bylaws. The Board of Trustees may submit recommendations to the Department, which in their opinion will be for the good of the Department.

**Section 645. Auditors.** The Auditors will serve as the Auditing Committee and shall audit the financial records of the Department Paymaster at the Department Convention, or not more than one week prior to the Department Convention. They shall report their findings on the audit at the Department Convention. The Department Commandant or the Department Board of Trustees may require an audit of the Department financial records at any time it deems necessary.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE VII Finances**

**Section 700. Annual Dues.** The amount of the annual dues shall be determined annually at the Department Convention. The annual dues for the Department and National shall be collected by the Detachment Paymasters who will immediately forward them to the Department Paymaster. The Department Paymaster will in turn immediately forward them to the National Paymaster.

**Section 705. Dues Amount.** The dues of each Detachment shall not be less than the amount set by the Department and National but maybe any additional amount determined by each Detachment.

**Section 710. Revenue of the Department.** The revenue of this Department shall be derived from the annual membership dues and such other sources as may be determined by the Department Convention or the Department Board of Trustees that are not in violation of current statutes or the National Bylaws of the Marine Corps League.

**Section 715. Fiscal Year.** The fiscal year of the Department of Missouri shall end on 30 June of each year.

**Section 720. Fundraising Activities.** Fundraising activities shall not violate any Federal, State or Municipal law or ordinance, nor shall they reflect discredit upon the Marine Corps League or the United States Marine Corps.

**Section 725. Investment Committee.** (To be added)

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE VIII**

#### **Charter Suspension and Violations**

**Section 800. Charter Suspension.** The Department Board of Trustees shall have the power to suspend the Charter of any Detachment that violates the provisions of Article IX, Section 945 of the National Marine Corps League Bylaws.

**Section 805. Violations.**

- a) Any member of the Department of Missouri who violates the precepts of these Bylaws and Administrative Procedures, or the Bylaws and Administrative Procedures of the National Marine Corps League, is subject to the provisions of Chapter Nine, Sections 9040 and 9045 of the National Marine Corps League Administrative Procedures.
- b) Any member of the Department of Missouri that performs or allows to be performed any act or deed that tends to bring the Marine Corps League or the United States Marine Corps into disrepute with the public will be subject to the provisions of Chapter Nine, Section 9100 and 9105 of the National Marine Corps League Administrative Procedures.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE IX**

#### **Amendments to the Department Bylaws**

**Section 900: Amendments.** These Bylaws or any provisions herein may be revised, repealed or amended by a majority vote of the registered and approved delegates at any Department Convention, provided the proposed revision, repeal or amendment has been submitted to the Department Adjutant via Email no later than 1 February, the Department Adjutant will forward all Bylaw revisions to the Department Judge Advocate no later than 5 February. The Department Judge Advocate should ensure submissions are in proper format, wording and not in conflict with National Bylaws and returned to Department Adjutant by 25 February for disbursement to Detachment Commandants by 1 March. All Bylaw revisions will be read at the quarterly Department meeting prior to the Department Convention. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended.

**Section 905. Effective Date.** Each revision, amendment, or repeal of a provision of the National Bylaws and the Administrative Procedures which is approved at a Department Convention and does not provide for an effective date, will become effective upon the close of the Convention at which it is approved.

**Section 910. Clerical Errors.** The Department Judge Advocate shall have the authority to identify, and with the advice and consent of the Commandant, correct clerical errors in the Department Bylaws and Administration Procedures where the error is clear and the correction shall make no material change to the intent, form, or function of the Bylaw or Administrative Procedure in question. After making such corrections, the Judge Advocate shall inform members at the next Department meeting.

**Section 915. Department Administrative Procedures.** Changes to the Department Administrative Procedures will be approved by membership by majority vote at a Department Convention. Recommendations for changes to the Department Administrative Procedures will be covered in that document.

## **DEPARTMENT OF MISSOURI BYLAWS**

### **ARTICLE X Conduct of Meetings**

**Section 1000: Conduct of Meetings.** All meetings will be conducted according to the current Ritual Handbook as published by National Marine Corps League Headquarters.

Section 1005: The minimum number required to transact the regular and legal business at a Department meeting shall be four officers, two of which must be elected and at least one member in good standing from 30% of the chartered detachments in the Department. The Sergeant at Arms shall confirm and report that a quorum is present, once the quarters are secured

# ADMINISTRATIVE PROCEDURES

## DEPARTMENT OF MISSOURI



Approved 5 June 2021

4925 Business 50 West  
Jefferson City, MO 65102

# **2025 DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

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                    of the Year Committee

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **CHAPTER ONE**

### **General**

**Section 1000: Name.** The name of the body corporate shall be the "DEPARTMENT OF MISSOURI, MARINE CORPS LEAGUE, INC." and is a nonprofit corporation incorporated by the Missouri Secretary of State on the 7th day of June 1983 for a perpetual time.

**Section 1005: Location.** The meeting place and principal office of the Department of Missouri Marine Corps League, Inc. shall be located at 4925 Business 50 West, Jefferson City, Missouri, 65102, or at such other place or places as directed by the Department Commandant with the advice and consent of majority of the membership at a regularly convened meeting.

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

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **CHAPTER TWO** **Policy**

**Section 2000. Policy.** The Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

Nothing in the preceding subsection shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **CHAPTER THREE Organization**

### **Section 3000. Officers.**

- a. The elected Officers of the Department shall be the Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.
- b. The appointed Officers shall be an Adjutant, Paymaster (or Adjutant/ Paymaster), Chaplain, Sergeant-at-Arms, and three (3) Auditors.

Each elected officer (except for the auditors) shall be elected for a term of one (1) year and may be re-elected for one (1) consecutive additional year. The auditors serve for three (3) years, with staggered terms of 3 years, 2 years, and 1 year.

**Section 3005. Appointed Officers.** The appointment of additional officers may be made by the Department Commandant. The appointed officers shall bear the titles of similar officers of the National Marine Corps League. Such appointments may include a Public Information Officer (PIO), a Web Sergeant, and Regional Vice Commandants if desired. All appointed officers shall serve at the pleasure of the Department Commandant and may be removed from office at any time without cause.

**Section 3010. Board of Trustees.** The elected officers of the Department, and Jr. Past Commandant, shall be the Department Board of Trustees. The Board of Trustees shall have the authority to carry on the business of the Department between Conventions.

