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PURPOSE

The purpose of these procedures is to provide administrative structure, consistency, direction, and effectiveness in the operational policies of the Rocky Mountain Division in so far as; it relates to the Service and Leadership it is to provide to the constituent Departments, their subordinate Detachments, and their respective Memberships as outlined in the current National By-Laws (BL) and Administrative Procedures (AP)

POLICY

The policy of this Division shall coincide with and conform to the policy of the Marine Corps League as stated in the National BL & AP. The Division shall never take part in any labor or management dispute or issue. It shall forthwith be non-sectarian, non-partisan, and apolitical. It shall not be used as a medium of political ambition or preferment. Preferment by reason of present or former civilian or military position shall not be countenanced.

ORGANIZATION

ALIGNMENT OF THE DIVISION

❖ THE ROCKY MOUNTAIN DIVISION CONSISTS OF:

- Department of Colorado
- Department of New Mexico
- Department of Utah
- Department of Wyoming

PERSONNEL

DIVISION STAFF

❖ COMPOSITION

- **Elected: (Executive Committee)**
 - National Vice Commandant (NVC)
 - Assistant National Vice Commandant (ANVC)
 - Junior Past National Vice Commandant (JPNVC)
- **De facto: (Executive Committee)**
 - Department Commandants (4)
- **Appointed:**
 - Division Chief of Staff
 - Aides-de-Camp
 - Division Adjutant
 - Division Chaplain
 - Division Sergeant-at-Arms
 - Division Web-Sergeant
 - Such others as are deemed necessary by the NVC
 - Young Marines Liaison
 - Marine 4 Life Liaison
 - Toys for Tots Liaison
- **Officers of Subsidiary Organizations**
 - RMD National Vice President, Marine Corps League Auxiliary (MCLA)
 - RMD Vice Chief Devil Dog, Military Order of the Devil Dogs (MODD)

- **Chain of Command:** (*Enclosure 1*)
 - National Vice Commandant
 - Assistant National Vice Commandant
 - Past National Vice Commandant (Advisory)
 - DOCO Commandant
 - DONM Commandant
 - DOUT Commandant
 - DOWY Commandant
 - Chief of Staff
 - Aides de Camp
 - Adjutant
 - Chaplain
 - Sergeant-at-Arms
 - Web-Sergeant

❖ **POWERS**

- The Division Staff shall exercise executive and administrative supervision of the business of this Division between regularly scheduled Division Conferences.
- The Division Staff shall meet at the call of the NVC at a time and place of mutual convenience.

OFFICERS

❖ **ELIGIBILITY**

- All MCL regular members in good standing shall be eligible to be considered for any elective or appointed office provided that NO member may hold two (2) Division Level Offices at one time.
- Associate Members in good standing may hold any appointed office other than those of the Division Chief-of-Staff or Aides-de-Camp.

Cover: Upon installation to their respective positions, all elected and appointed Division Officers are authorized to wear the MCL Gold National Officer's Cover

ELECTED STAFF

Only regular members in good standing may nominate and vote in the selection of elected Division Officers. The Division must elect a National Vice Commandant and Assistant National Vice Commandant biannually at the Division Conference. Rocky Mountain Division is on the odd year cycle, i.e., 2017,2019,2021,2023, etc....

❖ **NOTICE**

- No prior notice must be given of intention to seek nomination.
- Nominations may be received during the Division Conference.
- Election shall also be during the Division Conference.
- Notice of the meeting shall be considered notification for nominations and/or elections.
- It shall be the responsibility of each Department Commandant to disseminate the information received within their Department.

❖ **NOMINATIONS**

- Nominations for Vice Commandant and Assistant Vice Commandant shall be presented at the Annual Division Conference.
- Any member who is willing to serve but knows that it will be impossible to attend the meeting due to circumstances beyond their control may so indicate, by letter or telephone, to an elected officer prior to the meeting. If the absence is excusable, the member's name will be placed into nomination.
- Nominations cannot be conducted by anyone running for reelection or election to a higher office.
- Candidates are to be nominated and elected in the following order: National Vice Commandant, Assistant National Vice Commandant.
- A candidate whose name is proposed for nomination shall stand and agree to serve if elected.

