

# 2023 DEPARTMENT OF NEBRASKA BYLAWS





## Department of Nebraska - Marine Corps League

From: Jason House, Department Commandant  
Randy Meyers, Department Judge Advocate

11 June 2023

To: Department Membership  
Subj: Department Bylaws and Administrative Procedures

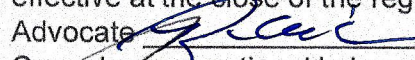
**Purpose.** These bylaws and administrative procedures provide guidance concerning the function and organization of the Department. The primary goal is to ensure that the Department of Nebraska is operated in accordance with the Marine Corps League's structure, and to follow all local, state, and national laws. The 1988 Edition of the Department bylaws are hereby cancelled this date.

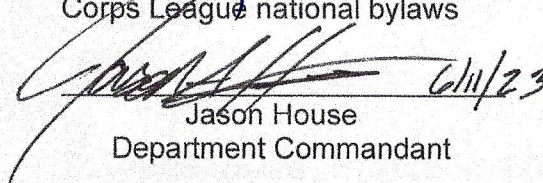
**Background.** At the 2018 National Convention held in Buffalo, NY, the national bylaws were completely rewritten. The national bylaws state the responsibilities incumbent upon all Marine Corps League members and state the requirements that will ultimately facilitate the mission of the Marine Corps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

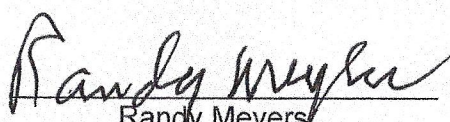
**Goal.** The goal of the Department of Nebraska bylaws and administrative procedures is to provide the Department leadership effective resources and guidance to ensure that the Department is successful and relevant to its membership. This document sets the specific guidelines and requirements for all Department members to follow.

**Ratification.** These Department bylaws and administrative procedures were presented to all members at the Department Convention on 11 June, 2023. 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 Sunday, 11 June, 2023.

**Effective Date.** These Department bylaws and administrative procedures were effective at the close of the regular meeting, and approved by the national Judge Advocate  as required in Article VIII, Section 810 of the Marine Corps League national bylaws

 6/11/23  
Jason House  
Department Commandant

  
Randy Meyers  
Department Judge Advocate



# MARINE CORPS LEAGUE

## Office of the National Judge Advocate

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25 June 2023

From: Russ Miller, National Judge Advocate, Marine Corps League, INC.

To: Department of Nebraska, Marine Corps League, INC.

Via: Randy Meyers, Judge Advocate, Dept. of Nebraska, MCL, INC.

Subj: 2023 Department of Nebraska (DoNE) Bylaws & Admin Procedures

Ref.: a) 2022 MCL National Bylaws (NBL)

b) 2022 MCL National Administrative Procedures (NAP)

I congratulate the Department of Nebraska for constructing such an outstanding register of your governing bylaws. Of the 13 Department bylaws reviewed this past year, only three made it through without necessary substantive corrections.

I did note one typographical item in Chapter Four, Section 4065, § b.; "..... The report of Installation (ROI) to the of the Marine Corps League national .....". This clerical change, however, is not of such a nature as to require a vote by the body or correction prior to NJA approval.

Respectfully Submitted,

**Russ Miller,**  
*National Judge Advocate*  
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## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE I NAME**

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

**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 personnel who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

## **DEPARTMENT OF NEBRASKA 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 the men and women 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 Marine Corps League, the United States Marine Corps, 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.

## **DEPARTMENT OF NEBRASKA BYLAWS**

**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 inure to the benefit of or be distributed to any director, member, or other private individual. The Department shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in furtherance of the purposes for which the Department is organized.

## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE III Organization of the Department of Nebraska**

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

The Department shall:

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

**Section 305 Term Length.** Each elected officer shall be elected for a term of one (1) year.

**Section 310. Board of Trustees.** The elected officers of the Department and the 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 315. Eligibility.** Elected Officers shall be regular members of the Department. Regular members and associate members may serve in appointed offices.

## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE IV Department Convention**

**Section 400. Governance.** The Department shall be governed by an annual Convention which shall have all legislative and policy making powers, subordinate only to these bylaws.

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

**Section 410. Nominations.** Nominations of candidates for Department elective offices shall 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 415. Elections.** All elected officers shall be elected and installed prior to the close of the Convention, using the election and installations procedures in Chapter Four, Section 4060 and 4065 of the Department administrative procedures.

**Section 420. 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 Marine Corps League national bylaws and administrative procedures manual, at that time.

## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE V Department Membership**

**Section 500. Membership.** Any member in good standing in any Detachment of the Department of Nebraska shall be a member of the Department. The Detachment will be the sole judge of membership, providing they meet the requirements of the national bylaws.

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

**Section 510. New Detachments.** Any person(s) eligible for membership in the Marine Corps League, intending to organize a Detachment in the Department of Nebraska, shall make application in writing to the Department Judge Advocate. The Department Board Of Trustees will procure the necessary forms and will give such aid and assistance as necessary to support the organization of the said Detachment. All actions in forming a new Detachment shall be in accordance with the national Marine Corps League administrative procedures.

## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE VI 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 Nebraska; 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 membership recruiting.

**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 bylaws. The Department Judge Advocate may not hold the office of Judge Advocate at the Detachment level. If this be the case, then the resignation from the lower office shall be required upon being sworn into the Department Office. The Department Judge Advocate shall insure 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.

## **DEPARTMENT OF NEBRASKA BYLAWS**

**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.

## **DEPARTMENT OF NEBRASKA BYLAWS**

### **ARTICLE VII Finances**

**Section 700. Annual Dues.** The amount of the annual dues shall be determined 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 that amount set by the Department and national, but may be 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 Marine Corps League national bylaws and administrative procedures manual.

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

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

## **DEPARTMENT OF NEBRASKA 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 Marine Corps League national bylaws.

**Section 805. Violations.**

- (a) Any member of the Department of Nebraska who violates the precepts of these bylaws and administrative procedures, or the bylaws and administrative procedures of the Marine Corps League, is subject to the provisions of Chapter Nine, Sections 9040 and 9045 of the Marine Corps League national administrative procedures.
- (b) Any member of the Department of Nebraska 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 Marine Corps League national administrative procedures.

## **DEPARTMENT OF NEBRASKA 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 Judge Advocate no later than 1 April, and by the Judge Advocate 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.

**Section 905. Effective Date.** Each revision, amendment, or repeal of a provision of the Department bylaws and administrative procedures which is approved at a Department Convention and does not provide for an effective date, shall 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 clearly evident 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 correction, 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 the membership by majority vote at a Department Convention. Recommendations for changes to the Department administrative procedures will be covered in that document.

## **DEPARTMENT OF NEBRASKA 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 the Marine Corps League.

# 2023 DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES



## **2023 DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

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**ENCLOSURES:**

- Enclosure A: Rules of Order for Department of Nebraska Convention
- Enclosure B: Department Marine of the Year Nomination Instructions and  
Department Associate of the Year Nomination Instructions
- Enclosure C: Nomination for Department Awards Instructions

# **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

## **CHAPTER ONE** **General**

**Section 1000: Name.** The name of the body corporate shall be the “MARINE CORPS LEAGUE - DEPARTMENT OF NEBRASKA” and is a nonprofit corporation incorporated by the Nebraska Secretary of State on the 21st day of December 1987 for a perpetual time.

**Section 1005: Location.** The meeting place and principal office of the Department of Nebraska, Marine Corps League, shall be located as directed by the Department Commandant with the advice and consent of the Board Of Trustees.

# **DEPARTMENT OF NEBRASKA 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 NEBRASKA 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.

Each elected officer shall be elected for a term of one (1) year.

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

**Section 3010: Board of Trustees.** The elected officers of the Department and the 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.

## **DEPARTMENT OF NEBRASKA 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 National Convention of the Marine Corps League.

**Section 4005: Composition.** The Department Convention shall be composed of members in good standing from Detachments within the Department.