**Section 3015. Succession of Office.** In the event of a vacancy in the office of Department Commandant the order of succession shall be; first, Department Senior Vice Commandant and second, Department Junior Vice Commandant. A vacancy in any other position will be addressed by the procedures specified in Article VIII, Section 825, (2) (3) (4) and (5) of the National Bylaws.

**Section 3020. Failure to Attend Meetings.** When a Department elected officer fails to attend two (2) consecutive Department meetings, the Department Commandant shall request via registered mail, an explanation for the failure to attend and apparent lack of interest on the part of the absent officer. If an explanation is not received within ten (10) days after the request was mailed to the absent officer's last known address, or if the explanation is unsatisfactory, the Department Board of Trustees may declare the office vacant.

**Section 3025. Parliamentary Authority.** The current edition of Roberts' Rule of Order Newly Revised shall govern in all cases to which they are applicable and in which they are not in conflict with the Department Bylaws and Department Administrative Procedures and any other special rules of order the Department may adopt. In the event of a conflict the authority is the Department Bylaws, then the Department Administrative Procedures, then Roberts' Rule of Order Newly Revised.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **CHAPTER FOUR Department Convention**

**Section 4000. Governance.** The Department shall be governed by a Department Convention which shall have all legislative and policy making powers, subordinate only to the Bylaws and the Convention of the National Marine Corps League.

**Section 4005. Composition.** The Department Convention shall be made up of the following members in good standing in the Department, or the National Marine Corps League, who have been properly elected or appointed.

- (a) The National Commandant and all Past National Commandants that are in attendance.
- (b) The Department Commandant and all Past Department Commandants in attendance.
- (c) All elected officers of the Department in attendance.
- (d) All Detachment Commandants of the Department in attendance.
- (e) All Delegates properly elected by their Detachments.

**Section 4010. Time of Convention.** The Department Convention shall be held between 1 May and 30 June each year. The site of the next Department Convention shall be determined at each prior Department Convention. Should the Department Convention fail to make such a determination, the Department Board of Trustees shall select the site for the next Convention.

**Section 4015. Convention Registration Fees.** The Department Board of Trustees shall set the registration fee of the Department Convention on an annual basis. This fee shall be set at the Convention for the next Convention. The host Detachment shall be responsible for collection of said fees and must forward them to the Department Paymaster within fifteen (15) days after the close of the Department Convention.

**Section 4020. Determination of Delegates.** Detachment voting strength will be determined by entitling each Detachment to one (1) delegate and one (1) alternate for each five (5) members or fraction thereof of its paid-up membership in good standing. The paid-up membership of each Detachment shall be determined as of 1 May prior to the Department Convention from the Department Paymaster's records of paid-up members in good standing. The Detachment's delegates and alternates shall be elected or appointed fifteen (15) days prior to the Department Convention and names of delegates forwarded to the Department Commandant immediately in writing.

**Section 4025. Delegate Votes.** Only those delegates or alternates who have been accredited by the Credentials Committee may cast a vote at the Department Convention. (Each delegate or alternate may cast one (1) vote for each five (5) paid up members or fraction thereof in their Detachment.) Each delegate or alternate must cast their vote in person.

**Section 4030. Non-voters and voice.** Any member of the Marine Corps League that is in good standing may attend the annual Department Convention and may have a voice on the floor. However, such members shall not have a vote on any issue, votes will be taken from certified Delegates or Alternates whoever is casting a vote on that issue.

**Section 4035. Past Department Commandant Votes.** All Past Department Commandants who are in good standing within the Department shall have a vote separate from the delegates. The Past Department Commandants may cast their votes with a Detachment or as a separate vote.

**Section 4040. Limit on votes.** Under no circumstance shall any person be entitled to more than one vote on any issue or election.

**Section 4045. Majority Vote.** A majority vote on any issue or in any election shall decide the issue or election.

**Section 4050. Right To Speak.** All registered and approved delegates and alternates, Department Officers, Past Department Commandants, and any Marine or other person recognized by the Chair, shall have the right to speak in any discussion or debate on the floor of the Department Convention.

**Section 4055. Convention Committees.** The Department Commandant shall appoint the Convention Committees listed herein at the March Department Staff meeting prior to the Convention and shall indicate the method serving on these committees to the members present.

(a) Credentials Committee.

The Credentials Committee shall meet immediately prior to the Department Convention to examine the credentials of the Convention delegates. They shall make a report to the Convention concerning delegate accreditation and Detachment voting strength.

(b) Time and Place Committee.

The time and Place Committee will be chaired by the Department Senior Vice Commandant. The Time and Place Committee shall meet during the Department Convention and after proper deliberation shall recommend to the Department the time and place of the next Department Convention. Guidelines for Hosting a Department Convention are contained in Enclosure A.

(c) Bylaws Committee.

The Bylaws Committee shall receive, review and make recommendations to the Department Convention on all proposed changes and amendments to the Bylaws. The Department Judge Advocate shall serve as an Ex-Officio member of this Committee with a voice and vote.

(d) Resolutions Committee.

The Resolutions Committee shall receive, review and prepare resolutions to be placed before the Department Convention or the National Convention.

Each of the above Committees shall consist of a minimum of three (3) members in good standing from Detachments in the Department. Each Detachment Commandant shall forward the names of their delegates who wish to serve on one of the committees to the Department Commandant fifteen (15) days prior to the Department Convention. In the absence of notification, the Department Commandant will appoint delegates present to serve on these committees. No Detachment shall have more than one delegate on each Committee. A majority of appointed members constitutes a quorum in all committees.

**Section 4060. Business Sessions.** All business sessions of the Department Convention shall be conducted under the rules prescribed by the Bylaws and the Rituals of the Marine Corps League. *Robert's Rules of Order Newly Revised* shall prevail whenever an issue that is not covered by these Bylaws, or the Bylaws of the National Marine Corps League, arises.

**Section 4065. Rules of Order for the Convention.** The Rules of Order for the Convention shall be read aloud by the Department Judge Advocate at the March Department Staff meeting prior to the Department Convention and approved by the members present. The Rules of Order are listed in Enclosure B.

**Section 4070. Additional Rules.** The Department Commandant shall prescribe such additional procedures and rules not covered in Section 4065, as are necessary to conduct an orderly meeting.

**Section 4075. Nominations.** Nominations of candidates for Department elective offices shall be made by a Nominating Committee composed of the Past Department Commandants and Department members appointed by the current Department Commandant. The Nominating Committee shall have a quorum of a minimum of five (5) members. Additional nominations may be made from the Convention floor. All nominees must be members in good standing and must be present on the Convention floor at the time of nomination.