❖ **ELECTIONS**

- Elections shall be conducted at the Division Conference.
- A quorum must be present at the balloting.
- All voting shall be by secret written ballot except if there is but one nominee, then the presiding officer shall cast a unanimous ballot.
- Each Department may have One (1) delegate and One (1) alternate to represent each fifteen (15) members of their Department at Division elections.
- Each Department Commandant or his/her authorized representative shall cast the votes for his/her Department.
 - Votes can be divided between candidates.
- A majority vote of those present shall be necessary for election.

❖ **INSTALLATIONS**

- The installation of Elected Division Officers shall be at the National Convention in August per National BL & AP.

❖ **TERM OF OFFICE**

- The term of office shall be two (2) years with no more than two (2) terms served consecutively per National BL & AP

❖ **VACANCIES**

- If the vacancy is that of the NVC, the National Commandant, with the assistance and approval of the Board of Trustees shall appoint a new NVC. Most likely the current ANVC.
- If the vacancy is that of the ANVC, the National Commandant, with the assistance and Approval of the Board of Trustees shall appoint a new ANVC. Historically with the recommendation from the NVC and Division membership.
- Vacancies may be created by death, resignation, or by loss of good standing in the League.

APPOINTED STAFF

❖ **THE NATIONAL VICE COMMANDANT SHALL APPOINT:** *(in accordance with National BL & AP)*

- Chief-of-Staff *(from Divisional home Department)*
- Three (3) Aides-de-Camp *(one for each Divisional non-home Department)*
- Division Adjutant/Paymaster
- Division Sergeant-at-Arms
- Division Chaplain
- Division Web-Sergeant
- Any other Officer, Liaison, and Committee Chairperson as necessary.

❖ **INSTALLATIONS**

- The installation shall be at the Division Conference, or first opportunity of either a Division Staff Meeting or Department Staff Meeting of the officer/s home Department.

❖ **TERM OF OFFICE**

- All appointed Division Staff Officers serve at the pleasure of the NVC
- The term of office shall be corresponding two (2) years of the NVC who appointed the officer.
- Resignations of ***all*** appointed officers are effective at the completion of the NVC's tour of duty.
- Appointed officers may serve unlimited consecutive terms if appointed by successive NVCs

OFFICER DUTIES

❖ **ELECTED OFFICERS**

- **Division National Vice Commandant (NVC)**
 - The NVC shall perform duties as described in the National BL & AP and shall include, but not be limited to:
 - Preside at all meetings of the Division
 - Enforcement of the observance of all MCL regulations
 - Represent the Division at all National Board of Trustee Meetings
 - Represent the Division at all National Conventions, Conferences
 - Appoint and supervise Division Officers
 - Appoint a chairperson of all standing committees

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Standard Operating Procedures (SOP)*

- Appoint a chairperson of all Special committees
- Shall be ex-officio, a member of all committees
- Such other duties as may be required for the good of the Division
- Shall coordinate with the Division Auxiliary Vice President and keep her updated on all activities and matters concerning the MCLA.
- Shall coordinate with the Division Vice Chief Devil Dog and keep him/her updated on all activities and matters concerning the MODD.
- Shall Coordinate with the Division Madam Big Flea and keep her updated on all activities and matters concerning the MODD Fleas.

➤ **Division Assistant National Vice Commandant (ANVC)**

- The ANVC shall perform duties as described in the National BL & AP and shall include, but not be limited to:
- Assist the NVC as presiding officer at all Division meetings during the absence of the NVC.
- Be responsible for assisting in the fund-raising efforts of the Division Conference's host Department.
- Chair the Department Commandant's Council Breakfast the Morning of the Division Conference
 - Provide subject matter for discussion and implementation.
- Shall be ex-officio, a member of all committees
- Perform other duties as may be assigned by the NVC.

➤ **Junior Past National Vice Commandant**

- The Junior Past National Vice Commandant shall act as an advisor to the current NVC
- Serve as de-facto member of the Executive Committee.

