



# **DEPARTMENT OF GEORGIA**

## **BYLAWS**

**AND**

## **ADMINISTRATIVE PROCEDURES**

**2010 Edition**

Seventy-Fifth Congress of the United States of America

At the First Session

Begun and held at the City of Washington on Tuesday, the fifth day of January, one thousand nine hundred and thirty-seven

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AN ACT

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To incorporate the Marine Corps League

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SEC. 1. That major General John A. Lejeune, United States Marine Corps, retired, honorary national commandant; Maurice A. Ilch, national commandant; Roy S. Taylor, senior national vice commandant; Kenneth B. Collings, junior vice commandant; Alexander F. Ormsby, national judge advocate; Reverend John H. Clifford, national chaplain; Edward A. Walker, national sergeant at arms; John B. Hinckley, Junior, national adjutant and paymaster; John E. Brock, national chief of staff, are hereby created a body corporate of the name "Marine Corps League."

SEC. 2. That the purposes of this corporation shall be: (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 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 civil life; (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to 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 peculiar interest to Marines.

SEC. 3. That the corporation: (a) shall have perpetual succession; (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization; (c) may sue or may be sued; (d) may adopt a corporate seal and alter it at pleasure; (e) may adopt and alter by-laws not inconsistent with the Constitution and laws of the United States or of any State; (f) may establish and maintain offices for the conduct of its business; (g) may appoint or elect officers and agents; (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons, to conduct the business and exercise the powers of the corporation; (i) may acquire, by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes; and (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created.

SEC. 4. That the corporation shall, on or before the 1st day of December in each year, transmit to Congress a report of its proceedings and activities for the preceding calendar year, including the full and complete statement of its receipts and expenditures. Such report shall not be printed as public documents.

SEC. 5. That the right to alter, amend, or repeal this Act at any time is hereby expressly reserved.

Approved, August 4, 1937.

Approved  
Aug 4  
1937  
Franklin D. Roosevelt

Wm. B. Bankhead  
Speaker of the House of Representatives

President of the Senate pro tempore

## PREAMBLE

*In the name of the beneficent God of all, we who have honorably served, or are now honorably serving our country in the United States Marine Corps, for the common good of this Nation, and all the nations and people of our world, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of wounded and disabled Marines and their dependents, and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation know as the "Marine Corps League" and order and establish these Bylaws.*

**DEPARTMENT OF GEORGIA  
MARINE CORPS LEAGUE  
BYLAWS**

**TABLE OF CONTENTS**

<b>ARTICLE ONE</b> .....	<b>1</b>
<b>ORGANIZATION</b> .....	<b>1</b>
<b>SECTION 100 – AUTHORITY</b> .....	<b>1</b>
<b>SECTION 110 – NAME, ORGANIZATION AND PURPOSE</b> .....	<b>1</b>
<b>SECTION 120 – HEADQUARTERS AND MEETINGS</b> .....	<b>2</b>
<b>SECTION 130 – MEMBERSHIP-REQUIREMENTS, DUES</b> .....	<b>2</b>
<b>SECTION 140 – ELIGIBILITY FOR OFFICE, ELECTED AND APPOINTED</b> -	<b>2</b>
<b>SECTION 150 – ELECTION PROCEDURE</b> .....	<b>3</b>
<b>SECTION 160 – APPOINTMENTS</b> .....	<b>4</b>
<b>SECTION 170 – CONVENTION DELEGATES, ALTERNATES</b> .....	<b>4</b>
<b>ARTICLE TWO</b> .....	<b>6</b>
<b>DEPARTMENT OFFICERS</b> .....	<b>6</b>
<b>SECTION 200 – DEPARTMENT OFFICERS</b> .....	<b>6</b>
<b>SECTION 210 – DUTIES OF ELECTED OFFICERS</b> .....	<b>7</b>
<b>SECTION 220 – DUTIES OF APPOINTED OFFICERS</b> .....	<b>9</b>
<b>SECTION 230 – VACANCIES IN ELECTED DEPARTMENT OFFICES</b> .....	<b>11</b>
<b>ARTICLE THREE</b> .....	<b>12</b>
<b>CONVENTIONS/CONFERENCES/MEETINGS</b> .....	<b>12</b>
<b>SECTION 300 – CONVENTIONS COMMITTEE</b> .....	<b>12</b>
<b>SECTION 310 – COORDINATION – DEPARTMENT CONVENTIONS</b> .....	<b>12</b>
<b>SECTION 320 – REGISTRATION</b> .....	<b>13</b>
<b>SECTION 330 – DETACHMENT SUPPORT OF ANNUAL DEPARTMENT CONVENTION</b> .....	<b>13</b>

**DEPARTMENT OF GEORGIA  
MARINE CORPS LEAGUE  
BYLAWS**

**TABLE OF CONTENTS**

<b>ARTICLE FOUR</b> -----	<b>15</b>
AWARDS COMMITTEE-----	15
<b>SECTION 400 – AWARDS COMMITTEE</b> -----	<b>15</b>
<b>ARTICLE FIVE</b> -----	<b>15</b>
AUDIT COMMITTEE -----	15
<b>SECTION 500 – AUDIT COMMITTEE</b> -----	<b>15</b>
<b>ARTICLE SIX</b> -----	<b>16</b>
BYLAWS COMMITTEE-----	16
<b>SECTION 600 – BYLAWS COMMITTEE</b> -----	<b>16</b>
<b>ARTICLE SEVEN</b> -----	<b>17</b>
AMENDMENTS – CHANGES TO DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES -----	17
<b>SECTION 700 – AMENDMENTS – CHANGES</b> -----	<b>17</b>

**DEPARTMENT OF GEORGIA  
MARINE CORPS LEAGUE  
BYLAWS**

**ARTICLE ONE**

**ORGANIZATION**

**SECTION 100 – AUTHORITY**

- a. The Department of Georgia, Marine Corps League exists as a subordinate management agency of and for the National organization known and chartered as the Marine Corps League.
- b. The authority of the Department derives from the authority of the National Marine Corps League Bylaws and Administrative Procedures.
- c. The Department is subordinate to the National Marine Corps League as defined under National Marine Corps League Bylaws and Administrative Procedures.
- d. The Department’s authority is vested in the elected Department staff, as approved and directed by the membership through these Department Bylaws and Administrative Procedures.
- e. Each Detachment will act under these Department Bylaws and Administrative Procedures, as the guide in the conduct of Detachment/League business and shall consider that National Marine Corps League Bylaws and Administrative Procedures shall prevail in any instance except where noted within these Department Bylaws and Administrative Procedures, so long as it does not conflict with National Bylaws and Administrative Procedures. The normal conduct of Department and Detachment Meetings shall be as prescribed in the Marine Corps League Ritual. However, where circumstances or occasions dictate, the prescribed “Order of Business” may be modified to accommodate the needs of the meeting.
- f. Meetings shall be governed by these Department Bylaws and Administrative Procedures in accordance with the National Bylaws and Administrative Procedures. In any case not covered by the National or Department Bylaws and Administrative Procedures, Robert’s Rules of Order Newly Revised will prevail.

