



# Administrative Procedures

1 November 2024

Amended 8/17/2026

# CENTRAL DIVISION

## ADMINISTRATIVE PROCEDURES

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### FOREWORD

I. This manual was created to form guidelines and references for the conduct of business by the Staff of the Central Division and to provide a framework for common procedures.

### II. ELECTED OFFICERS

- a. The elected Officers of the Division consist of the National Vice Commandant (NVC) and the Assistant National Vice Commandant (ANVC)
- b. Elections
  - i. Per Section 415c of the National Bylaws - The Division's National Vice Commandants and Assistant Division Vice Commandants will be elected by "caucus" prior to the "vote by acclamation" on the National Convention floor. This "caucus" may be completed at the Division Conference or at the National Convention prior to the official election at the Convention by using the process used by the National Credentials Committee. Caucus is defined as "each department has their voting strength from those detachments present at the Division Conference or the National Convention." The division itself can determine when the election is held, as long as it is conducted with a "caucus." During the caucus, a department may split their voting strength as determined by that department.
  - ii. Per vote at the 2024 Central Division Conference, the division will caucus during the Division Conference prior in the year of the expiration of the elected officers' term of office.
- c. Term of Office
  - i. The elected officers of the division shall serve for a period of 2 years and shall be eligible to hold office for 2 concurrent terms.
  - ii. The term of office shall begin at the installation of the newly elected officers.
  - iii. Vacancies will be filled by the National Commandant until an election can be held per section 415c of the National Bylaws
- d. Duties
  - i. The NVC shall perform duties as a member of the National Board of Trustees as defined in Section 625 of the National Bylaws and Administrative Procedures.
  - ii. The ANVC shall perform duties as a member of the National Board of Trustees as defined in the National Bylaws and Administrative Procedures in the absence of the NVC.
  - iii. The NVC shall perform duties as defined in Section 625E of the National Bylaws.
  - iv. The ANVC shall perform duties as defined in Section 625F of the National Bylaws.

### III. APPOINTED OFFICERS

- a. Per section 625E of the National Bylaws, the NVC must appoint a Division Adjutant/Paymaster, a Division Chaplain, and a Division Sgt at Arms
- b. The NVC may make other appointments as necessary to fulfill requirements.
- c. Term of Office – All appointments are for the term of the NVC unless otherwise relieved.

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### d. Duties

#### i. Sgt at Arms

1. Maintain the Colors and ceremonial gear of the Division
2. Maintain the Charter of the Division and ensure it is properly displayed as necessary.
3. Transport or ensure transportation of Colors, ceremonial gear, and the Charter of the Division to Division meetings.
4. Ensure the proper room set up for the Conference Business Meeting.
5. Maintain order and compliance with uniform requirements in meetings of the Division
6. Request appointment of assistants as needed to conduct business.

#### ii. Adjutant/Paymaster

##### 1. Adjutant

- a. Record and file Meeting Minutes of the Division Conference.
- b. Record and file Meeting Minutes of any other meeting (Zoom or otherwise) the NVC asks you to.
- c. When recording, get your minutes/notes to the membership within 7 days.

##### 2. Paymaster

- a. Keep the financial monies and records of the Division.
- b. As the "Doing business as" representative of the Division, you must incorporate in your state.
- c. File, and keep a record of, a 990 with the IRS at the end of each fiscal year (and be sure it was accepted).
- d. Be audited at every Division Conference and at the change of position and whenever the NVC asks for one.

#### iii. Chaplain

1. Maintain a record of Notice of Deaths filed by Detachment Chaplains.
2. Prepare and conduct a Memorial Service at the Division Conference.
3. Conduct training of Department Chaplains
4. Provide a report of activities at the Division Conference and upon request of the NVC.

#### iv. Aide de Camp (1 per Department)

1. Ensure proper protocol is observed for visiting National Officers.
2. Provide a schedule of Department events to the NVC and update as needed.
3. Assist visiting Division and National Officers in registration and accommodations at Department events.
4. Provide notice to the NVC of any events within the Department that could result in National attention or may generate a high level general public interest. Examples include dedication of memorials, death of National or General Officers, signing of legislation with significant impact on veterans.

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- v. Youth Programs Chair
  1. Maintain cognizance of Youth Programs in use by the Marine Corps League such as, but not limited to Young Marines of the Marine Corps League, Scouting, and Toys for Tots, ensuring that participating detachments are providing required reports in these respective programs.
  2. Remain vigilant for youth programs and activities that exist outside of the Marine Corps League realm, but may be in keeping with the Marine Corps League's ideals and mission or are already being supported by League members.
  3. Look for and encourage opportunities for cross utilization of youth programs.
  4. Provide a report of activities at the Division Conference and upon request of the NVC.
  5. Advise the NVC on Youth Programs.
- vi. Veterans Service Officer (VSO)
  1. Act of Liaison with the National VSO
  2. Assist in the production and dissemination of training and procedural materials
  3. Assist Departments in the development and maintenance of VSO programs within their respective state.
  4. Conduct Training of Department VSOs.
  5. Provide a report of activities at the Division Conference and upon request of the NVC.
  6. Advise the NVC on VSO affairs.
- vii. Marine 4 Life (M4L)
  1. Act of Liaison with National M4L Committee
  2. Assist in the production and dissemination of training and procedural materials
  3. Assist Departments in the development of M4L programs within their respective state.
  4. Conduct Training of Department MFL representatives
  5. Provide a report of activities at the Division Conference and upon request of the NVC.
  6. Advise the NVC on M4L affairs.
- viii. Historian
  1. Act of Liaison with National Historian
  2. Assist in the production and dissemination of training and procedural materials
  3. Assist Departments in the development of historical programs within their respective state.
  4. Provide a report of activities at the Division Conference and upon request of the NVC.
- ix. Membership
  1. Act of Liaison with National Membership Committee