❖ **APPOINTED OFFICERS**

➤ **Division Chief-of-Staff (DCoS)**

- The Chief of Staff shall coordinate Staff functions and planning for the Division NVC.
- Serve as Division Protocol Officer
 - Perform Host duties for visiting Political/Military Dignitaries, MCL National Officers, & Special Guests
- Participate in all Division Staff Meetings
- Vote in Division Staff meetings on behalf of his/her Department in the absence of his/her Department Commandant or appointed representative.
- Relay information, materials, and questions between the Divisional Home Department and Division in the absence of the Department Commandant.
- Other administrative tasks and duties assigned by the Division NVC as described in the National BL & AP.

➤ **Aides-de-Camp (DAdC) (3)**

- Serve as Assistant Division Protocol Officer in their respective Department
 - Perform Host duties for visiting Political/Military Dignitaries, MCL National Officers, & Special Guests
- Participate in all Division Staff Meetings as a representative of their respective Department in the absence of the Department Commandant and his/her appointed representative.
- Vote in Division Staff meetings on behalf of their Department in the absence of their respective Department Commandant or his/her appointed representative.
- Relay information, materials, and questions between their respective Department and Division in the absence of the Department Commandant.
- Perform such other duties as described in the National BL & AP, and others as may be assigned by the NVC and ANVC

➤ **Division Adjutant**

- The Adjutant shall perform the duties as described in the National BL & AP.

➤ **Division Chaplain**

- The Chaplain shall perform the duties as described in the National BL & AP.

➤ **Division Sergeant-At-Arms**

- The Sergeant-at-Arms shall perform the duties as described in the National BL & AP.

➤ **Division Web-Sergeant (web-master)**

- Create and maintain a Division Website and Division Facebook page ensuring all information is current
- Provide links to MCL National Website and MCL Subsidiary Organization's Websites
- Provide links to Department Websites
- Maintain list of Department Officers of each subordinate Department w/contact info if provided on ROI
- Maintain list of Detachment Commandants in the Division, if provided by each Department Adjutant/Paymaster.
- Ensure all Department's and Detachment's pages are kept up to date and encourage those Detachments and Departments who do not have Web-Sergeants to assign someone.

➤ **Division Newsletter Editor**

- At the direction of the Vice Commandant, a newsletter may be published to keep all members informed of current and upcoming events. It should include information about National, Division and Department events. Departments and Detachments may submit articles to the Editor for publication.
- If published an Editor shall be appointed.
- The newsletter shall be entered in the National Newsletter competition.
- Division Newsletter will be distributed by electronic means (email) and be posted on the Division Website.

AWARDS

❖ **DIVISION MARINE OF THE YEAR (DivMOY)**

- Any member of the Rocky Mountain Division (RMD) in "Good Standing" may nominate any other RMD "Regular Member in Good Standing" for Division Marine of the Year. The nomination must be received by the Junior Past Marine of the Year by the deadline on that year's Awards letter. *(Enclosure 2)*
- The nominee must have been selected by their home Detachment's Marine of the Year Society and received the Detachment's Marine of the Year Award and received their home Department's Marine of the Year award prior to nomination for Division Marine of the Year and be a Regular Member in good standing.
- A suitable plaque or trophy should be obtained for presentation at the Department Convention/Division Conference Grand Banquet. *(to be purchased by the Jr. Past DivMOY at the reimbursable expense of the Division Conference's Hosting Department)*
- Recipient of the DivMOY is authorized to wear the MCL Division Marine of the Year Medallion and/or corresponding Ribbon Bar w/FMF Device affixed. *(to be purchased by the Jr. Past DivMOY at the reimbursable expense of the Division Conference's Hosting Department)*

❖ **DIVISION ASSOCIATE OF THE YEAR (DivAOY)**

- Any member or associate member of the Rocky Mountain Division (RMD) in "Good Standing" may nominate any other RMD "Associate Member in Good Standing" for Division Associate of the Year. The nomination must be received by the Junior Past Associate of the Year by the deadline on that year's Awards letter. *(Enclosure 3)*
- The nominee must have been selected by their home Detachment's Associate of the Year Society and received the Detachment's Associate of the Year Award and received their home Department's Associate of the Year award prior to nomination for Division Associate of the Year and be an Associate Member in good standing.
- A suitable plaque or trophy should be obtained for presentation at the Department Convention/Division Conference Grand Banquet. *(to be purchased by the Jr. Past DivAOY at the reimbursable expense of the Division Conference's Hosting Department)*
- Upon Creation and Adoption to the National BL & AP, past and present recipients of the DivAOY shall be authorized to wear the MCL Division Associate of the Year Medallion and/or corresponding Ribbon Bar w/ YTBD Device affixed. *(to be purchased by the Jr. Past DivAOY at the reimbursable expense of the Division Conference's Hosting Department)*