**SECTION 110 – NAME, ORGANIZATION AND PURPOSE**

- a. The name of the organization of management defined under these Department Bylaws and Administrative Procedures shall be “Department of Georgia Marine Corps League, Inc.”.
- b. The organization consists of all Chartered Marine Corps League Detachments, the “Departmental Staff” and such subsidiary organizations as National Marine Corps League exercises control of through this Department within the State of Georgia.
- c. The general nature and purpose of this organization shall be to promote and foster a close and cordial relationship among all Detachments within this Department of the Marine Corps League.

## SECTION 120 – HEADQUARTERS AND MEETINGS

- a. The headquarters and business location address of the Department of Georgia shall be as directed by the elected Commandant, with the approval of the Board of Trustees, so as to designate separate addresses for separate matters of business. Immediately, upon assumption of office, together with appropriate Installation Report, such addresses shall be published to all parties concerned. It is the responsibility of the incoming Commandant and Staff, to insure that National Marine Corps League and all Detachment Commandants within the Department are notified of any address change, as a result of elections and/or any other change in status at the Department level.
- b. The Annual Convention and meeting for the election of officers shall be held between May 1<sup>st</sup> and July 15<sup>th</sup> each year. Installation of Officers is to occur during the convention. The Installation Report of the results of this election will be prepared immediately by the incoming Department Adjutant and initialed and/or signed by the Installing Officer; this report will then be distributed as per the listing on the bottom of the form. This Installation Report is to arrive at National Headquarters no later than 31 July.

## SECTION 130 – MEMBERSHIP-REQUIREMENTS, DUES

- a. Membership and eligibility for membership shall be as defined in National Marine Corps League Bylaws and Administrative Procedures.
  - (1) National annual dues, initiation fees, and Life membership dues are as directed by National Marine Corps League Bylaws and Administrative Procedures.
  - (2) The Department Convention shall determine the amount of Department per capita dues. All per capita dues and moneys which are due National Headquarters from a Department shall be forwarded without delay.
  - (3) Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees.

## SECTION 140 – ELIGIBILITY FOR OFFICE, ELECTED AND APPOINTED

- a. Any regular member, who is in good standing in a Detachment in the Department and has been a member for a minimum of one full year, shall be eligible to hold any elected office in the Department.
- b. All elected officers of the Department must meet all requirements for regular membership, as defined under National Marine Corps League Bylaws and Administrative Procedures. Candidates for elected office in the Department must be present when nominated and state that they are willing and able to accept the duties of office, if elected. Candidates will be nominated by authorized delegates at the Annual Department Convention, held in accordance with the Department Bylaws and Administrative Procedures.
- c. All other officers, appointed by the Department Commandant or the body and approved by the Board of Trustees, must be regular or associate members of a Detachment in the Department and be in good standing.

## SECTION 150 – ELECTION PROCEDURE

- a. Elections shall be held as the last item of business at the annual convention. The Department Commandant or Presiding Officer shall declare a fifteen (15) minute recess prior to securing the quarters to allow delegates to assemble for the election process.

- (1) Before voting begins, the Department Commandant shall call for a report of the Credentials Committee. The Committee Chair or Designate shall report each Detachment by total strength of regular members, as of receipt of transmittals by the Department Paymaster, as of 15 days prior to the opening of the convention. The Department Commandant or the Presiding Officer will select two (2) Past Department Commandants and two (2) Past Detachment Commandants to supervise voting and tally the votes cast. The Department Commandant or Presiding Officer if running for elected office shall then pass the gavel and the Chair to the most recent Past Department Commandant not running for office for the conduct of the elections procedure. No member of the election committee shall be a candidate/nominee for office.
- (2) Nominations will first be held for the office of Commandant, Department of Georgia followed by election of Department Commandant, and in order, nomination and election of the Senior Vice Commandant, the Junior Vice Commandant and the Judge Advocate.
- (3) During the election process, no member present on the floor may leave the room and no new member may be admitted.
- (4) Nominations may be made only by regular members.
- (5) A majority of votes is required to elect an officer. When a simple majority is not obtained on the first ballot, a call for caucus may be entertained by the Chair with a caucus of not more than (5) minutes to follow to permit reconsideration. Should a majority fail to prevail on a second ballot, the candidate with the least votes shall be dropped as a contender and balloting shall continue, dropping the candidate with the least amount of votes after each ballot, until a simple majority is achieved. The Sergeant-At-Arms will insure that the room remains secure during any caucus.
- (6) The nomination and election process shall continue until all officers are elected.
- (7) Nomination and election of officers shall occur annually and shall provide for the election of the officers defined. Installation of elected officers shall occur during the convention, normally at the Convention Banquet and, in the event that any elected officer is unable to remain for the installation; such officer shall be installed prior to the close of the convention meeting.
- (8) In the event there is only one (1) candidate for a particular office, at the close of nominations for that office, the Department Adjutant will be directed to cast one (1) unanimous vote for the candidate and such action and the results of the vote will be duly recorded in the minutes.

- CH 02-10** (9) If two or more candidates are nominated for any position, each candidate will be asked to give a brief presentation, lasting less than 3 minutes, detailing his/her experiences within their Detachment, including offices held, committee assignments, etc., and their plan for the next year in the Department office for which they have been nominated.

## SECTION 160 – APPOINTMENTS

- a. Special Department Officers and Committee Chairs will normally be appointed by the Department Commandant and approved by the Board of Trustees within the guidelines of these

Department Bylaws and Administrative Procedures. Special Staff Appointments made in accordance with the requirements of these Department Bylaws and Administrative Procedures will be reported not later than 31 July to National Headquarters, via routine Installation Reports. This shall be the responsibility of the incoming Department Adjutant with copies to all incoming Department officers and Detachment Commandants. Changes in elected and/or appointed officers between elections will be reported by the Department Adjutant as described in Section 220 (a) (4).

## SECTION 170 – CONVENTION DELEGATES, ALTERNATES

- a. All delegates, alternates and members desiring to attend business sessions of a Department convention must possess a paid up membership card. Delegates and alternates must also have properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
- b. Detachment delegates and alternates to the Department Convention shall be determined on the basis of said Detachments membership on record with the Department Paymaster, as of 15 days prior to the opening of the convention. The delegate voting strength of each Detachment shall be as follows.

For the first fifteen (15) regular members, one (1) regular delegate and one (1) regular alternate, for each additional full block of fifteen (15) regular members, one (1) regular delegate and one (1) regular alternate; for a partial number of fifteen (15) regular members, one (1) regular delegate and one (1) regular alternate. However, no regular delegate strength of a detachment shall be computed by including honorary or associate members.