**Section 4080. Elections.** All elective officers shall be elected and installed prior to the closing of the Convention.

- a) An Election Chairperson shall be appointed by the Department Commandant from the Department membership before the Convention. The Election Chairperson may not hold the office of Nominating Committee Chairperson.
- b) The Election Chairperson shall appoint two (2) tellers, who are Department members in good standing. The Election Chairperson and the Tellers shall not be candidates for office at the current Convention.
- c) The Election Chairperson will conduct the election in accordance with *Roberts Rules of Order Newly Revised*.

**Section 4085. Officer Installation.** The elected officers shall be installed and shall assume the duties of their posts prior to the adjournment of the Department Convention. All elected officers shall hold office for a period as stipulated in Article III, Section 300, or until their successor has been duly elected or qualified.

- a) The Commandant-elect shall choose an Installing Officer prior to the Installation ceremonies.
- b) It shall be the responsibility of the Installing Officer to sign, date, and forward the Report of Installation (ROI) to the National Headquarters of the Marine Corps League no later than 31 July of the year of each election and installation. Any time throughout the year and there was a change in any Officer's position, that new officer must be sworn in accordance with Administrative Procedures and a new ROI form must be submitted.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **CHAPTER FIVE Finances**

**Section 5000. Fundraising Activities.** Fundraising activities shall not violate any Federal, State or Municipal law or ordinance, nor shall they reflect discredit upon the Marine Corps League or the United States Marine Corps.

**Section 5005. Detachment Fundraising.**

- a) If a Detachment desires to conduct a particular area-wide fundraising project in its own area or larger region, part or all of which may include one or more other Detachment's own area, such Detachment shall advise all other Detachments in such area of its intention and request approval not less than 30 days prior to the planned project. (Detachment's own area is defined as a geographic region commonly associated with the regular operations and services of a Detachment that lies in all or part of a township, city, municipality, or county or some combination of all or portions thereof.)
- b) Any notified Detachment opposing such project shall immediately file an objection thereto with the Detachment proposing the project, and with the Department. The Department Commandant shall poll the Department Officers before rendering a decision on the matter which shall be final.
- c) No Detachment of the Department of Missouri shall conduct a fundraising project in any area or portion thereof that may be construed to include part or all an area commonly associated with the regular operations and services of another Detachment without first securing the approval of such other Detachment, as hereinbefore provided.

**Section 5010. Investment Committee.** (to be added)

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX Department Awards**

**Section 6000: Department Marine of the Year.** This award shall be presented annually by the Commandant during the Department Convention banquet. Nomination procedures are found in Enclosure C.

**Section 6005: Department Americanism Award.** This award shall be presented annually by the Commandant during the Department Convention banquet. Nomination procedures are found in Enclosure D.

**Section 6010: Department Associate of the Year Award.** This award shall be presented annually by the Commandant during the Department Convention banquet. Nomination procedures are found in Enclosure E.

**Section 6015: Department Newsletter of the Year Award.** This award shall be presented annually by the Commandant during the Department Convention banquet. Submission procedures are found in Enclosure F.

**Section 6020: Department Recruiter of the Year Award.** This award shall be presented annually by the Commandant during the Department Convention banquet. Nomination procedures are found in Enclosure G.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **CHAPTER SEVEN Miscellaneous**

#### **Section 7000: 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. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.
- b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

#### **Section 7005. Amendments.**

- a) These Administrative Procedures may be revised, amended or repealed by a majority vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Adjutant no later than 1 May, and by the Adjutant distributed to all Detachments, prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended.
  - (1) Exception: Changes to Enclosures A, C, D, E, F, G and H may be changed by the Department Board of Trustees at a Department Staff meeting, by a majority vote of the members attending. Proposals for changes must be submitted to the Department Adjutant thirty (30) days prior to the Department Staff meeting at which the changes will be considered.

**Section 7010. Effective Date.** Each revision, amendment or repeal of a provision of the Department Administrative Procedures which are approved at a Department Convention, and does not provide for an effective date, will become effective upon the close of the Department Convention at which it is approved.

**Section 7015. Violation.** Any member who violates the precepts of the Department Administrative Procedures is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the National Administrative Procedures.

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **Enclosures**

### **Enclosure A**

#### **Department of Missouri** **Marine Corps League**

### **Guide to Hosting a Department Convention**

This guide will include stated rules, along with additional customary styles of conducting a more effective convention that are not defined in Chapter Four, Section 4055 (b) of the Administrative Procedures. The intention of this document is to aid a Detachment in bidding on, setting up, and hosting a department convention. Any procedures approved by the Department Staff will take precedence over any part of this document and will render it void and/or re-stated by its directive.

#### **Section I: Bidding on a Future Convention**

All bids should be submitted to the Department Senior Vice Commandant, who chairs the Time and Place Committee. All bids shall be received not later than the March Quarterly Department meeting prior to the Convention where the bid will be voted on. This will allow the Time and Place Committee to visit the proposed site and make recommendations to the prospective host Detachment and inform the Department Staff.

The bid should be submitted in writing and include the draft schedule of events, proposed dates, location, all rates, hotel accommodation for handicapped people, and provide a list of point-of- contacts and any other information deemed important by the submitting Detachment.

When selecting the dates for the convention, every effort should be made to avoid the weekends preceding and following Memorial Day.

An information packet should be prepared and made available to the delegates at the convention meeting where the vote is to take place. This packet should contain the information listed above and any other pertinent items. A verbal presentation should be made by the bidding Detachment at the request of the Committee Chairman prior to the vote.

#### **Section II: National Officers, Guest Speakers, Department Commandant and Auxiliary President**

It is recommended that the hosting Detachment invites a National Officer and/or a Guest Speaker to attend the Convention. Protocol for inviting a National Officer is covered under a separate protocol document and should be coordinated with the Department Staff. The National Officer can be the guest speaker, but solely at the discretion of the hosting Detachment. (See protocol guidelines for National Officers and Department Commandant)

If the Guest Speaker is a separate individual, then the proper protocol depending on the Military or Civilian ranking of the individual shall be adhered to with the accommodations, banquet and travel shall be covered by the host Detachment as agreed to by the two parties.

Accommodation for hotel and banquet should be arranged and paid for out of convention proceeds for the National Officer or Guest Speaker. This person should be contacted at least 6 months in advance with written invitation and later written confirmation.