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2. Coordinate efforts of Department Junior Vice Commandants to achieve membership goals.
  3. Assist in the production and dissemination of training and membership initiatives.
  4. Assist Departments in the development of membership programs within their respective state.
  5. Provide a report of activities at the Division Conference and upon request of the NVC.
  6. Advise the NVC on membership initiatives, unmet requirements, and quantifiable metrics.
- x. Compliance
1. Advise the NVC on state-imposed compliance requirements for each department in the division.
  2. Interact with Department Compliance officers, providing training and course materials for Marine Corps League imposed compliance requirements.
  3. Provide a report of activities at the Division Conference and upon request of the NVC.
  4. Advise the NVC on compliance status across the Division
- xi. Web Sergeant
1. Ensure continuous registration and payment for the Division Domain name and Webhost.
  2. Maintain website to ensure that information is relevant and timely. Remove information no longer deemed relevant.
  3. Post Division and Department Officer information as provided. Request updates when necessary.
  4. Interact with Department Web Sergeants, providing training as needed.
  5. Review Department websites within the Division for compliance with National Bylaws and Administrative Procedures.
  6. Provide a report of activities at the Division Conference and upon request of the NVC.
- xii. Marine of the Year/Associate Member of the Year (MOY/AOY) Committee Chair
1. The Chair of the MOY/AMOY committee is selected by the members of the MOY/AMOY committee annually. An assistant may also be selected.
  2. The Chair of the MOY/AMOY committee will provide the Division with updated submission procedures and eligibility requirements for the Division MOY/AMOY not later than 1 November annually. These procedures will be incorporated as Enclosure (1) of this document.
  3. The Chair of the MOY/AMOY committee will receive all MOY/AMOY, provide copies to the committee, and oversee the selection process of the Division MOY/AMOY.

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4. The Chair of the MOY/AMOY committee will ensure that appropriate certificates and plaques are provided to the recipients of these awards.
5. The Chair of the MOY/AMOY committee will make presentations of the MOY/AMOY awards during the Division Banquet.
- xiii. Veterans Affairs Volunteer Services (VAVS)
  1. This Chair serves as the Division Representative for VAVS iaw the National VAVS Program Manual (SOP-12).
  2. Division VAVS Representative will ensure cooperation among the volunteers, local VAVS Representatives, Detachments and MCL members.
  3. Division VAVS Representative should work with Department Program Liaisons to urge each Detachment to participate in the VAVS Program and serve as MCL VAVS Representative at their local VA facilities.
  4. Division VAVS Representative shall also work with Departments and Detachments to solicit VAVS Representative nomination and transmit to National Certifying Official for approval.
  5. Provide a report of activities at the Division Conference and upon request of the NVC.

#### IV. Division Conference

##### a. Host Rotation

- i. Each Department shall host the Division Conference on a rotating basis in the following order.
  1. Ohio
  2. Indiana
  3. Michigan
  4. Illinois
  5. Kentucky
  6. Wisconsin

##### b. The host Department, in coordination with the NVC, shall be responsible for:

- i. Selection and Contracting of Conference Hotel.
- ii. Coordinating requirements of MCL, MODD, and MCLA.
- iii. Selection of Guest Speaker for Banquet.
- iv. Registration and collection of fees from participants.
- v. Provision of lodging during Conference for the National Vice Commandant, National Vice President, and National Vice Chief Devil Dog, of the Central Division.
- vi. Provide trainers (internal or external to host department) for classes coordinated with the NVC.
- vii. Observe protocol and etiquette requirements when hosting National Officers and other VIPs.
- viii. Disseminate registration and conference information division wide in a timely manner to ensure full distribution.
- ix. Provide a Master of Ceremonies for all activities outside of the business meeting.

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- x. Host a Division Growl by the Host Department MODD Pack
  - xi. Host an Awards Banquet during the division conference
  - xii. Provide a pass down and lessons learned to successor Department
- V. Central Division Marine of the Year/Associate Member of the Year – Guidelines and Instructions for Submission are provided as Enclosure (1) of this document.

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RECORD OF CHANGES

1 November 2024 – Original Document Published  
17 March 2026 – Amended to include VAVS representative  
21 August 2026 – Removed YPF. Added Youth Programs Chair.