- c. Associate membership shall be included in the delegate voting strength for all matters on internal affairs. However no Associate member will be allowed to vote on the nomination and election of officers. The Associate Delegates and Alternates will be calculated using the same procedure as used for the calculation of the regular delegates and alternates. Detachments with less than fifteen (15) associate members will be permitted one (1) associate delegate and one (1) alternate, with voting strength based on their actual associate membership. Dual members will not be included in the calculation of the Associate Delegate Total.
- d. Should a Detachment be in default of payments or funds from any source due the Department Paymaster, as of 15 April, such fact shall be reported by the Department Paymaster to all elected officers of that Detachment and to the Credentials Committee. This notification must be completed by 1 May. The credentials of that Detachment's Delegated and Alternates shall not be approved unless settlement is made by the Detachment at the convention site in cash, unless previously resolved.
- e. A Detachment which, as of 15 days prior to the opening of the convention, fails to report on standard transmittal forms to the Department Paymaster that it has at least fifteen (15) members, the Department Paymaster shall report such fact to the Credentials Committee which shall not approve that Detachment's delegates or alternates.
- f. Notwithstanding the provisions of Section 170 (d) and (e) above, no paid member in good standing may be deprived of his/her individual vote at a Department Convention.

- g. Delegate/alternate cards of a detachment may only be claimed by a registered delegate of that Detachment.
- h. Detachments shall furnish the Credentials Committee with a list, signed by the Detachment Commandant, of Detachment delegates and/or alternates mailed not later than 15 April for examination by the Department Adjutant and the Credentials Committee for the purpose of determining eligibility based on membership roles.
  - (1) A Detachment reporting a membership of at least 15 members, but furnishing only one (1) delegate, shall be allowed its' total number of votes based on the Department Paymaster's membership totals as of 15 days prior to the opening of the convention. No additional voting authority or power extends to any Detachment.
  - (2) Dual members shall act through an authorized delegate of the declared parent Detachment to speak on any matter, but may only vote through their home Detachment. Honorary members have the same voice as dual members, but have no vote.

## ARTICLE TWO

### DEPARTMENT OFFICERS

#### SECTION 200 – DEPARTMENT OFFICERS

- a. The managing body is comprised of elected Department officers (who also serve as the Corporation Officers), the special staff consisting of appointed officers and committees, and Detachment Commandants.
- b. The ELECTED DEPARTMENT STAFF: The elected Department staff is the Department of Georgia Board of Trustees and consists of:

Department Commandant  
Department Senior Vice Commandant  
Department Junior Vice Commandant  
Department Judge Advocate  
Department Junior Past Commandant

- c. The APPOINTED STAFF: The appointed staff includes but is not limited to the following officers who are nominated by the Department Commandant-Elect, with the approval by the Board of Trustees:

Department Adjutant  
Department Paymaster  
Department Chaplain  
Department Sergeant-at-Arms

Regular members may serve in a dual capacity as elected or appointed officers, with exception of the Commandant and the Judge Advocate. Associate members may only serve in a dual capacity as appointed officers.

- d. The ASSIGNED STAFF: The assigned staff includes but is not limited to all Detachment Commandants.
- e. The SPECIAL STAFF: The Special Staff shall consist of such members as directed by the Department Commandant, with approval of the Board of Trustees, to consider and resolve special projects outlined by the Commandant and/or staff. Special Staff Officers will report to the elected staff on the results of their findings with recommendations regarding actions to be taken. All reports of Special Staff Officers will be made available to the general membership via copies of reports accessible at scheduled Department meetings:

Department Chief of Staff  
Department Service Officer  
Department Legislative Officer  
Department Public Relations Officer  
Department Historian  
Department Aide De Camp  
Department VAVS Representative  
Department Liaison to Marine Corps Coordinating Council

- f. COMMITTEES: Committees shall be appointed as required by the Department Commandant with the approval of Board of Trustees, to meet the needs of the Department. All Committee Chairs are responsible to the staff for timely response and reports as directed. Standing Committees are, including but not limited to, the following:

Audit Committee  
Awards Committee  
Bylaws Committee  
Convention Committee  
Credentials Committee  
Resolutions Committee  
Rules Committee

## SECTION 210 – DUTIES OF ELECTED OFFICERS

- a. The DEPARTMENT COMMANDANT:

- (1) Shall conduct all Department conventions, conferences, and staff meetings. The Department Commandant is an ex-officio member of all committees—may attend committee meetings, express and opinion, and cast a vote.
- (2) Shall, with the guidance of the Judge Advocate, rule on all matters at all Department meetings.
- (3) Shall be responsible to the membership for the supervision of the elected and appointed staff and all committees.
- (4) Shall exercise such prerogatives as may be necessary between meetings to maintain the objectives of the Marine Corps League and the Department of Georgia by carrying out the duties of the office as defined under National and Department Bylaws and Administrative Procedures and as necessary in good judgment for the good of the League.
- (5) Shall be responsible to the membership to account for all actions to the satisfaction of a majority of the members present at any Department level meeting.
- (6) Shall act on behalf of the Department membership in dealing with all matters relating to activities of Detachments in the best interest of existing and proposed Detachments.
- (7) Shall insure the election results are reported to the Secretary of State's office. The elected Department Officers serve as the Corporation officers.
- (8) Shall serve as the official Department Representative on the Marine Corps Coordination Council, Atlanta.
- (9) Shall be elected for a term of one (1) year and may stand for re-election one consecutive additional term.

- b. The SENIOR VICE COMMANDANT:

- (1) Shall act as Department Commandant in the absence of the Department Commandant and shall assume the duty as Department Commandant in the absence of or in the event that the Department Commandant declines to continue or is unable to continue, or for any other reason which causes the elected Commandant to be unable to perform the specific duties of Commandant, for the remainder of the term.

- (2) Shall be responsible for the development and implementation of fundraising programs in support of the Department and assist all Detachments in the development of their fundraising programs.
- (3) Shall assist the Department Commandant and act as principal advisor to both the Department Commandant and Junior Vice Commandant on matters relating to Recruitment.
- (4) Shall be elected for a term of one (1) year and may stand for re-election one consecutive additional term.

c. The JUNIOR VICE COMMANDANT:

- (1) Shall be prepared to assume the duties of Senior Vice in the absence of the Senior Vice. In the absence of both the Department Commandant and the Senior Vice, be prepared to and, if necessary, assume the duty as Department Commandant.
- (2) Shall be responsible for the development and implementation of recruiting programs in support of all detachments.
- (3) Shall be responsible for the development and implementation of programs designed to develop new Detachments.
- (4) Shall perform such other duties as directed by the Department Commandant.
- (5) Shall be elected for a term of one (1) year and may stand for re-election one consecutive additional term.

d. The JUDGE ADVOCATE:

- (1) Shall be thoroughly familiar with National and Department Bylaws and Administrative Procedures and shall be at the call of the Department membership to advise regarding interpretation of these Department Bylaws and Administrative Procedures.
- (2) Shall express opinions regarding application of Department Bylaws and Administrative Procedures and give advice to the Chair when requested.
- (3) Shall respond in writing to written inquiries, noting concurrence by the National Judge Advocate where appropriate, and shall respond to telephone inquiries on a tentative basis with written response as previously noted, to follow.
- (4) Shall act as Chairman of the Bylaws Committee. In this capacity the Judge Advocate will review all Department meeting minutes and, in the event that a motion has been passed necessitating change in the department Bylaws and Administrative Procedures, properly frame the motion, determine where the change shall be inserted and provide this information to the Detachments as described in Section 700 (b). In addition, the Judge Advocate shall receive and review all proposed changes to the Department Bylaws and Administrative Procedures in writing. The deadline for receipt of proposed changes shall be 15 February and may be submitted by individual members, Detachments, or the Department Commandant. Such proposed changes shall be annotated and presented at the meeting of the Bylaws Committee which shall convene annually between 15 February and 15 March. The committee shall review all proposed

Changes and prepare two lists-one of those changes approved by the committee and one of those changes not approved by the committee. Both lists shall be mailed by the department adjutant to each detachment commandant and judge advocate within

fifteen (15) days of the Bylaws Committee meeting. Those approved by the committee shall be presented by the Judge Advocate for consideration adoption at the next Department Convention. Those not approved by the committee may be presented by the originator or interested party for discussion and consideration by the body at the Annual Department Convention.

