



**2025 Edition Marine Corps League  
Sgt M.J. “Marty” Gonzalez  
Detachment Administrative  
Procedures**

## SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485 ADMINISTRATIVE PROCEDURES

From: Marine Corps League, Sgt. M.J. “Marty” Gonzalez Detachment #1485  
To: Distribution List

Subj: SGT. M.J. “MARTY” GONZALEZ DETACHMENT #1485 ADMINISTRATIVE  
PROCEDURES 2025

Ref: (a) 2024 and 2025 Edition Marine Corps League National Bylaws and Administrative  
Procedures

(b) 2024 and 2025 Edition Department of Texas Marine Corps League Bylaws and  
Administrative Procedures


1. **Purpose.** These Administrative Procedures provide guidance concerning the function and organization of Sgt. M.J. “Marty” Gonzalez Detachment #1485 located in Cypress, TX. The primary goal of these Administrative Procedures is to ensure that Sgt. M.J. “Marty” Gonzalez Detachment #1485 is operated in accordance with the Marine Corps League’s structure and that all local, state, and national laws are followed.
2. **Background.** The National Administrative Procedures state the responsibilities incumbent upon all Marine Corps Leagues members and state the requirements that will ultimately facilitate the mission of this Detachment.
3. **Goal.** The goal of the Marine Corps League Detachment Administrative Procedures is to provide the Detachment leadership effective resources and guidance to ensure that this Detachment is successful and relevant to the membership. These Detachment Administrative Procedures and the Marine Corps League’s Administrative Procedures set the specific guidelines and requirements for all Marine Corps League members to follow.
4. **Ratification.** These Detachment Administrative Procedures were presented to all members of Sgt. M.J. “Marty” Gonzalez Detachment #1485 general meeting in April 2025 . There was a motion and a second by qualified members to accept and approve the Detachment Administrative Procedures. The discussion phase was opened, and all questions or changes were made. The Detachment Administrative Procedures were ratified/approved by the majority vote of all members present at the Detachment’s board meeting in April 2025.

At the January 2026 general meeting of Sgt. M.J. “Marty” Gonzalez Detachment 1485, members received updates from the 2025 Edition National Marine Corps League Administrative Procedures. A motion to approve the revised Detachment Administrative Procedures was made and seconded, followed by discussion and responses to questions or suggestions. The majority voted to ratify and adopt the updated Bylaws.

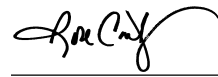
5. **Effective date of Detachment Administrative Procedures.** Sgt. M.J. “Marty” Gonzalez Detachment #1485 Administrative Procedures were effective as of April 2025, with updated Administrative Procedures implemented in January 2026.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**6. Reviewed and Approved.**

  
William Rosicato  
Commandant

  
Mary E Dvorak (Jan 15, 2026 19:28:36 CST)  
Mary E Dvorak Judge Advocate

  
Rose Conkwright  
Department Judge Advocate  
Department of Texas Marine Corps League

DISTRIBUTION: Detachment Administrative Procedures, CHAPTER ELEVEN, Section 11020

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

Table of

<b>CHAPTER ONE – General.....</b>	<b>AP - 1</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 1000 – Authorization .....	AP - 1
Section 1005 – Location.....	AP - 1
Section 1010 – Corporate Seal .....	AP - 2
Section 1015 – Policy.....	AP - 2
 <b>CHAPTER TWO – Meetings.....</b>	 <b>AP - 3</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 2000 – Meetings .....	AP - 3
Section 2005 – Time and Place .....	AP - 3
Section 2010 – Procedures .....	AP - 3
Section 2015 – Rules of Order .....	AP - 3
 <b>CHAPTER THREE – Detachment Members .....</b>	 <b>AP - 4</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 3100 – Standing Committees and Duties.....	AP - 4
a. Marine of the Year Committee .....	AP - 4
b. Associate Member of the Year Committee.....	AP - 4
c. Awards and Citations Committee .....	AP - 5
d. Scholarship Committee.....	AP - 5
e. Legislative Committee .....	AP - 5
f. Additional Committees .....	AP - 5
Section 3105 – Appointed Officers, Chairpersons, and Committee Members Term.....	AP - 5
 <b>CHAPTER FOUR – Detachment Staff.....</b>	 <b>AP - 6</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 4000 – Authority .....	AP - 6
Section 4005 – Dues.....	AP - 6
Section 4010 – Installation of Detachment Officers .....	AP - 6
Section 4015 – Quorum.....	AP - 6