The Convention hosts should pay for the Department Commandant's and Auxiliary President's hotel rooms as well.

### **Section III: Notification of Department Members**

A preliminary informal notification letter should be made available to all Department Staff members and Detachment Commandants at least six months prior to Convention. This should include location, dates, all rates and charges and any other important information.

A complete information and registration packet should be prepared and made available to the Department membership a minimum of three months prior to the convention. This should include a registration form, with return address, that has all charges for attending the convention. Included in the charges will be a delegate fee that is set by the Department Staff and accepted by the previous convention body. The delegate fees collected shall be turned over to the Department Paymaster immediately following the closing of the convention. The packet will also include hotel information with room rates, contact phone numbers and cut-off dates for convention registrants.

The Department Staff will approve the schedule of events that will be attached, along with any other added social events planned by the hosting Detachment. (Be prepared, Department of MO Marines are notoriously late with registrations)

### **Section IV: Attendance streamers/ Detachment Colors**

An attendance streamer should be made available and presented to each Detachment with a member attending the convention. It has historically been awarded to only those Detachments that display their Colors at the convention, but this requirement has been waived. The streamer can be any color but must be printed with the following: MCL League emblem and "Dept. of MO (year) Convention". This streamer should be suitable for attachment to a flagpole. The streamers will be purchased by the hosting Detachment.

### **Section V: Tried and proven convention schedule recommendations.**

A Marine Corps League Flag should be displayed at the hotel entrance (if possible) along with a "Welcome Marines" display on the hotel marquee. A welcoming committee should be stationed near the front entrance to direct all Marines to the convention registration area and to assist with any needs or problems. A convenient registration area should be set up close to the hotel lobby.

### **Schedule of Events**

#### **Friday's Events**

Registration opens - 1200 – 1830 hrs.

Alphabetical Lists of registrants

Preprinted nametags

Hospitality bags and local attraction brochures

Convention schedule and event room directions

Special raffles and event registration

### Committee Meetings

Time and Place Committee -1500 to 1530

Bylaws Committee – 1530 to 1630

Resolutions Committee – 1630 to 1715

Credentials Committee – 1630 to 1700

(The above sessions need to have 1 special room set aside to meet in)

Commandant's Council - 1530 to 1630

Department Commandant's session 1640 to 1700

Nominating Committee – 1710 to finish

(The above sessions need to have 1 special room set aside to meet in)

All other committees will meet as determined by individual chairs

Hospitality Room - 1400 hrs. to 1800 hrs. and following auction until?

Staff and maintain as needed. (Friday afternoon is the busy time) Should have food and drinks available

Auction - 1900 hrs (This is a good time for the Hotel to have a cash bar) Donated items can be sold to help defray convention cost

(Use a professional auctioneer, if possible, with a clerk and cashier) Sign in bidders with register numbers

Marine Corps related items sell best

Have plenty of help arranged to show and deliver items

Auxiliary can raise money through grab bag sale, etc. Raffle tickets sold

Announcements for Sat. can be made

### **Saturday's Events**

Registration desk opens - 0730 to 0830

Joint Session (meeting) Opens – 0900

Meeting opened by Hosting Commandant (See ritual book) Welcome and introduce all dignitaries and past Dept. Commandants

MCL and Auxiliary Members welcomed

Welcome to City by local Mayor, etc. (5minutes)

Introduce Department Commandant and Auxiliary President

Turn meeting over to Dept. Commandant

Recess for Memorial Service (See section on Memorial Service) Back to Meeting for time and place of next convention vote

Recess for the purpose of The League and Auxiliary going to their individual meeting rooms

the time set for The Election of Officers during the Business Meeting should be stated in

Announcement Brochure sent to the Members prior to The Convention

The League and Auxiliary Meetings in session to the finish of business

Devil Dog and Flea Meetings following League Session

(Normally held in same room as League meetings)

Hospitality Room Opens following League Meeting until 1730 hrs.

Banquet cash bar and social hour 1800 to 1900 hrs.

Held in banquet room  
Banquet 1900 hrs to close  
Dinner and final session with awards and installation of new Officers.  
Hospitality room opens following Banquet.

### **Sunday Morning**

Staff meeting –0900 to conclusion  
(At the direction of the Department Commandant - Room should be made available)

### **Memorial Service**

This service can be as elaborate or as simple as the hosting Detachment wishes. The ceremony should last no more than 30 minutes. Assistance is available. The service should be held outside, weather permitting.

The following must be observed:

The hosting Commandant opens the service. (See the Ritual Book)

A color guard can be used. Colors must be present.

The Detachment or Department Chaplain will read the names of Dept. Members who have been deceased in the past year. An auxiliary member will place a Rose on the cross as each name is read.

Upon the completion of the reading of the names, the presiding officer should call for a final salute with a rifle squad (if available) and Taps (mandatory).

An adequate sound system should be used.

All will be dismissed to return to the joint session.

### **Suggestions**

A program booklet can be put together with ads sold to local businesses and such. This will add revenue to help pay for the Convention costs.

Try to arrange for complimentary breakfasts for guests at the hotel on Sat. morning.

Keep in mind wheelchair accessibility for the entire convention area and rooms. Have a large hospitality area available with a smoking section, if possible.

The meeting rooms should have water and coffee available during sessions.

This document will be maintained and updated as required by the Senior Vice Commandant as part of his/her duties. The Department Staff shall review and concur before being signed by the Commandant.

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **Enclosure B.**

### **Rules of Order for Department of Missouri Convention**

1. Business sessions shall begin and end PROMPTLY, as indicated on the schedule of the Department Convention, unless deemed otherwise by the Department Commandant. They will be conducted in strict adherence to the prescribed ritual of the Marine Corps League. Delegates are expected to be in attendance well in advance of the beginning of each session, to prevent any delay or interruption of the session.
2. Department of Missouri Bylaws and Administrative Procedures, and Robert's Newly Revised Rules of Order shall always prevail.
3. Delegates, alternates and members desiring to attend business sessions of the Department Convention must possess a paid membership card for the year and shall be registered with and approved by the Convention Credentials Committee. Certification by the Department Paymaster that a delegate, alternate or member is currently paid will be adequate to establish valid membership.
4. All registered and approved delegates, alternates and members shall have the right to speak on the Department Convention floor on any matter or question before the body.
5. Should the Department Commandant desire to admit a visitor, he shall first declare the meeting to be under the "Good of the Order". After the visitor has been excused, the Commandant shall declare the meeting "Open for official business".
6. In the interest of expediting business before the Convention, the Department Commandant may:
  - a. Limit debate or announcements to three minutes per delegate.
  - b. Deny the floor to any delegate who has spoken twice on a question unless they are the maker of the motion.
7. Delegates desiring to leave the hall will salute the chair. When the salute is acknowledged, they shall leave by the nearest exit. The re-entering, the same procedure on saluting applies.
8. To expedite convention activities, the Department Commandant shall appoint any member in good standing to occupy a place on the rostrum with specific instructions to recognize and return the courtesy salute of all members leaving or entering the hall.
9. The chair, no matter how occupied, shall be addressed as "Sir Commandant".
10. The Department Commandant may ask the Department Judge Advocate to give opinions on any point of order.
11. At the time of nomination of officers, nominators shall be allowed not more than two minutes. Seconds shall be allotted not more than one minute.