- (5) Shall submit all changes to the Department Bylaws and Administrative Procedures which were approved by the Department Convention to the National Judge Advocate for final approval.
- (6) Shall have final approval of all Detachment Bylaws and Administrative procedures, when written or changed and submitted for approval.
- (7) Shall not hold office of Judge Advocate in his/her home Detachment.
- (8) Shall be elected for a term of one (1) year and may stand for re-election one consecutive additional term.

e. The DETACHMENT COMMANDANTS:

- (1) Are responsible as directed under National Bylaws and Administrative Procedures for their performance of duty.
- (2) Are responsible for insuring that the Department Adjutant is notified of the results of annual elections within their Detachment, held as directed by the National Bylaws and Administrative Procedures, as well as changes in the time and/or place of regular meetings or changes in any elected or appointed positions between annual elections.
- (3) Are responsible for insuring that the Department Adjutant and Department Chaplain are immediately informed in the event of the death of any member of their Detachment.
- (4) Are responsible for insuring that Detachment Bylaws and Administrative Procedures are submitted to the Department Judge Advocate for approval when initially written and whenever modified.

## SECTION 220 – DUTIES OF APPOINTED OFFICERS

a. The ADJUTANT

- (1) Is appointed by the Department Commandant and must be approved by the Board of Trustees.
- (2) Shall act as Administrative Secretary to the Department and the elected staff. In this capacity, the Adjutant shall keep a written and electronic record of all Department meetings, with the exception of committee meetings who will record their own minutes. At the conclusion of meetings, the Adjutant will prepare a summary written report of the meeting. A copy of all these reports will be furnished at the next Department meeting to all members of the elected staff, to concerned appointed officers and special staff and, upon request, to any member of the Department.
- (3) Shall post a report of the minutes of the last Department meeting in a conspicuous place at the next meeting for review by all delegates.

- (4) Shall notify National Headquarters of changes which occur between elections in reportable Detachment and Department positions (Commandant, Judge Advocate, Adjutant and/or Paymaster).

b. The PAYMASTER:

- (1) Is selected by the Department Commandant and must be approved by the Board of Trustees
- (2) Shall provide such reports of the Department finances as required by the Department Commandant.
- (3) Shall receive transmittals from all Detachments within the Department and review the content of such transmittals to insure the completeness and accuracy. If accurate, will sign off on the Department section; forward the transmittal and funds to National Headquarters. If the transmittal is incorrect, the Paymaster will return transmittal to the Detachment with corrections to be made. Such action shall occur not more than five (5) working days from receipt of data. Preferably each check shall contain two (2) signatures.
- (4) Shall, as a part of transmittal processing, update all Department membership rosters. This update is to include all regular, associate, honorary and dual members.
- (5) Shall be prepared for an annual audit of all Department financial records at the Department Convention, whenever the position of paymaster is vacated for any reason between elections, and at any other time deemed necessary by the Department Officers.

c. The CHAPLAIN:

- (1) Is selected by the Department Commandant and must be approved by the Board of Trustees.
- (2) Maintains a record of all members in distress, sick or recently deceased. Insure that this record is available for a report at scheduled meetings and that appropriate honors are provided at scheduled memorial services.
- (3) Insure that all persons concerned are informed for initiation of appropriate action in support of living members or for the next of kin. Assist the Department Service Officer in all aspects of that officer's duties when requested to do so.
- (4) Insure that appropriate condolence cards and/or other remembrances are provided members or members' families.
- (5) Insure that proper paperwork (death notice) is forwarded to national Chaplain and national Headquarters.
- (6) Opens and closes all Department meetings with invocation/prayer and coordinates with the hosting Detachment the planning and conducting of all memorial services of the Department.

d. The SGT-AT-ARMS:

- (1) Shall preserve order at Department meetings.
- (2) Shall perform such other duties as are required by the Department Commandant.

- (3) Shall set up the meeting room prior to any meeting to insure all properties are in place (i.e. charter, bible, colors...) and shall be responsible for any properties as directed by the Department Commandant between Department meetings.

## SECTION 230 – VACANCIES IN ELECTED DEPARTMENT OFFICES

- a. If for any reason the Department Commandant is unable to fulfill his/her duties, the Department Senior Vice Commandant (if he/she chooses) shall assume the duties of the Department Commandant for the remaining term, with the approval of the Board of Trustees. If the Senior Vice Commandant chooses not to advance, the Department junior Vice Commandant (if he/she chooses) shall assume the duties of the Department Commandant for the remaining term, with the approval of the Board of Trustees. If both the Senior and Junior Vice Commandants choose not advance, the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Commandant for the remaining term.
- b. If for any reason the Department Senior Vice Commandant is unable to fulfill his/her duties, the Department Junior Vice Commandant (if he/she chooses) shall assume the duties of the Department Senior Vice Commandant for the remaining term, with the approval of the Board of Trustees. If the Junior Vice Commandant chooses not to advance, the Department Commandant shall with the approval of the Board of Trustees select a member who is eligible to hold elected office to fill the vacancy in the office of Senior Vice Commandant for the remaining term.
- c. If for any reason the Department Junior Vice Commandant is unable to fulfill his/her duties, the Department Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Junior Vice Commandant for the remaining term.
- d. If for any reason the Department Judge Advocate is unable to fulfill his/her duties, the Department Commandant with the approval of the Board of Trustees shall select a member who is eligible to hold elected office to fill the vacancy in the office of Judge Advocate for the remaining term.
- e. In addition to death, resignation, or incapacitation, a vacancy will occur through the failure to attend two (2) consecutive officially called meetings of the Department by the Department Commandant (unless excused for cause) or in the case of removal from office for cause after due process.

## ARTICLE THREE

### CONVENTIONS/CONFERENCES/MEETINGS

#### SECTION 300 – CONVENTIONS COMMITTEE

- a. The Convention Committee shall consist of three (3) members appointed by the Commandant and approved by the Board of Trustees. Each member shall serve for a period of three (3) years, with one member being replaced each year. The Chair of the Committee shall be the member from the host Detachment for the next convention. Terms of office shall begin and end with the close of business of the Department Convention.
- b. The Chair of the Convention Committee may appoint such other committee members and/or sub-committees (such as a coordination committee) as he/she deems desirable.
- c. The Convention Committee is responsible for receiving and reviewing all bids to host Department Conventions.
- d. Bids to host the Annual Department Convention are for two (2) years in the future, i.e., bids received at the 1994 convention shall be to host the 1996 Department convention.
- e. Bids must be in writing and follow the format outlined in National Marine Corps League Administrative Procedures.
- f. All bids will be submitted to the Department Adjutant in triplicate. One (1) copy shall be retained by the Adjutant and two (2) copies shall be forwarded to the Chair of the Convention Committee.