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

Table of

<b>CHAPTER FIVE – Detachment Membership .....</b>	<b>AP - 7</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 5000 – Initiation .....	AP - 7
Section 5005 – Membership Transfer .....	AP - 7
 <b>CHAPTER SIX – Detachment Finances .....</b>	 <b>AP - 8</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 6000 – Financial Planning.....	AP - 8
Section 6005 – Financial Controls .....	AP - 8
Section 6010 – Financial Transactions.....	AP - 8
Section 6015 – Financial Expenditures .....	AP - 8
Section 6020 – Financial Reporting .....	AP - 8
 <b>CHAPTER SEVEN – Convention, Conference and Special Occasions .....</b>	 <b>AP - 9</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 7000 – Department of Texas Convention .....	AP - 9
Section 7005 – Conferences (Department, Southern Division and National Mid-Winter).....	AP - 9
Section 7010 – National Convention Expenses.....	AP - 9
Section 7015 – Parade / Honor Guard / Color Guard / POW & MIA .....	AP - 9
Section 7020 – Funeral Flowers for Deceased Members .....	AP - 9
 <b>CHAPTER EIGHT – Amendments to Administrative Procedures.....</b>	 <b>AP - 10</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 8000 – Policy for Amendments .....	AP - 10
Section 8005 – Procedures for Amendments .....	AP - 10
Section 8010 – Amendments.....	AP - 10
 <b>CHAPTER NINE – Grievance and Discipline .....</b>	 <b>AP - 11</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

Table of

<b>CHAPTER TEN – Official Uniform Code.....</b>	<b>AP - 12</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 10000 – Color Guard Uniform .....	AP - 12
 <b>CHAPTER ELEVEN – Miscellaneous .....</b>	<b>AP - 13</b>
<i>Detachment adheres to Department &amp; National Administrative Procedures (with the addition of)</i>	
Section 11000 – Fundraising.....	AP - 13
Section 11005 – Respect.....	AP - 13
a. The Bible.....	AP - 13
b. The “Ritual” of the Marine Corps League .....	AP - 13
Section 11010 – Amendments.....	AP - 13
Section 11015 – Effective Date .....	AP - 13
Section 11020 – Administrative Procedures Distribution.....	AP - 13

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**ENCLOSURES**

**Enclosure (1) – Application for Membership.....AP - 14**

# SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485

## ADMINISTRATIVE PROCEDURES

### CHAPTER ONE

#### General

**Section 1000. Authorization.** Sgt M.J. “Marty” Gonzalez Detachment #1485 was chartered by the National Headquarters, Marine Corps League on August 30, 2021, as an authorized subordinate local organization of the Marine Corps League. The purposes for which the corporation 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 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 the service and those who have returned to civilian life.
- h. To aid voluntarily and to render assistance to all Marines, FMF personnel, as well as their widows and orphans.
- 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 1005. Location.** The principal offices of the Marine Corps League Sgt M.J. “Marty” Gonzalez Detachment #1485 shall be located at VFW Post 8905, Cypress, Texas. In the event that a permanent or temporary change in location is necessary, the Board of Trustees (BOT) will select a new location, subject to approval by a majority vote of the membership. The Department Commandant will be notified regarding the change of location, date, and time of the new Detachment location.

If a Detachment meeting requires rescheduling or change of location, the BOT will choose a new location, date, and time, subject to approval by a majority vote of the membership. Notification to the Department Commandant is not required for this change. The Detachment Charter or a copy, the National Colors and a Bible shall be displayed at all Detachment meetings.



## SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485 ADMINISTRATIVE PROCEDURES

**Section 1010. Corporate Seal.** The corporate seal of the Marine Corps League – Sgt M.J. “Marty” Gonzalez Detachment shall be round in shape surrounded with a thick, black circular ring border, and a thin, black inner ring circle. In between the two circular rings there will be the following text on top: Sgt MJ Marty Gonzalez Det #1485; and on the bottom it will read: Cypress, Texas. The Eagle, Globe, and Anchor will be prominently displayed in a center circle on a red background. Between the inner black circular ring and the red circle will be the following text: Marine Corps League will be on top; two five- pointed stars on each side; and Semper Fidelis will be on the bottom.



### **Section 1015. Policy.**

- a. The supreme power of Sgt M.J. “Marty” Gonzalez Detachment shall be vested always in its membership functioning at all meetings; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Detachment.
- b. Sgt M.J. “Marty” Gonzalez Detachment 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 biased 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.
- c. Nothing in the preceding subsection shall prohibit Sgt M.J. “Marty” Gonzalez Detachment 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.

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER TWO**

**Meetings**

**Section 2000. Meetings.**

- a. Regular business meetings of the Detachment will take place on the first Sunday of each month at 2:00 pm or on an alternative date as decided by the membership. Members attending detachment meetings either in person or via video web conferencing must be in good standing. Members attending through video web conference will not have voting rights. Refer to Bylaws, Article V, Section 500.
- b. Board of Trustees meetings shall be held at the call of the Commandant in person and/or online web video conferencing.
- c. Special or emergency meetings shall be at the call of the Commandant or for such officers as may be available in view of the circumstances.

**Section 2005. Time and Place.** Monthly meetings shall be held on the first Sunday of the month, at 2:00 p.m. at such a place as is agreed by the majority vote of the membership, so long as a quorum of the trustees is present.

**Section 2010. Procedures.** Preceding the meetings, the Commandant and Board of Trustees will determine and establish the sequence and procedure that the business shall be conducted, provided such a determination is in conformity with the Bylaws and Administrative Procedures.

**Section 2015. Rules of Order.** Detachment Bylaws and Administrative Procedures shall govern the procedure and conduct of each meeting. The Parliamentary authority for meetings shall be the current edition of *Robert's Rules of Order, Newly Revised*.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER THREE**  
**Detachment Members**

**Section 3100. Standing Committees and Duties.** The Detachment Standing Committees and their duties are as follows:

- a. **Marine of the Year Committee.** A committee consisting of no less than three (3) members and who are previous recipients of the Marine of the Year (MOY) award will be established. This committee will review and evaluate the nominees for the MOY award. Nominees must be in good standing. The committee will select the most suitable candidate for the Detachment Marine of the Year award. The MOY committee will notify the Detachment Commandant of their selection and coordinate a date for the MOY ceremony to present the award to the selected candidate.
  - (1) Refer to the following current documents to submit nomination for the National MOY, Department of Texas MOY and Southern Division MOY.
    - (a) National Administrative Procedures, Chapter Three, Section 3105. Refer to the National Marine of the Year Society/Associate Member of the Year Society Operating Procedures and Nomination Letter Submission Rules.
    - (b) Department of Texas Administrative Procedures, Chapter Three, Section 3105.
    - (c) Southern Div Standing Operating Procedures, Marine of the Year and Associate Member of the Year Program.
- b. **Associate Member of the Year Committee.** A committee consisting of no less than three (3) members and who are previous recipients of the Associate Member of the Year (AMOY) award will be established. This committee will review and evaluate the nominees for the AMOY award. Nominees must be in good standing. The committee will select the most suitable candidate for the Detachment Associate Member of the Year award. The AMOY committee will notify the Detachment Commandant of their selection and coordinate a date for the AMOY ceremony to present the award to the selected candidate. The Detachment Marine of the Year Society shall assist the Detachment Associate Member of the Year Society if they do not meet the minimum three (3) recipients' members.

Refer to the following current documents to submit nomination for the National AMOY, Department of Texas AMOY and Southern Division AMOY.