**Section 4010: Time of Convention.** The Department Convention shall be held between 1 May and 30 June of each year. The site of the Department Convention shall be determined by the Commandant.

**Section 4015: Determination of Delegates and Election Voting.** Detachment votes shall come from their elected officers (Commandant, Sr Vice Commandant, Jr Vice Commandant, and Judge Advocate). Only those delegates or alternates who are present may cast election votes at the Department Convention.

**Section 4020: 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 and have a vote on any issue. However, such members that are not a member of the Department of Nebraska shall not have a vote on any issue.

**Section 4025: Quorum.** A quorum for purposes of voting at a regular meeting shall consist of at least two (2) Elected Officers and at least three (3) regular/associate members.

**Section 4030: Majority Vote.** A majority vote on any issue or in any election shall decide the issue or election.

**Section 4035: Right to Speak.** All registered and approved delegates and alternates, Department Officers, Past Department Commandants, and any 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 4040: 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 Marine Corps League, arises.

**Section 4045: Rules of Order for the Convention.** The Rules of Order for the Convention shall be read aloud (if requested from the floor) by the Department Judge Advocate. The rules of Order are listed in Enclosure A.

## **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

**Section 4050: Additional Rules.** The Department Commandant shall prescribe such additional procedures and rules not covered in Section 4045, as are necessary to conduct an orderly meeting.

**Section 4055: Nominations.** Nominations of candidates for Department elective offices shall 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 4060: Elections.** All elective of officers shall be elected and installed prior to the close of the Convention.

**Section 4065: 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 of the Marine Corps League national headquarters no later than 10 days following the election and installation. Any time throughout the year, if there is 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 NEBRASKA 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 3 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 Nebraska shall conduct a fundraising project in any area or portion thereof that may be construed to include part or all of 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.

## **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

### **CHAPTER SIX Department Awards**

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

**Section 6005: Department Associate Member of the Year Award.** This award shall be presented annually by the Commandant and the Department Associate Member of the Year Society during the Department Convention. Nomination procedures are found in Enclosure B.

**Section 6010: Department Awards.**

- a. Department Recruiter of the Year Award
- b. Department Distinguished Citizen Medal-Silver
- c. Distinguished Service Medal
- d. Department Meritorious Unit Commendation
- e. Department Meritorious Commendation Individual

These awards shall be presented annually by the Commandant during the Department Convention. Nomination procedures are found in Enclosure C.

## **CHAPTER SEVEN**

### **Miscellaneous**

#### **Section 7000: Respect.**

The Bible shall be opened, placed on an Altar, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated.

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 Judge Advocate no later than 1 April, and by the Judge Advocate shall be 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, B, and C 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 Judge Advocate thirty (30) days prior to the Department Convention 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 NEBRASKA ADMINISTRATIVE PROCEDURES**

### **Enclosures**

#### **Enclosure A.**

##### **Rules of Order for Department of Nebraska 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, so as to preclude any delay, or interruption of the session.
2. Department of Nebraska bylaws and administrative procedures, and Robert's Rules of Order Newly Revised, shall prevail at all times.
3. Delegates, alternates and members desiring to attend business sessions of the Department Convention must possess a paid membership card for the year. The Department Paymaster shall establish valid membership for voting rights.
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, they 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. The chair, no matter how occupied, shall be addressed as "Commandant".
7. The Department Commandant may ask the Department Judge Advocate to give opinions on any point of order.

## **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

### **Enclosure B.**

#### **Department of Nebraska Marine of the Year and Associate Member of the Year Nomination Instructions**

**(1) Purpose**

This procedure sets procedures for selecting a Department Marine of the Year and Department Associate Member of the Year. The process ensures equal, fair and impartial guidelines for the nominees and selection.

**(2) Scope**

The procedures and criteria contained herein are to be followed in the nomination, selection, and recognition process for the Department Marine of the Year and Department Associate of the Year (MOY and AMOY). It is the intent that these procedures shall be binding on all Department Officers, Detachment Commandants and all Detachment members.