#### SECTION 310 – COORDINATION – DEPARTMENT CONVENTIONS

- a. The hosting Detachment Commandant will, with respect to the needs of the Department Commandant and Staff, make every effort to accommodate and coordinate their needs and requirements by appointing a Coordination Committee consisting of at least four (4) members of the Detachment to insure that scheduling accommodates the membership and that necessary administrative supplies, suitable facilities, and equipment are available for use by the Department Staff and the Registration and Credentials Committee. The Coordination Committee shall insure that Department Officers are kept advised and that:
  - (1) Suitable space is provided to accommodate uninterrupted conduct of the Registration and/or Credentials Committee, in performing their duties.
  - (2) Duplicating (copy machine) equipment is reasonably available.
- b. The Department Sergeant-At-Arms, assisted by the host detachment Sergeant-At-Arms and others as may be requested, will insure that meeting spaces are arranged, electrical outlets available, communications systems in working order, color stands pre-positioned as outlined in the Ritual to the extent possible, and that names and contact references of the host facility are at hand to resolve any additional requirements.
- c. The host detachment Convention Committee Chair and/or Adjutant will be available to assist the Department Staff on call.

## SECTION 320 – REGISTRATION

- a. Delegates and members may pre-register by mail. Advance information shall be provided to each Detachment no later than 15 February each year, to include hotel/motel information, costs, and tentative schedule. Pre-registration fees must be received by the host Detachment not less than fifteen (15) days prior to the convention opening date unless otherwise published in advance literature.
- b. Each person wishing to register will:
  - (1) Complete the registration form.
  - (2) Present the form at the registration table, together with all necessary fees, if not pre-registered.
- c. The Credentials Committee Chair/member shall:
  - (1) Verify from the list provided by the Department Adjutant that the applicant's dues are current and pass the form and fees to the Credentials Committee Chair.
  - (2) Verify the applicant's status based upon lists submitted by Detachment Commandants and prepare an appropriate badge identifying the applicant as a Regular, Associate, or Alternate Delegate, voting individual member, or attendee otherwise eligible to attend the meeting and provide the same to the applicant. These badges will be worn on the right side of any outer garment and must be displayed to enter any meeting spaces and while present at any meeting in progress.
  - (3) Note on the registration form the amount paid and file the form alphabetically by Detachment for record purposes. The Credentials Committee Chair will also enter the name of the individual and the voting strength allowed, if a delegate, on the Detachment record summary sheet.
- d. The Credentials Committee Chair will, not later than the beginning of the first formal session of any meeting, present to the Department Adjutant all original Detachment record summary sheets. Changes will be reported as requested by the Department Adjutant.
- e. At the completion of registration, the Chair of the Registration Committee will turn over all funds collected to the host Detachment Paymaster.

## CH 1-04

## SECTION 330 – DETACHMENT SUPPORT OF ANNUAL DEPARTMENT CONVENTION

- a. The Convention deserves and needs the support of all Detachments and members. Towards this end, each Detachment shall contribute \$20.00 payable to the Department Paymaster. These funds shall go to Host Detachment as a help in cost of putting on Convention and normally will be used to offset cost of Hospitality Room.
- b. The Department Paymaster shall issue a reminder of the \$20.00 payment to all Detachments prior to February 25<sup>th</sup> of each year by mail. The Detachments shall submit payment of funds to the Department Paymaster no later than April 15<sup>th</sup> of each year. These funds will normally be distributed within one (1) month following the Convention, but not later than the next scheduled Department Staff Meeting.

- c. Should any Detachment be in default of payment of funds from any source to the Department Paymaster, the provisions of Department Bylaws, SECTION 170 d. shall apply.
- d. The Department Board of Trustees may, for cause, delay distribution of assessed funds. If the distribution is delayed, final distribution of these funds shall be decided by vote of Department Elected and Appointed Officers and Authorized Detachment Representatives at the next Scheduled Department Staff Meeting.
- e. To provide additional funds for the cost of hosting the Annual Convention, each Detachment is encouraged to provide three (3) items to be raffled as door prizes after the Convention Banquet. Value of these items shall be the decision of each Detachment based on their means and resources.
- f. Profits from the sales of raffle tickets for above items shall normally be distributed to the Host Detachment within one (1) month after the Convention, but not later than the next scheduled Department Staff Meeting.
- g. The Department Board of Trustees may, for cause, hold distribution of these funds from sale of raffle tickets. If the distribution is delayed, the final distribution shall be decided by vote of Department Elected and Appointed Officers and Authorized Representatives at the next Scheduled Department Staff Meeting.
- h. The Department of Georgia and **all** Detachments are further encouraged to provide financial support to the Host Detachment through the purchase of ads in the Convention Program. The Host Detachment is responsible for solicitation of ads and printing of the program.

## ARTICLE FOUR

### AWARDS COMMITTEE

#### SECTION 400 – AWARDS COMMITTEE

- a. The Awards Committee shall consist of one (1) member from each Detachment selected by that Detachment.
- b. The Senior Vice Commandant shall be a member and shall act as Chair of the Awards Committee. The attending members may elect an Acting Chair, in the event of his/her absence at any meeting.
- c. A quorum shall consist of three (3) members.
- d. The Awards Committee shall provide information to the Detachments as to any awards that may be made, and the rules regarding such awards, and shall approve/disapprove all requests for Department Awards made by Detachments and/or individuals.

#### CH 1-04

NOTE 1. Marine Corps League National Bylaws, Enclosure Four (4) m. MARINE OF THE YEAR, requires that “Letters of nomination for National Marine of the Year shall originate only at Detachment level”. By extension, the nomination of a Marine for Department Marine of the Year must originate at Detachment level. Should any Detachment be in default of payments of funds from any source due the Department Paymaster, the provisions of Department Bylaws, SECTION 170 d. apply. The recommendations of a Detachment in default can therefore not be considered.

## ARTICLE FIVE

### AUDIT COMMITTEE

#### SECTION 500 – AUDIT COMMITTEE

- a. The Audit Committee shall consist of at least three (3) members appointed by the Department Commandant, and approved by the Board of Trustees.
- b. Each member shall be either a Past Department Commandant or a Past Detachment Commandant. The Chair shall be the Junior Past Department Commandant. If the Junior Past Commandant is not available, the Committee shall select a Chair.
- c. An audit of the Department’s financial records shall be performed at least once per year. An audit shall be performed at the Annual Convention prior to the first session on the day of election and any other time it is deemed necessary by the Department Officers and/or the Board of Trustees. There will also be an audit whenever the position of Department Paymaster is vacated for any reason.
- d. The Chair shall make a report of the findings at the Annual Convention or the next Department Meeting.

## **ARTICLE SIX**

### **BYLAWS COMMITTEE**

#### **SECTION 600 – BYLAWS COMMITTEE**

- a. The Bylaws Committee shall consist of five (5) members appointed by the Commandant and approved by the Board of Trustees. The Department Judge Advocate shall be a member of the committee and serve as the chair.
- b. The committee will review all proposed changes to the Department Bylaws and Administrative Procedures as described in SECTION 210 d. (4).