- (1) National Administrative Procedures, Chapter Three, Section 3105. Refer to the National Marine of the Year Society/Associate Member of the Year Society Operating Procedures and Nomination Letter Submission Rules.
- (2) Southern Div Standing Operating Procedures, Marine of the Year and Associate Member of the Year Program.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

- c. **Awards and Citations Committee.** The Senior Vice Commandant will chair this committee. He/she shall have the duty of recommending to the Staff awards and citations as are appropriate, all recommendations for Detachment awards and shall certify that the recipient is worthy of the said award.
- d. **Scholarship Committee.** The Detachment Scholarship Committee shall be composed of six (6) members. The Commandant will appoint the Chairman and four (4) members annually. The Detachment Adjutant and Paymaster will also serve on this committee.
  - (1) The Scholarship Committee shall have custody of the Scholarship funds through the Detachment Paymaster and shall be prepared to give complete accounting as to the disposition of same at each Staff Meeting with a report.
  - (2) All applications for a grant for the Scholarship should be submitted to the Chairman of the Committee. The Committee shall then meet and review the applications and select the recipients for the grant.
- e. **Legislative Committee.** Shall be chaired by the Detachment Legislative Officer and consist of two (2) additional members. This committee is charged with the responsibility of:
  - (1) Studying all legislation affecting veterans and the armed services.
  - (2) Arriving at recommendations to support or urging rejection of pending legislation affecting Veterans Affairs.
- f. **Additional Committees.** The Commandant, with the advice and consent of the Board of Trustees, shall appoint any other committees as deemed necessary and appropriate.

**Section 3105. Appointed Officers, Chairpersons, and Committee Members Term.** All appointed officers, committee chairpersons, and committee members shall, unless specified to the contrary in the Bylaws or Administrative Procedures, serve at the pleasure of the Board of Trustees. Appointees shall surrender to the duly appointed successor all Detachment books, records, and other property with which the office or person is charged within 30 days of appointment to office.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER FOUR**

**Detachment Staff**

**Section 4000. Authority.** Sgt M.J. "Marty" Gonzalez Detachment shall be governed by its elected Officers (board of trustees) subordinate to the Department and National Conventions, the Charter and Bylaws and Administrative Procedures of such bodies including such Bylaws and Administrative Procedures as it may itself promulgate which are not in conflict with either National and/or Department Bylaws and Administrative Procedures.

**Section 4005. Dues.** Sgt M.J. "Marty" Gonzalez Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due to the Department and National Office shall be forwarded with a standard transmittal form immediately to the Department Adjutant/Paymaster for processing.

Sgt M.J. "Marty" Gonzalez Detachment's current dues are forty dollars (\$40.00) for the initial membership and for each year thereafter.

**Section 4010. Installation of Detachment Officers.** The detachment commandant shall select an installation officer of their choice.

- a. The Installing Officer must be the Department Commandant, or an elected Department Officer, Past Department Commandant, National Commandant, Past Detachment Commandant, or other elected Marine Corps League Officer.
- b. It shall be the responsibility of the Installing Officer to sign, date and forward the Record of Installation, within the time frame as specified in the current National Bylaws Article V, Section 940.

**Section 4015. Quorum.** A quorum will be established when five (5) or more: officers (3 or more) and members (2 or more) combined in good standing are in attendance during any scheduled meeting of the Detachment.

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER FIVE**  
**Detachment Membership**

**Section 5000. Initiation.** All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual and be presented with the official membership card and lapel pin of the Marine Corps League. However, in a case where the applicant is unable to attend an obligation ceremony, said applicant shall be required to, by signature on the Oath of Membership portion of the membership application, assume the obligation of membership.

**Section 5005. Membership Transfer.** Any member in good standing may transfer from one Detachment to another, without payment of additional dues or transfer fees, upon his/her application to and approval of the gaining Detachment and of the losing Detachment.

- a. When membership is transferred to another Detachment, the member will be promptly removed from the current Detachment’s email roster. This procedure does not apply to individuals requesting dual membership.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER SIX**  
**Detachment Finances**

**Section 6000. Financial Planning.** Sgt M.J. "Marty" Gonzalez Detachment #1485 is a 501(c)(4) non-profit organization, committed to adhering to all applicable laws, policies and regulations.