❖ **ROCKY MOUNTAIN DIVISION "JOHN A HOSFORD MEMORIAL" DOG OF THE YEAR (DivDOY)**

- Any MODD member of the Rocky Mountain Division (RMD) in "Good Standing" may nominate any other "RMD MODD Member in Good Standing" for the "John A. Hosford" Memorial Dog of the Year. The nomination must be received by the Junior Past Dog of the Year by the deadline on that year's Awards letter. *(Enclosure 4)*
- The nominee must have been selected by their home Pound Dog of the Year Society and received the Pound Dog of the Year Award and received their home Pack Dog of the Year award prior to nomination for Division Dog of the

Year and be a MODD member in good standing.

- A suitable plaque or trophy should be obtained for presentation at the Department Convention/Division Conference Grand Banquet. *(to be purchased by the Jr. Past DivDOY at the reimbursable expense of the Division Conference's Hosting Department)*
- There is no Medallion/Medal/Ribbon Bar authorized for this award as it is a RMD Memorial Award ONLY

❖ **DIVISION STAFF MEDAL (Elected or Appointed)**

- Upon installation to office each elected or appointed officer shall be authorized to wear the appropriate medal/ribbon bar.

❖ **INDIVIDUAL AWARDS**

- The NVC may authorize or recommend to the National Headquarters appropriate awards for individuals who meet the criteria established within the National BL & AP

❖ **CERTIFICATES OF APPRECIATION**

- May be prepared and presented to those individuals or organizations which have aided and supported the MCL.

OPERATIONS

MEETINGS

❖ **DIVISION CONFERENCE**

Per National BL & AP, At least one (1) annual regular meeting will be held by way of a Division Conference.

Said RMD Conference will be held in conjunction with a Hosting Department Convention unless prevented by a national emergency, or other unpreventable cause. If this should ever occur, the alternative would be to address important issues at the next National Convention (during a RMD Caucus).

➤ **Rotation**

- The schedule for Departments hosting of Division Conference shall repeat in perpetuity as follows:
 - Wyoming (2021,2025)
 - New Mexico (2022,2026)
 - Utah (2023,2027)
 - Colorado (2024,2028)

➤ **Cooperation**

- For the sake of interdepartmental support and travel requirements of Division Staff to attend Dept. Conventions, there shall be at least two (2) weeks between Department Conventions.

➤ **Normal Convention weeks are:**

- Department of New Mexico – 3rd weekend in April
- Department of Colorado – 1st weekend in May
- Department of Wyoming – 3rd weekend in May
- Department of Utah – 1st weekend in June

Departments may exchange weekends with the approval of the Division Executive Committee.

No Conventions shall be held during the Memorial Day, Mother's Day, Father's Day or Religious Holiday weekends.

➤ **Delegates and Alternates**

- Each Detachment shall be allowed one delegate/alternate for each fifteen (15) members in good standing.
- Each Detachment should register enough delegates to represent the unit's total voting strength, using the proper Division Delegate Registration form. *(Enclosure 5)*
- The permitted number of Delegates and Alternates to Division Conferences shall be elected from the members expressing a desire and willingness to attend such conferences. The Department Commandant shall be the chairperson for the Department's delegation and shall appoint a Co-Chairperson.

➤ **Conference Fees**

- The Executive Committee shall set the Registration Fees.
- Suggested Early Registration fees shall be five (5) dollars per delegate and alternate if postmarked to the NVC more than thirty (30) days prior to Conference start date. Ten (10) dollars if postmarked less than thirty (30) days before the start date of the conference or for registrations at the door on the morning of the Conference.
- All Delegate Fee registration checks shall be made payable to the Hosting Department and will be delivered to that Department's Paymaster by the NVC upon arrival at the Convention site.