## **ARTICLE SEVEN**

### **AMENDMENTS – CHANGES TO DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES**

#### **SECTION 700 – AMENDMENTS – CHANGES**

- a. Recommendations for Amendments/Changes to the Department Bylaws and Administrative Procedures shall be received in writing by the Department Judge Advocate, not less than sixty (60) days prior to a scheduled Department Meeting, in order to be considered by the body at that meeting. Copies of these recommendations shall also be mailed to all Detachment Commandants and Judge Advocates by the Department Adjutant not less than forty-five (45) days prior to the scheduled meeting. All changes shall be received by February 15 for consideration at the Department Convention.
- b. Changes accepted by a majority of the body at meetings other than Department Conventions, as noted above, will be adopted as “Proposed” changes. The approved version will then be considered by the Bylaws Committee in accordance with SECTION 210, paragraph d. (4) of these Department Bylaws and Administrative Procedures.

#### **CHANGE DATES**

Change 1, Dated May, 2004 affected SECTION 330, SECTION 400 and added NOTE 1 to SECTION 4. Change was approved at 2004 Department Convention, and published in February 2005.

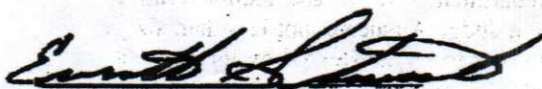
Change 2, Dated May, 2010 affected SECTION 150 added (9), SECTION 400 deleted (e), (f), and (g). Added Administrative Procedure CHAPTER ONE, AWARDS and ENCLOSURE ONE and TWO. Changes were approved at 2010 Department Convention, and published in December 2010.

### By-Laws Certification

We, BO STOLLENWERCK, Commandant of the Department of Georgia, and EVERETT STEWART, Adjutant of the Department of Georgia, Marine Corps League, do hereby certify that the foregoing By-Laws of the Department of Georgia, Marine Corps League, were duly accepted by a majority vote of the duly registered and certified delegates to the Department of Georgia Annual Convention, held at Athens, Georgia on April 30<sup>th</sup> and May 1<sup>st</sup>, 2010.

Attested:  
4 December 2010

Signed:  
4 December 2010



Everett Stewart  
Adjutant  
Department of Georgia  
Marine Corps League



Bo Stollenwerck  
Commandant  
Department of Georgia  
Marine Corps League

Reviewed and Approved:  
4 December 2010

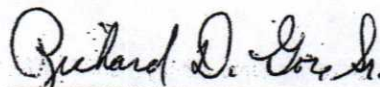
Reviewed and Approved:

8 December, 2010

Date



Thomas K. Newton  
Judge Advocate  
Department of Georgia  
Marine Corps League



Richard D. Gore  
Judge Advocate  
National Marine Corps League

Distribution: Department of Georgia Detachment Commandants  
Department of Georgia Detachment Judge Advocates



**DEPARTMENT OF GEORGIA**

**ADMINISTRATIVE PROCEDURES**

**2010 Edition**

**DEPARTMENT OF GEORGIA  
MARINE CORPS LEAGUE  
ADMINISTRATIVE PROCEDURES**

CH 2- 10

**CHAPTER ONE  
AWARDS**

**SECTION 100 - ANNUAL AWARDS** - The annual awards of the Department of Georgia are:

**(a) Department Marine of the Year**

(1) Award: The Department Marine of the Year Medallion, together with the appropriate Ribbon and FMF Device, and a certificate will be presented to the recipient. The Department Marine of the Year's name and year of award will also be engraved on the Department Marine of the Year Plaque, which will be displayed at the Department Convention. The previous recipient of the Department Marine of the Year is responsible for ordering the Medallion and having the Plaque engraved. He/she is to be reimbursed by the Department Paymaster.

(2) Submission of a Nominee for the Department Marine of the Year

a. A letter of nomination will be submitted by the Detachment Commandant (one nomination per Detachment) to the Department Commandant. The letter of nomination should be as detailed as possible, noting any special accomplishments. Documentary proof, affidavits, or photos may be submitted. If the nominee is the Detachment Commandant, the letter of nomination will be submitted by the Detachment Senior Vice Commandant. The nominee shall:

1. Be a Regular Member in good standing of the Marine Corps League.
2. Belong to a Detachment in the Department of Georgia.
3. Believe in the principles upon which the Marine Corps League was chartered.
4. Be active in the affairs of the Marine Corps League at the Detachment level.
5. Be active in community affairs

b. Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or has done deed(s) of courage performed by the nominee without regard to his/her own safety.

c. All letters of nomination shall be addressed to and delivered to the Department Paymaster prior to the opening of the Department Convention's Business Session. Nominations received late will not be considered.

1. The envelope shall be sealed and clearly marked in the lower-left-hand corner “Dept. MOY Committee”
2. Improperly marked or opened letters of nomination will not be considered by the committee.
3. If a nomination is sent by U.S. Mail to the Department Paymaster, it must be sent by Certified Mail, Return Receipt Requested in time to be received by the Department Paymaster at least five (5) days prior to the opening of the Business Session.

d. The Department Paymaster is to:

1. Write the date received on the outside of the envelope above “Dept. MOY Committee”.
2. Provide a list of all Detachments that are NOT current on their financial obligations to the Department as of the start of the Business Session to the Chairman of the Department Marine of the Year Committee. Nominations from Detachments in arrears will not be considered by the Committee.
3. Just before the opening of the Business Session, the Department Paymaster will give the unopened letters of nomination to the Chairman of the Committee.

(3) Determination of Recipient:

- a. The determination of the Marine of the Year shall be the sole responsibility of the Marine of the Year Committee. The Marine of the Year Committee shall be composed of all past recipients of the Department of Georgia Marine of the Year in good standing, who are in attendance at the Department Convention. If there are not five past recipients present, the Department Commandant will appoint enough among the Detachment Commandants present to ensure there are five members of the Committee.
- b. All members of the Committee are obligated to secrecy and will not divulge any information about nominees or the voting.
- c. The most recent recipient of the award attending the Convention will be the chairperson.
- d. All meetings of the Committee shall be closed. Only Committee members shall be present. Once the meeting is called to order for the purpose of deliberating, no one is allowed to leave the room except for emergency reasons.
- e. Before opening any nominations, the following will be checked:
  1. Ensure no nomination has been opened.
  2. Ensure that all are properly addressed and that they are marked “Dept. MOY Committee”.

f. Open all nominations and verify that they are signed by the Commandant of the Detachment or, if the Commandant is the nominee, then signed by the Senior Vice Commandant.

g. If both conditions in subsection e. above are not met, then the nominee is disqualified. The reason for disqualification should be noted on the envelope.

h. The recipient must do more than attend meetings. His/her activities in support of the League and activities in the community should be mentioned and described.

i. Each member of the Committee may cast from 0 to 5 votes for each candidate, unless the candidate is from their Detachment, in which case they may cast from 0 to 2 ½ votes for that candidate. The votes for each candidate are to be added up. The applicant with the most votes is to be the recipient. If there is a tie, then another vote is taken between just the candidates who are tied, until a single recipient is selected.

j. The name of the recipient and the letter of nomination are to be placed in an envelope and sealed. The Committee Chairperson will carry the letter to the Banquet and present the award at the Banquet.

k. All other letters of nomination will be returned to the Department Commandant. Unless for reason of disqualification, he/she shall return them to the sending Detachment Commandant without comment.

l. If there is no qualified nominee, such a report shall be made to the Department Commandant and no award will be presented.

m. A deceased member whose' date of death is after the previous Department Convention but would otherwise meet the eligibility criterion for the Department Marine of the Year can be nominated and selected as the recipient.