**Section 6005. Financial Controls.** No funds shall be retained by a member under the "For the Convenience of the Detachment" status at any time. This means that no member, including the Paymaster, is permitted to hold money for the Detachment. All funds collected by the Detachment for any purpose must be deposited into the detachment's bank account. However, "seed money" for raffle events or Detachment meetings may remain in a secure container with dual oversight (Paymaster, Senior Vice, Junior Vice, Adjutant or Commandant). All elected officers must be aware of this seed money and its role in facilitating immediate transactions.

**Section 6010. Financial Transactions.** The Board of Trustees shall open a bank account in the name of the Sgt MJ "Marty" Gonzalez Detachment for the purposes of financial transactions, controls, accountability, and reporting. The Paymaster, Commandant, and Sergeant-At-Arms shall be designated as "owners" of the account. Only the Paymaster and Commandant shall possess check-signing authority and electronic auditing capability. The Paymaster and Commandant will verify the account activity and audit the account monthly.

**Section 6015. Financial Expenditures.** The Board of Trustees is authorized to allocate Detachment funds up to five hundred dollars (\$500.00). Any expenditure exceeding this amount must receive approval from the General Membership during the subsequent monthly meeting. However, in emergency situations (such as **hardships**, tornado, or hurricane recovery), this process may be expedited with the approval of the Board of Trustees.

**Section 6020. Financial Reporting.** The Detachment Paymaster shall annually file with National Headquarters a true and complete copy of its IRS Form 990, 990 EZ or 990 N, whichever is required by the IRS by current tax law no later than the due date of filing by the IRS by November 15th following the end of the fiscal year (June 30th), unless an extension has been requested and granted.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER SEVEN**

**Convention, Conference and Special Occasions**

**Section 7000. Department of Texas Convention.** Refer to the current Department Administrative Procedures, Chapter Two and Enclosures 10 and 11.

**Section 7005. Conferences (Department, Southern Division and National Mid-Winter).** Refer to the current National and Department Administrative Procedures, Chapter Two and Enclosures 10 and 11.

**Section 7010. National Convention Expenses.** Refer to the current National Administrative Procedures, Chapter Two.

**Section 7015. Parade / Honor Guard / Color Guard / POW & MIA.** Any member in good standing who wishes to join the Honor Guard may express their interest by contacting the Commandant or the Honor Guard Commander. Upon doing so, they will be informed of the duties and responsibilities of Honor Guard members. The Detachment will provide the required uniforms, including Dress Blue Trousers, for participation in the Honor Guard. Refer to Marine Corps League Color Guard Policy and Procedures (Approved 23 April 2025) and Honor Guard and Ceremonial Rifle documents.

A new member must attend at least five (5) drill sessions and be certified as competent in a close order drill by the Honor Guard Commander before they are permitted to perform. It is the responsibility of the Honor Guard members to maintain their uniforms according to the standards of the Honor Guard.

Members of the Honor Guard are eligible for reimbursement at the IRS approved charitable rate per mile for each mile traveled to an official Honor Guard or POW/MIA events that are more than 35 miles from their home. Mileage reimbursement requires documentation on a form provided by and signed by the Honor Guard Commander.

**Section 7020. Funeral Flowers for Deceased Members.** The Detachment Chaplain will purchase floral arrangements for deceased members of the Detachment and their immediate family (spouse and children), with a spending limit of up to \$100.00 for each arrangement. The Detachment may also purchase floral arrangements for deceased relatives of Detachment members, with a spending limit not exceeding \$55.00 per arrangement.



SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER EIGHT**

**Amendments to Administrative Procedures**

**Section 8000. Policy for Amendments.** Adopting, repealing, revising, or amending these Administrative Procedures, or any part thereof, shall require a majority vote of "Yea" from the membership present, in good standing. Membership is properly notified and assembled quorum convened for the purpose of amending the Administrative Procedures.

**Section 8005. Procedures for Amendments.** All members listed as current and in good standing on Detachment Rolls must be notified electronically of a meeting for the deliberation of the Administrative Procedures, including the specific day, date, time, and location of the upcoming meeting, at least thirty (30) days in advance. The Detachment membership will be fully informed about the content of the motion(s) to be presented for debate, consideration, and vote.