**(3) Composition of the Marine of the Year Society (MOY) and the Associate of the Year Society (AOY)**

**a. Members, Marine Of the Year Society**

(1) Committee Members shall be comprised of previous recipients of the Department Marine of the Year Award.

(2) The committee quorum will be three (3) members including the Chair person.

(3) If there are not at least three (3) recipients participating, the Commandant will appoint additional members to ensure that there are at least three (3) members on the selection committee.

Appointments will be considered in the following order:

- i. Recipient of the National Marine of the Year Award
- ii. Recipient of the Midwest Division Marine of the Year Award
- iii. Past Department of Nebraska Commandants

**b. Members, Associate Of the Year Society**

(1) Remaining Committee Members shall be comprised of previous winners of the Department Associate Member of the Year Award.

(2) The committee quorum will be three (3) members including a Chair person

(3) If there are not at least three (3) past AOY recipients participating, members of the Department MOY society shall fill the remaining seats.

## **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

### **(4) Nominations for Marine of the Year and Associate Member of the Year**

- a. Unlimited number of nominations for Marine of the Year and Associate of the Year may be made each Detachment annually
- b. Nomination must be submitted by the nominee's Detachment Commandant and Adjutant and sent to the Department Marine Of the Year Chairperson electronically by email. The chairperson will be responsible for confirming receipt of each email submission received.
- c. The nomination submission(s) must affirm that the submission was approved by a majority vote of members of the respective Detachment's Marine Associate Member of the Year Committee or by the Detachment.
- d. Emailed nominations must be electronically post-marked no later than 2359 CDT, 31st of December. Nominations failing to meet the time requirement are ineligible and will not be considered.
- e. The MOY nominee must be a regular member in good standing in a Detachment within the Department of Nebraska.
- f. The AOY nominee must be an associate member in good standing in a Detachment within the Department of Nebraska.
- g. If the nominee is the Detachment Commandant, the Nomination will be endorsed by the Detachment Senior Vice Commandant and Adjutant.
- h. If the nominee is the Detachment Senior Vice Commandant, the Nomination will be endorsed by the Detachment Commandant and Adjutant.
- i. If the nominee is the Adjutant, the Nomination will be endorsed by the Detachment Commandant and the Senior Vice Commandant.
- j. The Department Marine Member of the Year shall be awarded only once per recipient.
- k. The Department Associate Member of the Year shall be awarded only once per recipient.

### **(5) Selection Board Actions**

- a. The Chair of the Society shall make an electronic copy of each nomination and email the copies to each member of the Society to examine.

## **DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

- b. The Society shall ensure that all nominations meet the basic criteria of membership in a Detachment, and with same being from the Detachment. "The Society's" will analyze all applications and make a selection. "The Society's" will not be required to make a selection; if the nomination's received do not meet the Marine of Year expectations criteria. It is the sincere intent of "The Society's" to make an annual award every year. Under the circumstance, whereby Detachments neglect to submit nominations or those nominations received fail to be qualified nominations, "The Society's" may forgo that provision in the Nominations and Application paragraphs of this procedure, whereby nominations must originate at Detachment level. "The Society's" may then select a worthy individual who is an active member from within the Department of Nebraska.

### **(6) Recognition**

The Department Commandant and The Society's shall make the presentation of the awards annually at the Department Convention. All Detachment Commandants should ensure that their nominee(s) are present at the Department Convention.

### **(7) Instructions for the Chairperson of MOY and AOY Society:**

- a. Collect all MOY / AOY nomination letters submitted by the date of the 31 December
- b. Email or mail copies of each nomination letter to the Past Department MOYs / AOYs and set deadline for voting submission
- c. When the MOY and/or AOY have been chosen, their respective chair for that society will be responsible for getting a plaque made, and will be reimbursed by the Department
- d. If you have questions about the process, contact a member of the Department MOY Society
- e. The following pages contain some sample documents
  - (1) Sample Nomination Cover Letter
  - (2) Sample MOY Nomination Letter

**DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

**SAMPLE MOY NOMINATION COVER LETTER**

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

TO: Chairperson, Department of Nebraska – 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