(4) Presentation: The presentation of the Department Marine of the Year will be the final award presented at the Convention Banquet.

**(b) Pack Dog of the Year**

(1) Award: Pack Dog of the Year Ribbon and Device and such other award(s) as determined by the Georgia Pack.

(2) Criterion: Determined by the Georgia Pack.

(3) Determination: Determined by the Georgia Pack.

(4) Presentation: The presentation of the Pack Dog of the Year will be made at the Department Convention Banquet. It will be made prior to the announcement of the Department Marine of the Year and after the award of the Burkhardt Award.

**(c) The Glaser F. Burkhardt Award**

(1) Award: The Glaser F. Burkhardt Award is a plaque with each year's winning Detachment engraved on it. The Award is a rotating award and will be kept in the possession of the Department Commandant or his designated representative. It will be prominently displayed at the Department Convention.

(2) Criterion: The Glaser F. Burkhardt Award is awarded to the Detachment with the largest percentage gain in Total Paid Members (Regular, Associate, and Multiple) based upon the Membership Report from MCL Headquarters, dated March 31 of the prior year to the Membership Report dated March 31 of the current year. A Detachment must have been in existence with the Charter presented and the Officers Installed as of March 31 of the previous year to be eligible for the award.

(3) Determination: The Department Junior Vice Commandant is responsible for determining the Detachment to receive the Burkhardt Award. Not later than April 15, the Jr. Vice will calculate the percentage gain for each Detachment, rank them, and submit the rankings and calculated percentages to the Paymaster, who will check the calculations. Once they are in agreement, the Jr. Vice will have the plaque engraved with the winning Detachment in time to have the Award available for the Department Commandant to present the Award at the Convention Banquet.

(4) Presentation: The presentation of the Burkhardt Award will be made at the Department Convention Banquet. It will be made prior to the announcement of the Pack Dog of the Year and after the Associate of the Year, if any. After the Banquet, the Plaque will be kept in the custody of the Department Sergeant-at-Arms or his representative.

(5) Background: Glaser Burkhardt was an honored Marine veteran of WW II and Korea who received both the Silver Star and Bronze Star for valor. He retired from the Marine Corps in Augusta, GA, where he was instrumental in the organization and growth of the Lt.Col. J. A. Dyess Detachment.

**(d) Department Associate of the Year**

(1) Award: A Certificate proclaiming the individual or organization as the Associate of the Year.

(2) Submission of a Nominee for the Department Marine of the Year:

a. A letter of nomination will be submitted by the Detachment Commandant (one nomination per Detachment) to the Department Commandant. The letter of nomination should be as detailed as possible, noting any special accomplishments. Documentary proof, affidavits, or photos may be submitted. The nominee shall:

1. Be an Associate Member in good standing of the Marine Corps League.

2. Belong to a Detachment in the Department of Georgia.
  3. Believe in the principles upon which the Marine Corps League was chartered.
  4. Be active in the affairs of the Marine Corps League at the Detachment level.
  5. Be active in community affairs
- b. Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or has done deed(s) of courage performed by the nominee without regard to his/her own safety.
- c. All letters of nomination shall be addressed to and delivered to the Department Paymaster prior to the opening of the Department Convention's Business Session. Nominations received late will not be considered.

1. The envelope shall be sealed and clearly marked in the lower-left-hand corner "Dept. AOY Committee".
  2. Improperly marked or opened letters of nomination will not be considered by the committee.
  3. If a nomination is sent by U.S. Mail to the Department Paymaster, it must be sent by Certified Mail, Return Receipt Requested in time to be received by the Department Paymaster at least five (5) days prior to the opening of the Business Session.
- d. The Department Paymaster is to:
1. Write the date received on the outside of the envelope above "Dept. AOY Committee".
  2. Provide a list of all Detachments that are NOT current on their financial obligations to the Department as of the start of the Business Session to the Chairman of the Department Marine of the Year Committee. Nominations from Detachments in arrears will not be considered by the Committee.
  3. Just before the opening of the Business Session, the Department Paymaster will give the unopened letters of nomination to the Chairman of the Committee.

(3) Determination of Recipient:

- a. The determination of the Associate of the Year shall be the sole responsibility of the Department Award Committee. If there are not five members of the Award Committee present, the Department Commandant will appoint enough among the Detachment Commandants present to ensure there are five members of the Committee.
- b. All members of the Committee are obligated to secrecy and will not divulge any information about nominees or the voting.
- c. The most recent recipient of the award attending the Convention will be the chairperson.
- d. All meetings of the Committee shall be closed. Only Committee members shall be present. Once the meeting is called to order for the purpose of deliberating, no one is allowed to leave the room except for emergency reasons.
- e. Before opening any nominations, the following will be checked:
  1. Ensure no nomination has been opened.
  2. Ensure that all are properly addressed and that they are marked "Dept. AOY Committee".
- f. Open all nominations and verify that they are signed by the Commandant of the Detachment or, if the Commandant is the nominee, then signed by the Senior Vice Commandant.
- g. If both conditions in subsection e. above are not met, then the nominee is disqualified. The reason for disqualification should be noted on the envelope.
- h. The recipient must do more than attend meetings. His/her activities in support of the League and activities in the community should be mentioned and described.
- i. Each member of the Committee may cast from 0 to 5 votes for each candidate, unless the candidate is from their Detachment, in which case they may cast from 0 to 2 ½ votes for that candidate. The votes for each candidate are to be added up. The applicant with the most votes is to be the recipient. If there is a tie, then another vote is taken between just the candidates who are tied, until a single recipient is selected.
- j. The name of the recipient and the letter of nomination are to be placed in an envelope and sealed. The Committee Chairperson will carry the letter to the Banquet and present the award at the Banquet.
- k. All other letters of nomination will be returned to the Department Commandant. Unless for reason of disqualification, he/she shall return them to the sending Detachment Commandant without comment.

l. If there is no qualified nominee, such a report shall be made to the Department Commandant and no award will be presented.

m. A deceased member whose date of death is after the previous Department Convention but would otherwise meet the eligibility criterion for the Department Associate of the Year can be nominated and selected as the recipient.

(4) Presentation: The presentation of the Department Associate of the Year will be made by the Department Commandant at the Department Convention Banquet. It will be made prior to The Glaser F. Burkhardt Award.

**(e) Department Recruiter of the Year**

(1) Award: The MCL Department Recruiter - Silver Medal and accompanying Ribbon. The award will be made before the Banquet, during the Regular Business Meeting.