➤ **Delegates Responsibilities**

- The Delegates shall represent their Department(s) at the Division Conference and vote in the best interests of the Detachments/Department within the Division
- Delegates are encouraged to provide an "After Action Report" to their Detachment/Department membership for the mutual edification of those who were unable to attend.

➤ **Quorum**

- The minimum number of present delegates required to transact business shall be a majority of the number of registered delegates, provided the total number of delegates present represent at least half of the constituent Departments.

➤ **Hosting Division Conference:**

- Convention/Conference Site should be chosen at the Department Convention in the year prior to a Department's upcoming turn in rotation to host Division Conference.
- When selecting a Hotel/motel, the Detachment and Department need to ensure that such facility is handicap accessible and in compliance with ADA and displays the International Wheelchair Symbol.
 - Statement from hotel staff that all public in-house restaurants, lounges, common restrooms and at least five (5) percent of all hotel/motel rooms are handicap accessible.
- Room rates for both single and double rooms are required, preferably one rate for both types.
Note – National checklist prefers flat rate for up to four persons.
- The reasonable availability of chauffeured vehicles (Taxi, Uber, Lift) for emergency use and for transportation of guests to and from transportation terminals.
- Easily accessible registration area available.
- Adequate and acceptable Hall to accommodate the joint opening session.
- A room or special area to conduct Memorial Services (this can be held at an appropriate location outside the conference facility, provided transportation can be arranged for personnel who plan to attend).
- Adequate meeting rooms for the MCL, MCLA, MODD, & MODDF.
- An adequate banquet facility with a public address system.
- Published details of all local entertainment activities, including cost of such events should be available to interested members.
- Complimentary rooms, registration and banquet tickets shall be provided for the RMD NVC and the RMD National Vice President, Marine Corps League Auxiliary. Banquet tickets shall be provided for their spouses.
 - If a Senior National Officer of either the MCL or MCLA will be attending, the NVC or NVP, whichever is applicable, will forfeit their complimentary room and banquet tickets in deference to the Senior Guest Officer.

➤ **Host Detachment/Department Responsibilities**

See Conference Host Planning Guide (*Enclosure 6*) and Host Detachment/Department Checklist (*Enclosure 7*)

❖ **REGULAR MEETINGS**

➤ **Video/Tele Conference** (e-meetings) should be held the third Sundays in March and September to:

- Complete Division Staff to address anything that may affect the Division as a whole
- Discuss the information from each Department's Semi-annual reports
- Share information that was learned from the Mid-Winter Conference in February and the National Convention in August. During these meetings, plans should be formulated to assist membership in moving their Detachments and Departments forward to greater growth and success.

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➤ **Restrictions**

- No meeting shall be held on special Sundays, i.e. Easter, Mother's Day, Father's Day or Religious Holidays, etc.
- No business shall be conducted at Venues which are accessible to the general public during deliberations.

➤ **Quorum**

- Three (3) members of the Executive Committee and two (2) Department Commandants shall constitute a quorum to transact the business of a Regular Meeting. If a quorum is not present, an informal meeting may be held but no business conducted will be official unless confirmed at the next official meeting. Such business will be carried as old business.

➤ **Parliamentary Procedure**

- Marine Corps League National BL & AP, and Ritual of the Marine Corps League shall govern the procedure and conduct and
- *"Robert's Rules of Order Newly Revised"* shall be the Parliamentary Authority on all issues not specifically outlined in the National BL & AP or MCL Ritual.

➤ **Officer Reports**

- All officers shall provide written reports via email to the NVC and Web-Sergeant in advance of every regular meeting for distribution to the rest of the staff and posting on the Division website prior to Regular Meeting.
- All officers with specific tasks to complete from previous Special Meetings shall give oral report of progress/completion during subsequent Special Meetings.

➤ **Committee Reports**

- Chairs of every committee will provide written reports via email to the NVC or ANVC and give oral presentation at Regular Meetings and attachment to minutes to be posted on the Division website.
- Chairs of every committee will provide written reports via email to the NVC or ANVC for staff distribution prior to Special Meetings as circumstances dictate.