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John Buck  
Detachment 9000 Adjutant

**DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

**SAMPLE MOY NOMINATION LETTER**

## Department of Nebraska 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 awards: 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

**DEPARTMENT OF NEBRASKA ADMINISTRATIVE PROCEDURES**

Department Marine Of the Year



Department Associate Member Of the Year



## **Enclosure C.**

### **Department of Nebraska Awards**

#### **1. Department Recruiter of the Year**

##### **a. Requirements.**

- (1) Marines participating (Participant) in the competition are to be paid up members in good standing in a Detachment of the Department of Nebraska.
- (2) New members must be sworn in.
- (3) Transfers from Members at Large are eligible members.
- (4) Transfers from other Detachments, any state, are ineligible.
- (5) Former Marine Corps League members that have been dropped from the national roster are eligible members. Delinquent members are not eligible for the competition.

##### **b. Responsibilities.**

- (1) All submittals must be on the form adopted by the Department of Nebraska or the current national recruitment form
- (2) It is the responsibility of the Marine participant to ensure that their members are accounted for correctly.
- (3) It is the responsibility of the Detachment Commandant and Adjutant/Paymaster to assure that all submittals are true and correct.
- (4) It is the responsibility of the Detachment Commandant to submit/deliver recruitment forms to the Jr. Vice Commandant of the Department of Nebraska within the specified time for judging. Any submittal after this cut off will be disallowed.

##### **c. Competition.**

- (1) Submittals must reach the Jr. Vice Commandant of the Department no later than 2359 on 31<sup>st</sup> of December.
- (2) The Jr. Vice Commandant shall tabulate the submittals, determine the winner or winners, and notify the Department Commandant of the results.

- (3) At 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 Nebraska.



Date \_\_\_\_\_

**NEBRASKA MEMBERSHIP RECRUITMENT PROGRAM**

This is to certify that the following Marine Corps League member has met the criteria by recruiting five (5) or more new members between 1 January and 31 December. Only Regular Members are allowed to count as recruits. Associate, Honorary, reinstated or transferred members are not counted as new recruits.

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

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

1 _____	9 _____
2 _____	10 _____
3 _____	11 _____
4 _____	12 _____
5 _____	13 _____
6 _____	14 _____
7 _____	15 _____
8 _____	16 _____

(List additional Names on another form)

Certified true and correct:

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

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

**All Forms MUST be Received by 31<sup>st</sup> of December each year and emailed to the  
Department Jr Vice Commandant.**

\_\_\_\_\_

## 2. Department Distinguished Citizen Medal-Silver

- a. Period of performance for consideration: 1 January to 31 December
- b. Presented to member(s) that transcend the principles upon which the MCL was founded.
- c. Demonstrated performance of an enhanced level delivering measurable successes within a detachment and / or department.
- d. Examples of service that may qualify:
  - (1) Distinguished actions and / or service to MCL and / or USMC resulting in impacts measurable to greater good for MCL and / or USMC of statewide or region-wide perspective.
  - (2) Actions that demonstrate well-rounded approach and impact incorporating multiple facets to include, but not limited to: recruitment; fundraising; awareness; outreach; and / or, service.
  - (3) Sustained actions and / or impacts of significant nature by any member, accrued through a specified term of service.
- e. Nomination shall be made on the Marine Corps League Award Recommendation Form found in this Enclosure



### 3. Distinguished Service Award

- a. Period of performance for consideration: 1 January to 31 December
- b. Presented to member(s) who demonstrated principles and proficiencies upon which the MCL was founded.
- c. Examples of service that may qualify:
  - (1) Actions that demonstrate distinct level of proficiency and / or success within MCL and / or MCL officer position held (elected or appointed) or committee assignment.
  - (2) Demonstrated a significant impact and / or delivery of service to MCL unit and / or community resulting in measurable outcomes.
  - (3) Sustained actions / impact in consideration of lifetime achievement and service to detachment, department, division and / or national organization.
- d. Nomination may be originated by a detachment commandant or department commandant and has knowledge of the acts / accomplishments.
- e. Nomination shall be made on the Marine Corps League Recommendation Award Form found in this Enclosure