12. The Chairman of the Credentials Committee shall announce the attending Detachments and their strengths prior to any roll call vote.
13. Any roll call vote may be required and recorded upon the request of any five (5) registered and approved delegates.
14. The Department Commandant shall call a five-minute recess prior to any roll call vote to allow the Detachments to caucus the question.
15. The Chairman of the Credentials Committee on any roll call vote shall "Call the Roll of the Detachments" alphabetically. Should a Detachment pass, it will again be polled after all the other Detachments have been called.
16. In the event of a challenge of the stated vote of any Detachment by a registered and approved delegate from the Detachment, the roll of delegates of that Detachment shall be called and each delegate of that Detachment will rise and be identified as an approved delegate before casting their block of votes.
17. A majority of the votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed five minutes) is called. Should a majority fail to materialize on the second or successive ballots, the candidate with the fewest votes shall be dropped as contender (after each ballot) until a simple majority is achieved.
18. When a delegate, alternate or member desires the floor, the member shall rise, **AND WHEN RECOGNIZED, STATE THEIR NAME AND DETACHMENT NAME.**  
*This procedure shall be followed each and every time.*
19. These rules may be changed or amended by a majority vote of the Convention assembled.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **Enclosure C.**

#### **Department of Missouri Marine of the Year Nomination Instructions**

This award shall be presented to a REGULAR MEMBER of the Department of Missouri, Marine Corps League who has rendered service(s) and/or performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League, or a meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the member's Detachment; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or a deed(s) of courage or valor without regard for his/her own safety.

Letters of nomination must originate only at the **DETACHMENT LEVEL**. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Missouri Marine of the Year was approved at a regular meeting of the Detachment by a majority vote. (In the event a nominee is the Commandant, the letter of nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event a nominee is the Detachment Adjutant, the letter of nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.)

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Marine of the Year Committee". THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE and mailed or delivered in person to the Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next State Convention. Nomination documents may also be emailed to the Chairperson of the MOY committee or Department Sr. Vice Commandant. (NOTE: email is the preferred method for submission)

It shall be the duty of the Sr. Vice Commandant to ensure that the nominations submitted by the above deadline are in turn delivered to the previous year's Marine of the Year recipient.

The previous year's MOY recipient shall serve as Chairperson of the MOY committee, which is comprised of all past recipients of the MOY award. This committee shall select the next MOY for the period from June to June. The name of the person selected should be forwarded to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.

Note: MOY Chairperson shall use balloting procedures in Enclosure H of this document.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **Enclosure D.**

#### **Department of Missouri Americanism Award Nomination Instructions**

This award shall be presented to a **MEMBER** of the Department of Missouri, Marine Corps League, who best exemplifies their dedication to the Marine Corps League and demonstrates Espirit de Corps in promoting Americanism. The Americanism function is defined as an outreach to the community to promote patriotism and responsible citizenship.

Letters of nomination must originate only at the **DETACHMENT LEVEL**. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Missouri Americanism Award was approved at a regular meeting of the detachment by a majority vote. (In the event a nominee is the Commandant, the letter of nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event a nominee is the Detachment Adjutant, the letter of nomination shall be signed by the Detachment Commandant and Senior Vice Commandant.)

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Americanism Award Committee". THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE and mailed or delivered in person to the Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next State Convention.

It shall be the duty of the Sr. Vice Commandant to ensure that the nominations submitted by the above deadline are in turn delivered to the previous year's Americanism Award recipient.

The previous year's AA recipient shall serve as chairperson of the AA committee, which is comprised of all past recipients of the Americanism Award. This committee shall select the next AA for the period from June to June. The name of the person selected should be forwarded to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **Enclosure E.**

### **Department of Missouri Associate of the Year Award Nomination Instructions**

This award shall be presented to an **ASSOCIATE MEMBER** of the Department of Missouri, Marine Corps League, who best exemplifies the following criteria. This member has demonstrated devotion to the principles and purposes of the U.S. Marine Corps and the Marine Corps League by activities and achievements within the Marine Corps League.

This associate demonstrates strong support for Detachment activities, fundraisers, and attends Detachment meetings as often as possible. By action and deed, is indistinguishable from a regular League member. The nominee for Associate Member of the Year should be involved at all levels. Overall service should show that the nominee has gone "above and beyond" what is expected of an average "good" member.

Letters of nomination must originate only at the **DETACHMENT LEVEL**. No individual nor any subsidiary unit of the Marine Corps League shall submit a letter of nomination.

All letters of nomination shall include a letter signed by the Detachment Commandant and Adjutant, stating that the nominee for the Department of Missouri Associate of the Award was approved at a regular meeting of the detachment by a majority vote.

Each nomination submitted shall be placed in a sealed envelope and addressed to "Chairperson, Department of Missouri - Associate Member of the Year Award Committee". **THIS ENVELOPE SHALL THEN BE PLACED IN ANOTHER ENVELOPE** and mailed or delivered in person to the Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next State Convention.

It shall be the duty of the Sr. Vice Commandant to ensure that the nominations submitted by the above deadline are in turn delivered to the previous year's Associate Member of the Year Award recipient.

The previous year's Associate Award recipient shall serve as chairperson of the Associate Award committee, which is comprised of all past recipients of the Associate of the Year Award. This committee shall select the next Associate of the Year for the period from June to June. The name of the person selected should be forwarded to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.

## **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

### **Enclosure F.**

#### **Department of Missouri Newsletter Competition Award Submission Instructions**

This award shall be presented to the Detachment of the Department of Missouri, Marine Corps League, that best meets the Newsletter Criteria on the attached sheet.