❖ **SPECIAL MEETINGS**

- **Video/Tele Conference** (e-meetings) may be requested by members of the Executive Committee at any time for:
 - Complete Division Staff to address anything that may affect the Division as a whole and requires input and immediate action prior to the next scheduled regular meeting.
 - Division Executive Committee to discuss Division Staff issues
 - Division Executive Committee and individual Department commandants to discuss perceived items of concern in need of course correction.

CORRESPONDENCE

The official mailing address shall be that of the NVC's personal residence, unless a Post Office Box is maintained at the NVC's personal non-reimbursable expense.

COMMITTEES

❖ **CREATION**

- Such committees as are deemed necessary may be created at any time by the NVC or the Executive Committee, who shall determine the scope of purpose, duties, size and duration of the committee.
- The committee chairperson will be appointed by the NVC with the advice of the Executive Committee.
- The Chairperson shall appoint/select other members of the committee and report same at the next regular meeting.
- The NVC and/or ANVC are ex-officio members of all committees without vote except to break a tie.

❖ **MEETINGS**

- Committees shall meet as required to accomplish their goals.
- All meetings shall be open to the membership.

❖ **DISSOLUTION**

- Special committees formed by the NVC and/or Executive Committee will be dissolved upon:
 - the completion of their assigned task
 - the presentation of final report

The Division shall ensure any facilities which are used for the conduct of official business or Division sanctioned events have adequate provisions for handicapped members and guests, and that all spaces in which business meetings are conducted are not open to public use throughout the prescribed duration of deliberations.

NATIONAL CONVENTIONS AND CONFERENCES

❖ **REPRESENTATION**

- The Executive Committee shall ensure adequate representation at:
 - Mid-Winter Conferences
 - National Conventions
 - Department Conventions

GENERAL ADMINISTRATION & MANAGEMENT

TRAINING

❖ **OFFICER TRAINING**

- All Division Officers shall become familiar and have a working knowledge of the National By-Laws and Administrative Procedures.
- The Chief of Staff and Aides de Camp shall act as advisors to the National Vice Commandant and Executive Committee on his/her Respective Department By-Laws and Administrative Procedures.
- Training Classes may be scheduled during the Annual Conference for Division, Department, and Detachment Staff Officers and General Membership:
 - MCL Professional Development & Leadership
 - Pass along information from National HQ regarding
 - Forms
 - Database
 - Document Retention Policy
 - Discuss issues regarding Membership Recruiting & Retention

QUARTERLY REPORTS

❖ **DETACHMENT & DEPARTMENT REPORTS**

- Detachment and Department report forms are available on the Division Website

❖ **DETACHMENT REPORTS**

- Each Detachment shall file it's quarterly report to their respective Department Commandant via the Department Adjutant in the method as set forth by said Department Commandant prior to the Department quarterly staff meeting or convention. (*Enclosure 8*)

❖ **DEPARTMENT REPORTS**

- Each Department shall file it's semi-annual report to the Division NVC via the Division Adjutant no less than two weeks prior to the National Mid-Winter Conference (Feb) and the National Convention (Aug). (*Enclosure 9*)

FINANCIAL MANAGEMENT

At the 2018 Division Conference in St George, Utah the members assembled voted to divide the previous Division Account evenly among the four (4) Departments. It was determined that the Division should not have a Federal EIN as:

- i. The Division does not receive dues from members.*
- ii. The Division is part of National Headquarters and operates under it's EIN.*
- iii. If the Division were to have an EIN and accounts, it would thus be necessary for the Division to register letters of incorporation with the Secretaries of State for each of the four (4) states.*

The members assembled further voted that the distributed Division funds are to be held in escrow by each subsequent Department to be used for the purchase of future Division awards during their hosting year of the Division Conference. Additionally, that all proceeds (after deduction of costs of procurement) from sale of any items bearing the Division Logo (Enclosure 10) in each calendar year shall be to the benefit of the Divisional Conference hosting Department. i.e., 2021 sale of a patch bearing the RMD Logo, (cost of manufacturing being \$2.00) sells for \$5.00, Department of Wyoming receives \$3.00 to their Department general fund for Department use, or to be paid to the Convention/Conference's hosting Detachment, if so directed by the DOWY Board of Trustees.