**NATIONAL MARINE CORPS LEAGUE**  
**AWARD RECOMMENDATION FORM**

**National Award Criteria:** When submitting a request for a National award, the request must include all the information regarding what the person has accomplished, while serving in the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.  
Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point times new roman, as a continuation of the award recommendation.  
The request must be accompanied by the required endorsements. Without the proper endorsements, the request will be denied and returned to the submitter.  
*Note: All requests for National Awards must be submitted directly to: Chairman, National Awards Committee at the address listed on the National Roster.*

<b>From: Name and Title, if any</b>	<b>To: National Commandant</b>	<b>Via:</b> (1) Department Commandant (2) National Division Vice Commandant (3) National Awards and Citations Committee
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**A. Awardee Information**

<b>1. Name of Awardee or (Proposed New or Change to existing Award)</b>	<b>2. Detachment Name and Number</b>	<b>3. Dept</b>
<b>4. Awardee is a/an</b> (Please check one) <input type="checkbox"/> Regular Member <input type="checkbox"/> Associate Member <input type="checkbox"/> Other If other, specify _____ (Auxiliary, Young Marine, JROTC, etc.)		<b>5. Membership ID</b>
<b>6. Type of Award</b>		<b>7. Anniversary Ribbon</b> chartered _____ (day) (month) (year)

**8. Justification for Award** (Use a blank sheet to continue.):

**B. Authorization**

<p>(1<sup>st</sup> Endorsement) Recommendation for _____ Recipients Name</p> <p>(Please check one)    <b>Approved</b> <input type="checkbox"/>        <b>Disapproved</b> <input type="checkbox"/></p> <p>_____ Signature: Department Commandant                      Department                      Date</p>	<p>(2<sup>nd</sup> Endorsement) Recommendation for _____ Recipients Name</p> <p>(Please check one)    <b>Approved</b> <input type="checkbox"/>        <b>Disapproved</b> <input type="checkbox"/></p> <p>_____ Signature: National Division Vice Commandant                      Division                      Date</p>
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**C. Committee Use Only**

From: National Awards and Citations Committee

Subject: Award

Recommendation for \_\_\_\_\_ We, the National Awards and Citations Committee hereby:

Recipients Name

Approve ☐    Disapprove ☐    \_\_\_\_ to \_\_\_\_.

Recipients Name

receiving of this award in accordance with

the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).

_____ Chairman	_____ _____ _____	_____ Date
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(If disapproved) recommendation for the recipient to receive \_\_\_\_\_

Change 21Enclosure 4 -21

***Instructions:***

**A.1. Name of Awardee.** If this is a Proposed Change to an existing award or a proposal of a new award, so specify and skip blocks 2-5.

- Identify the name of the existing award or identify the name of proposed award in block 6.
- Skip block 7.

**A.2.** Self-explanatory. If block 4 will be other, provide unit information.

**A.3.** Self-explanatory.

**A.4.** Self-explanatory.

**A.5.** For Identification purposes of Regular and Associate Members only. Failure to provide will not prevent the processing of this award recommendation.

**A.6.** Name of the existing award or if this is a proposed new award, designated name.

**A.7.** If this is an anniversary, skip blocks 1-5. Request must be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme.

- Identify anniversary year in block 6, (eg. 75<sup>th</sup> Anniversary)
- Provide chartered day, month, year in block 7.
- Provide justification in block 8 or attached blank sheet. Identify color scheme of ribbon and design of medal, if any.

Note 2: When Departments celebrate their 50<sup>th</sup> or more Anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Convention to *only those who attended*.

**A.8.** Self-explanatory.

**B.** Endorsements of Department Commandant and National Division Vice Commandants. Request will be denied and sent back to submitter if not provided.

- Detachment Commandant forward to your Department Commandant
- Department Commandant forward to your Division Vice Commandant
- Division Vice Commandant forward to the Chairman, National Awards Committee

**C.** Committee Use Only