Each participating Detachment shall select three (3) of their newsletters published between 1 March and 1 March of the year preceding the Department Convention and submit them for judging.

Copies of your newsletters shall be placed in a sealed envelope and addressed to "Chairman, Department of Missouri - Newsletter Committee". Enclosed the Newsletter Information Sheet in the same envelope. This envelope should then be mailed or delivered in person to the Newsletter Committee Chairperson or Department Sr. Vice Commandant no later than the date of the March Department Staff meeting prior to the next Department Convention.

It shall be the duty of the Department Sr. Vice Commandant to ensure that the newsletters submitted by the above deadline are in turn delivered to the Newsletter Committee Chairperson, if not present at the staff meeting.

The Newsletter Committee Chairperson shall forward the name of the winning Detachment to the Department Sr. Vice Commandant in a timely manner so that the appropriate plaque can be prepared and presented at the June Department Convention.

Attachments: (1) *Newsletter Competition Information Sheet*  
(2) *Newsletter Judging Criteria*

Attachment (1)

### **Newsletter Competition Information Sheet**

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

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

Detachment Number: \_\_\_\_\_

Detachment Commandant Name: \_\_\_\_\_

***No other cover letter is required.***

***Send only three (3) newsletters.***

# Newsletter Judging Criteria

| Criteria                                                                                                                                   | Points |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------|
| <b>Commandant's Name - Prominently displayed? (4Max)</b>                                                                                   |        |
| On front, large print in a listing of officers or by itself                                                                                | 4      |
| On front, smaller print in a listing of officers or by itself.                                                                             | 3      |
| Inside (page 2) Large print, near top, in a listing of officer, or by itself.                                                              | 2      |
| Inside (page 2) small print • hard to read.                                                                                                | 1      |
| <b>Editor's Name - Is the editor's name displayed? (4 max)</b>                                                                             |        |
| On front, listed as Editor, near top, address and phone number listed.                                                                     | 4      |
| On front listed as Editor near top, phone number listed.                                                                                   | 3      |
| On front listed as Editor name only.                                                                                                       | 2      |
| Inside (page 2) small print - hard to read.                                                                                                | 1      |
| <b>Detachment or Department Name - Is the Detachment or Department's name prominently displayed? (4 max)</b>                               |        |
| On front at very top, large print and in a pleasing style.                                                                                 | 4      |
| On front at very top, large print no style.                                                                                                | 3      |
| On front very top, small print with a pleasing style.                                                                                      | 2      |
| On front at very top, small print - no style.                                                                                              | 1      |
| <b>Newsletter Name - Is the newsletter's name prominently displayed? (4 max)</b>                                                           |        |
| On front at very top, large print and in a pleasing style.                                                                                 | 4      |
| On front at very top, large print no style.                                                                                                | 3      |
| On front very top, small print with a pleasing style.                                                                                      | 2      |
| On front at very top, small print - no style.                                                                                              | 1      |
| <b>Date of Newsletter - Is the newsletter's publication date displayed? (4 max)</b>                                                        |        |
| On front, near top, large print and easy to read.                                                                                          | 4      |
| On front, near top, small print and easy to read.                                                                                          | 3      |
| On front, in middle or near bottom, large print and easy to read.                                                                          | 2      |
| On front, in middle or near bottom, small print and easy to read.                                                                          | 1      |
| <b>History &amp; General Information Articles - Does the newsletter contain historical or general information? (Smax)</b>                  |        |
| Each article one point                                                                                                                     |        |
| <b>Community, Detachment &amp; Department Activities - Are individual events and activities (complete or planned) publicized? (10 max)</b> |        |
| For each unit/min. event.                                                                                                                  | 1      |
| For reporting the outcome of that event after the date of that event.                                                                      |        |
| <b>National and/or Division Information - Does the newsletter relay National and Division information? (S max)</b>                         |        |
| For each article up to five points. No points for repeat items                                                                             | 1      |
| For reporting the outcome of that event after the date of that event                                                                       | 1      |
| <b>Detachment Membership/Renewals - Does the newsletter promote membership and renewal efforts? (S max)</b>                                |        |
| Listing members due for the month                                                                                                          | 1      |
| Listing members past due.                                                                                                                  | 1      |
| Listing new members or article for welcoming them into                                                                                     | 1      |
| Some type of incentive for recruiting new members.                                                                                         | 2      |

|                                                                                                                                                                      |   |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Department Membership/Renewals - Does the newsletter promote membership and renewal efforts? (S max)</b>                                                          |   |
| Listing Detachment's annual renewal goal and % achieved                                                                                                              | 1 |
| Listing of new members trained by Detachment                                                                                                                         | 1 |
| Listing new members or article for welcoming them into                                                                                                               | 1 |
| Some type of incentive for recruiting new members.                                                                                                                   | 2 |
| <b>VAVS Information - Does the newsletter publicize VAVS programs or activities and Involvement? (Smax)</b>                                                          |   |
| Each article up to five points. No points for repeat items.                                                                                                          | 1 |
| <b>Awards - Does the newsletter publicize member's awards or achievement or the Detachment/ Department's awards or achievements that have been received? (S max)</b> |   |
| Each item. (Presentation of any awards that are given to non-members or business are COMMUNITY ACTIVITIES.)                                                          | 1 |
| <b>Calendar of Events - Are future events and activities publicized? (S max)</b>                                                                                     |   |
| A monthly calendar with events or activities on it.                                                                                                                  | 5 |
| A listing of upcoming events by itself and displayed with large print.                                                                                               | 4 |
| A listing of upcoming events by itself and displayed with smaller print                                                                                              | 3 |
| A listing of upcoming events by itself and displayed with very fine print.                                                                                           | 2 |
| A listing of upcoming events by itself and you have to hunt for it.                                                                                                  | 1 |

|                                                                                                                |   |
|----------------------------------------------------------------------------------------------------------------|---|
| <b>Points of Contact - Are points of contact listed for events and activities? (S max)</b>                     |   |
| A person's name and phone number for that event or activity. For future events or activities. No repeat items. | 1 |
| <b>CIBrity - Are articles accurate, complete, and easily understood? (S max)</b>                               |   |
| Accuracy                                                                                                       | 1 |
| Completeness                                                                                                   | 2 |
| Easily understood                                                                                              | 2 |