❖ FISCAL YEAR

- The fiscal year shall begin on Sep 1 and end on Aug 30.

❖ BUDGETING

- An annual budget shall be prepared prior to the beginning of the Fiscal Year to determine fund raising requirements to support operational costs of the Division in the coming fiscal year.

❖ EXPENDITURES

- No money shall be expended by the Division or its Officers except by authority previously granted by a majority vote of the Executive Committee to include ALL FOUR (4) Department Commandants.

❖ FINANCIAL RECORDS

- All statements and account records from prior to the dissolution of accounts in 2018 and division of funds to Departments shall be maintained for ten (10) years or the duration required by Federal and/or State law, whichever is longer.

FINANCIAL SUPPORT

Since the 2018 Division Conference, the Division Staff, to include the Department Commandants, determined in 2020 that the net proceeds resulting from sales of all Division Logoed items be divided equally between the four (4) Departments and subsequently that the Division expenditures should likewise be divided evenly between the four (4) Departments on an annual basis.

DOCUMENT DISTRIBUTION

- Distribution of this Standing Operating Procedures (SOP) shall be as follows:
- One (1) copy to each Division Elected and Appointed Officer;
- One (1) complimentary copy to the RMD Vice President of the Marine Corps League Auxiliary;
- One (1) complimentary copy to the RMD Vice Chief Devil Dog of the Military Order of the Devil Dogs;
- One (1) copy to each Department Commandant in the Division;
 - Department Commandants shall distribute the Division SOP to their Department Judge Advocate and;
 - Department Commandants shall distribute the Division SOP to each Detachment Commandant within their respective Department.
- The Division SOP, at the discretion of the NVC, will be made available on the Division Website.

SUBSIDIARY ORGANIZATIONS

- ❖ MARINE CORPS LEAGUE AUXILIARY
- ❖ MILITARY ORDER OF THE DEVIL DOGS
- ❖ MILITARY ORDER OF DEVIL DOG FLEAS
- ❖ MARINE CORPS LEAGUE FOUNDATION
- ❖ YOUNG MARINES
- ❖ MARINE CORPS YOUTH FOUNDATION
- ❖ U.S. MARINE CORPS MEMORIAL ASSOCIATION
- ❖ U.S. MARINE CORPS MEMORIAL FOUNDATION

RECOGNIZED ORGANIZATIONS

- ❖ MARINE CORPS RESERVE TOYS FOR TOTS
- ❖ MARINE CORPS SCHOLARSHIP FOUNDATION
- ❖ SEMPER FI FUND
- ❖ DOD WOUNDED WARRIOR GAMES

ENDORSEMENT

This Standing Operating Procedures (SOP) shall remain in force as stated unless otherwise MUTUALLY revised or amended. All previous versions (SOP and/or MOU) become null and void.

All parties are in agreement and signed this _____ day of _____, 2020

Rocky Mountain Div, National Vice Commandant

Rocky Mountain Div. Assistant National Vice Commandant

Department of Colorado Commandant

Department of Colorado Commandant

Department of Utah Commandant

Department of Wyoming Commandant

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SCHEDULE OF ENCLOSURES

- ❖ Enclosure 1 Chain of Command Organizational Chart
- ❖ Enclosure 2 Guidelines for Division Marine of the Year Award
- ❖ Enclosure 3 Guidelines for Division Associate of the Year Award
- ❖ Enclosure 4 Guidelines for John A Hosford Memorial, Division Dog of the Year Award
- ❖ Enclosure 5 Division Delegate/Alternate Registration Form
- ❖ Enclosure 6 Division Conference Host Planning Guide
 - Convention Ad Book Advertising Information Sample
 - Department Delegate/Alternate Registration Form Sample
 - Hotel/Banquet Registration Form Sample
 - Conference After Action Report Form
- ❖ Enclosure 7 Division Conference Host Detachment/Department Checklist
- ❖ Enclosure 8 Detachment Quarterly Report Form
- ❖ Enclosure 9 Department Quarterly Report Form
- ❖ Enclosure 10 Division Logos

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