**Section 8010. Amendments.** The Detachment Bylaws and Administrative Procedures can be repealed, revised, or amended at any regular meeting of the Sgt MJ “Marty” Gonzalez Detachment with prior notice to all members. A call for specific Articles of the Bylaws or Sections of the Administrative Procedures for the purpose of repeal, revision, or amendment shall be presented as a motion and voted on by the membership with a majority "Yea" or "Nay" vote to initiate debate on the specific Article or Section in question.

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER NINE**  
**Grievance and Discipline**

All grievances must be addressed in complete accordance with the current National Administrative Procedures, Chapter Nine.

SGT M.J. “MARTY” GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**CHAPTER TEN**  
**Official Uniform Code**

MCL Sgt M.J. “Marty” Gonzalez Detachment #1485 hereby adopts the Uniform Code of the National Marine Corps League, which are detailed in the current National Administrative Procedures, Enclosure (3).

**Section 10000. Color Guard Uniform.** For detail uniform requirements refer to Marine Corps League Color Guard Policy and Procedures (Approved 23 April 2025) Chapter 4 and Honor Guard and Ceremonial Rifle documents.

- a. **Color Guard Uniform.** Uniforms required for all members of the Color Guard detail include, but are not limited to, the following items:
  - (1) Undress short sleeve or undress long sleeve.
  - (2) Black trousers.
  - (3) Dress Blue trousers.
  - (4) White duty belt.
  - (5) Black military style shoes that are polished or patent leather.
  - (6) White gloves.
  - (7) MCL RED cover.
- b. All members are required to wear the same uniform. If dress blue trousers are part of the uniform, associate members will not wear the red blood stripe on their trousers. Additionally, all members must wear the MCL Red cover, regardless of the National or Department position they hold.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

CHAPTER ELEVEN

Miscellaneous

**Section 11000. Fundraising.** The Sgt M.J. "Marty" Gonzalez Detachment is permitted to hold up to four (4) fundraising activities each year. For guidelines and requirements, refer to the current National Administrative Procedures, Chapter Ten, Section 10000.

**Section 11005. Respect.**

- a. **The Bible.** Shall be opened, placed on an Altar which is covered with 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 11010. Amendments.** The Administrative Procedures may be amended, revised, or repealed by a majority vote of "Yea" of the Detachment Board of Trustees provided that the amendment, revision, or repeal does not in any manner violate the provisions of current Detachment, Department or National Bylaws.

**Section 11015. Effective Date.** The effective date of any change to the Administrative Procedures should be stated in the proposed change. If no date is stated in the proposed change, the changes become effective on the date amended, revised or repealed.

**Section 11020. Administrative Procedures Distribution.** Each member of the Board of Trustees shall receive one copy of the Administrative Procedure of the Detachment whenever they are printed or when there is a proposed change. This may be provided either electronically or as a hard copy. Any member in good standing may request to review the Administrative Procedures, which should be made available in electronic format or as a hard copy upon request. A physical hard copy of The Ritual booklet shall be presented or made available to each elected officer and subsequently passed down to their successor.

SGT M.J. "MARTY" GONZALEZ DETACHMENT #1485  
ADMINISTRATIVE PROCEDURES

**ENCLOSURES**

**Enclosure (1) Application for Membership**

Refer to the links below for MCL Membership and Members At Large (MAL) applications.

- a. Membership Application (Regular and Associate)
- b. Members At Large (MAL)



We, William Rosicato (Commandant) and Mary E. Dvorak (Judge Advocate), as elected officers of Sgt. M. J. "Marty" Gonzalez Detachment #1485, hereby certify and attest that the Bylaws and Administrative Procedures of Sgt. M. J. "Marty" Gonzalez Detachment #1485, Marine Corps League, were duly reviewed and approved by a majority vote of the Board of Trustees and members present at an officially convened meeting on April 4, 2025, and subsequently amended on January 4, 2026.

Attested:



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Commandant / William Rosicato  
Sgt Marty Gonzalez Detachment #1485



Mary E Dvorak (Jan 15, 2026 19:28:36 CST)

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Judge Advocate / Mary E Dvorak  
Sgt Marty Gonzalez Detachment #1485