|                                                                                                          |            |
|----------------------------------------------------------------------------------------------------------|------------|
| <b>Graphics &amp; Photos - Does the newsletter utilize use of graphics and photos? (S max)</b>           |            |
| For clear and recognizable photos and illustrations                                                      | 5          |
| Uses photos and illustrations but fuzzy or blurry and hard to see                                        | 4          |
| Uses illustrations extensively                                                                           | 3          |
| Uses some graphics                                                                                       | 2          |
| Uses cartoons or the Detachment Letterhead Stationary with                                               | 1          |
| <b>Overall Appearance - Does the newsletter look "professional" Is it appealing to the eye? (2S max)</b> |            |
| Outstanding Style and Appearance                                                                         | 23-25      |
| Excellent Style and Appearance                                                                           | 18-22      |
| Good Style and Appearance                                                                                | 11-17      |
| Two or more moes but doesn't more like a letter                                                          | 5-10       |
| One page letter type format                                                                              | 1-4        |
| <b>Maximum Total Points</b>                                                                              | <b>100</b> |

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **Enclosure G.**

### **Department of Missouri Recruiter of the Year Award Nomination Instructions**

#### Section 1. Requirements.

- a. Marines participating (Participant) in the competition are to be paid up members in good standing in a Detachment of the Department of Missouri.
- b. Recruits must be sworn in new members.
- c. Transfers from Members at Large are eligible recruits.
- d. Transfers from other Detachments, any state, are ineligible.
- e. Former league members that have been dropped from the National roster are eligible recruits. Delinquent members are not eligible recruits for the competition.

#### Section 2. Responsibilities.

- a. All submittals must be on the form adopted by the Department of Missouri.
- b. It is the responsibility of the Marine participant to ensure that their recruits are accounted for correctly.
- c. It is the responsibility of the Detachment Commandant and Adjutant/Paymaster to assure that all submittals are true and correct.
- d. It is the responsibility of the Detachment Commandant to submit/deliver recruitment forms to the Jr. Vice Commandant of the Department of Missouri within the specified time for judging. Any submittal after this cut-off will be disallowed.

#### Section 3. Competition.

- a. Submittals must reach the Jr. Vice Commandant of the Department no later than 1900 in the evening prior to the opening ceremonies of the convention.
- b. The Jr. Vice Commandant shall tabulate the submittals, determine the winner or winners and notify the Commandant of the results.
- c. At the banquet of the Department Convention, during the awards presentations and prior to the Installation of Officers, the Commandant shall present the silver medal to the Recruiter of the Year for the Department of Missouri. The medal is silver with a green, gold, and green ribbon.

Date \_\_\_\_\_

## MEMBERSHIP RECRUITMENT PROGRAM

This is to certify that the following Marine Corps League members have met the Department of Missouri Marine Corps League administrative procedures for recruiting new members between 1 June \_\_\_\_\_ and 31 May \_\_\_\_\_

Detachment \_\_\_\_\_  
Number \_\_\_\_\_

Recruited by \_\_\_\_\_ Membership Card # \_\_\_\_\_

### Names of New Members

- |           |           |
|-----------|-----------|
| 7. _____  | 11. _____ |
| 2. _____  | 12. _____ |
| 3. _____  | 13. _____ |
| 4. _____  | 14. _____ |
| 5. _____  | 15. _____ |
| 6. _____  | 16. _____ |
| 7. _____  | 17. _____ |
| 8. _____  | 18. _____ |
| 9. _____  | 19. _____ |
| 10. _____ | 20. _____ |

Certified as true and correct

\_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant/Paymaster

All forms must be in by \_\_\_\_\_

Mail to/Deliver to

Jr. Vice Commandant  
Department of Missouri  
Marine Corps League

# **DEPARTMENT OF MISSOURI ADMINISTRATIVE PROCEDURES**

## **Enclosure H.**

### **Instructions for the Chairperson of MOY Committee:**

1. Collect all MOY nomination letters submitted by the date of the March Department Quarterly Staff meeting.
2. Email or mail copies of each nomination letter to the Past Department MOYs and to Detachment Commandants of those Detachments without a Department MOY. Include balloting instructions. Set deadline for submission of ballots. (Only 1 vote per Detachment)
3. Once ballots are submitted, use the ballot tabulating spreadsheet to determine the MOY.
4. Send name of MOY to the Department Sr. Vice Commandant promptly so that the plaque can be ordered.
5. If you have questions about the process, contact the previous year's Department MOY.

The following pages contain some sample documents. Others will need to be passed on from previous year MOY:

- Sample Nomination Cover Letter
- Sample MOY Nomination Letter
- Sample Ballot
- Sample Ballot Score Sheet for tabulation
- List of Past Department Marines of the Year

## **SAMPLE MOY NOMINATION COVER LETTER**

John Doe, Commandant  
Jarhead Detachment 9000  
1 Semper Fi Avenue M,  
Anywhere, MO 99999

TO: Chairperson, Department of Missouri – Marine of the Year Committee

The Marines of the Jarhead Detachment 9000 at a regular meeting of the Detachment on February 4, 20XX approved the nomination of Chesty Puller for the nomination of Department Marine of the Year, 20XX.

Attached you find the Nomination Letter for Marine Chesty Puller.

Respectfully Submitted,

---

John Doe  
Detachment 9000 Commandant

---

John Buck  
Detachment 9000 Adjutant

## **SAMPLE MOY NOMINATION LETTER**

### Department of Missouri 20XX-20XX Marine of the Year

Marine Chesty Puller has been a major source of inspiration for the entire Detachment. Marine Pull has served as the Detachment Chaplain for the past four years. During this time Marine Puller has done as outstanding job in contacting ill and injured Marines and their families to give comfort. Marine Puller has reported on the condition of these Marines and their families and ask for others to contact the ill to provide additional comforts. Marine Puller has led most funeral-home memorial services, has interfaced with the families for aid and comfort. Numerous members of the Detachment have commented on how professional Marine Puller has carried out the duties of Chaplain. Marine Puller is on the current Detachment 725 ballot to serve as Junior Vice Commandant. Marine Puller is currently the assistant Training Officer for the Midwest Division.

Marine Puller has also served as Co-Chair for the Toys-for-Tots in 20xx and 20xx and has Chaired the Detachment's Toy-for-Tots Campaign in 20xx. Marine Puller has also participated in the Detachment fundraiser Bar-B-Q for several years.

Marine Puller has received the following Marine Corps League award:

Certificate of Appreciation in 20xx.

Distinguished Service Award in 201xx.

Detachment MOY in 20xx.

Marine Puller is also a member of the Military Order of the Devil Dogs.

Marine Puller faithfully flies the American Flag and the Marine Corps Flag at his residence.

---

John Doe  
Detachment Commandant

---

John Buck  
Detachment Adjutant

## **SAMPLE MOY BALLOT**

Please read each of the Nominee Letters submitted and complete your ranking. Then mark your top three with a 1, 2, or 3 (where 1 is highest, 2 is second, and 3 is third) on the ballot below. Place your mark in the rank column next to the appropriate name.

| <u><b>NOMINEE</b></u> | <u><b>RANK</b></u> |
|-----------------------|--------------------|
| Chesty Puller         |                    |
| Ira Hayes             |                    |
| John Basilone         |                    |
| John LeJeune          |                    |

Your Name, Detachment and contact information in the space below.

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

Detachment #: \_\_\_\_\_

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

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

When you are finished return this page to me so that it arrives prior to:  
**April 30th of this year.**

You can send it by mail or scan it and send via email (email preferred).  
You do not need to return any of the other materials. I only need this ballot sheet.

Chairman: (Current Year MOY inserted here)  
Address: Street address City, MO, zip code  
Phone:  
Email:



### **Scoring and Conversion Instructions:**

1. Transfer scores from ballots received. Looking at the sample above, Steve Brown's ballot had Williams as 1st choice, Doe as 2nd choice and Johnson as 3rd choice, resulting in the converted scores shown in Red, where a 1=3, 2=2, and 3=1 . Do this with each ballot received.
2. After all ballots are received (or deadline has been reached), tally the converted (Red) scores. Nominee with highest converted total is the Department Marine of the Year. In the example above, J. Doe has the highest score of 13 and would be the MOY.
3. Provide this name to the Department Sr. Vice Commandant so the plaque can be ordered and engraved. Also provide the Sr. Vice with a copy of the MOY's nomination letter to be read during the award presentation.

## **PAST DEPARTMENT OF MISSOURI - MARINES OF THE YEAR**

|      |                  |      |                     |                                                                                                           |              |
|------|------------------|------|---------------------|-----------------------------------------------------------------------------------------------------------|--------------|
| 2000 | Steve Brown      | 656  | 11237 CR 385        | Holts Summit MO 65403<br>sgtn1969@yahoo.com                                                               | 573-896-5755 |
| 2001 | John Iman        | 725  | 2780 Samuel St      | O'Fallon MO 63366<br><a href="mailto:ji60mm@cenurytel.net">ji60mm@cenurytel.net</a>                       | 636-240-6015 |
| 2002 |                  |      |                     |                                                                                                           |              |
| 2003 |                  |      |                     |                                                                                                           |              |
| 2004 | David Schulte    |      |                     |                                                                                                           |              |
| 2005 |                  |      |                     |                                                                                                           |              |
| 2006 | Adam Ziegelbein  | 656  | 520 Dix Rd Ste D    | Jefferson City MO 65109<br><a href="mailto:adam.ziegelbein@thrivent.com">adam.ziegelbein@thrivent.com</a> | 573-418-6938 |
| 2007 | Lee Hollrah      | 725  | Deceased            |                                                                                                           |              |
| 2008 | Steve Michalski  | 183  | 3670A Wyoming       | St. Louis MO 63116<br>stb088@sbcglobal.net                                                                | 314-707-1903 |
| 2009 | Jerry Bradley    | 725  | 143 Lake Ridge Dr   | St. Peters MO 63376<br><a href="mailto:jbusmc1962@gmail.com">jbusmc1962@gmail.com</a>                     | 636-978-1376 |
| 2010 | Dan Ferrell      | 1137 | 162 Imperial Ct     | Four Seasons MO 65049<br><a href="mailto:bigdanatthelake@hotmail.com">bigdanatthelake@hotmail.com</a>     | 573-964-6949 |
| 2011 | Jim Brooks       | 1214 | Deceased            |                                                                                                           |              |
| 2011 | Brenda Fletchall |      | Inactive member     |                                                                                                           |              |
| 2012 | William Marshall |      | 6786 Christopher Dr | St. Louis MO 63129<br><a href="mailto:wmarshall01@sbcglobal.net">wmarshall01@sbcglobal.net</a>            | 314-324-9548 |
| 2013 | Mike Gollon      | 1214 | 5132 N Placita      | Tucson AZ 96091<br><a href="mailto:mwgollon@gmail.com">mwgollon@gmail.com</a>                             | 314-5838638  |
| 2014 | Richard Bollwerk | 1081 | 1537 Parksite Dr    | Cape Girardeau MO 63701<br><a href="mailto:rbollwerk@icloud.com">rbollwerk@icloud.com</a>                 | 573-979-5450 |
| 2015 | Eddie Flores     | 993  | 2256 S Dollison     | Springfield MO 68507<br><a href="mailto:ekflores@sbcglobal.net">ekflores@sbcglobal.net</a>                | 417-883-1895 |
| 2016 | Srephen Diemler  | 656  |                     | <a href="mailto:scdiemler@hotmail.com">scdiemler@hotmail.com</a>                                          |              |
| 2017 | Amile Holmes     |      |                     | <a href="mailto:amileholmes1013@gmail.com">amileholmes1013@gmail.com</a>                                  |              |
| 2018 | Hugh Nisbet      | 1405 | 20390 Hwy D         | Eolia MO 63344<br><a href="mailto:hnisbet@windstream.net">hnisbet@windstream.net</a>                      | 573-485-6998 |
| 2019 | Jason Reimann    | 707  | 2048 Elephant Walk  | Imperial MO 63052<br><a href="mailto:jreimann707@gmail.com">jreimann707@gmail.com</a>                     | 314-402-0723 |
| 2020 | Ryan Petras      | 1393 | 677 Westwoods Rd    | Wright City MO 63390<br><a href="mailto:ryanpetras1979@gmail.com">ryanpetras1979@gmail.com</a>            | 314-761-5868 |

I certify that the attached Bylaws and Administrative Procedures were voted on and approved at the Department of Missouri Convention held on 14 June 2025, in Cape Girardeau, Missouri.



Jason Reimann  
Commandant  
Department of Missouri

These Bylaws and Administrative Procedures are approved as to form and content.



Ed Witthar  
Department Judge Advocate  
Department of Missouri



Bruce Rakfeldt  
National Judge Advocate