(2) Criterion: The Department Recruiter of the Year is awarded to the individual in the Department of Georgia who is responsible for recruiting the greatest number of PAID new members, both Regular Members and Associate Members, for the period beginning April 1 of the preceding year until March 31 of the current year. The respective National MCL Rosters for the periods ending March 31 of the previous year and March 31 of the current year shall be the source documents for determining new members.

(3) Determination: The Department Junior Vice Commandant will, not later than April 15<sup>th</sup>, ask every Detachment Commandant to submit the name(s) of the Detachment's top recruiter for the period of April 1<sup>st</sup> of the preceding year through March 31<sup>st</sup> of the current year. The Detachment Commandant's response will contain the names of the new members recruited by its top recruiter.

The form shown in Enclosure ONE should be used. The form must be submitted prior to the opening of the Convention's Business Meeting. If no one from the Detachment attends the Convention, the submission may be made by U.S. Mail or by email to the Department Junior Vice Commandant. The Department Junior Vice Commandant and Paymaster will verify the names of the new members on the list submitted by the leading contenders.

(4) Presentation: The award shall be announced under the "For the Good of the League" portion of the Business Meeting.

**(f) Detachment Colors - Streamer**

(1) Award: A red streamer for unit colors with the MCL Logo, a vertical "DEPARTMENT CONV.", the Convention Year, and Convention host city imprinted in gold. The streamer dimensions are approximately 2" wide by 18" long, with eyelet and a pinked bottom edge.

(2) Criterion: To receive this award, a Detachment must bring its Detachment Colors to the Business Meeting and present them to the Department Sgt.-at-Arms or his representative prior to or during the Business Meeting. The Detachment Colors need not be elaborate nor of any certain minimum size.

(3) Determination: The Department Sergeant-at-Arms will check each Detachment and have the person receiving the Streamer for his/her Detachment sign an Issue Sheet (Enclosure 2). The Department Sergeant-at-Arms is responsible for ordering the Streamers not later than March 15<sup>th</sup> of the Convention year. The Department Paymaster will provide payment for the Streamers.

(4) Presentation: The Streamer will be presented to the individual when he/she presents the Detachment Colors to the Sergeant-at-Arms or his/her representative.

**(g) Grits Bowl**

(1) Award: The Grits Bowl is a ceramic bowl that has been hand painted with the MCL logo and the names of the two Departments on opposite sides. It is held in a custom-made cypress case that can be opened to display the Bowl. Along the sides are brass plates that are to be engraved with the name of the winning Department and the year they won.

(2) Criterion: The “GRITS BOWL” is the Challenge Trophy for Department membership growth that is to be awarded to the either the Department of Alabama or the Department of Georgia. The “GRITS BOWL” will be awarded to the Department that has the highest percentage increase in Total Paid Membership from the previous year. The increase shall be determined by taking the National MCL Membership Report from March 31 of the previous year to March 31 of the current year. The total number of both Regular and Associate Members, including both Life Members and annual paid, who are paid and are current as of March 31 will be used. Members who have not paid or whose dues had been paid but not received by National Headquarters will not be included. The percentage increase (decrease) will be determined by dividing (a) the INCREASE (or decrease) represented by the current year's Total Paid Membership less the previous year's Total Paid Membership by (b) the previous year's Total Paid Membership.

(3) Determination: The Alabama and Georgia Department Commandants will contact each other after the March 31 Membership Reports are received from National MCL. They will report to each other the Paid Members for the two years used to determine the Criterion and then agree on the result and winner. For the purposes of the calculations, if there is any dispute, the National Vice Commandant, Southeast Division, will be consulted and make the ruling. In case of a tie down to the 4<sup>th</sup> decimal point, both Department Commandants will attend the other Department's Convention and make a “tie” presentation. Both Departments names will be engraved on that year's plate.

(4) Presentation: The GRITS BOWL will be awarded annually to the winning Department at the Banquet of the winning Department's annual convention by the losing Department Commandant or his/her representative. The winning Department will keep possession of the GRITS BOWL until the other Department succeeds in claiming the GRITS BOWL. Regardless whether the possession changes hands or remains with the previous winning Department, the losing Department Commandant or his/her representative will attend the winning Department Banquet to make the presentation.



**DEPARTMENT OF GEORGIA**

**ENCLOSURES**

**2010 Edition**

**CH 2- 10**

**NOMINEE FOR DEPARTMENT RECRUITER OF THE YEAR**

Date \_\_\_\_\_

This is to certify that the following Marine Corps League member has recruited the following new members (Regular and/or Associate) between the periods 1 APRIL 20\_\_\_\_ and 31 MAR 20\_\_\_\_:

Detachment \_\_\_\_\_ Number \_\_\_\_\_ Department: **GEORGIA**

Recruited by \_\_\_\_\_ MCL Membership No. \_\_\_\_\_

Names of New Members

- |            |            |
|------------|------------|
| (1) _____  | (2) _____  |
| (3) _____  | (4) _____  |
| (5) _____  | (6) _____  |
| (7) _____  | (8) _____  |
| (9) _____  | (10) _____ |
| (11) _____ | (12) _____ |
| (13) _____ | (14) _____ |
| (15) _____ | (16) _____ |
| (17) _____ | (18) _____ |
| (19) _____ | (20) _____ |
| (21) _____ | (22) _____ |
| (23) _____ | (24) _____ |
| (25) _____ | (26) _____ |
| (27) _____ | (28) _____ |
| (29) _____ | (30) _____ |
| (31) _____ | (32) _____ |
| (33) _____ | (34) _____ |

(List additional names on the back of this form)

Certified true and correct \_\_\_\_\_  
Detachment Commandant

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

**Enclosure 1-1**

DEPARTMENT CONVENTION STREAMER ISSUE SHEET

Date \_\_\_\_\_

This is to certify that the following Department of Georgia Detachments have presented their colors to the Department Sergeant-At-Arms and they have received their Convention Streamer:

1. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

2. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

3. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

4. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

5. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

6. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

7. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

8. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

9. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

10. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

11. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

12. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

**DEPARTMENT CONVENTION STREAMER ISSUE SHEET**

Date \_\_\_\_\_

13. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

14. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

15. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

16. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

17. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

18. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

19. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

20. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

21. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

22. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

23. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

24. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

25. Detachment \_\_\_\_\_ Number \_\_\_\_\_ Name \_\_\_\_\_

Signed \_\_\_\_\_  
Department of Georgia Sergeant-At-Arms

**Enclosure 2-2**

**CRITICAL EVENTS CHART**  
**Department of Georgia, Marine Corps League**

<b>Deadline</b>	<b>Description</b>	<b>Bylaws Reference</b>
<b>(no later than)</b>	<b>FEBRUARY</b>	<b>Article/ Section</b>
02/15	Deadline for receipt of proposed changes to Department Bylaws and/or Administrative Procedures in writing to Department judge Advocate	2/ 210,d,4
Between 02/15 and 03/15	Proposed Bylaws and/or Administrative Procedure changes annotated and presented to the annual meeting of the Bylaws committee by Department judge Advocate	2/ 210,d,4
02/15	Deadline for advance information on the Department Convention provided to each Detachment.	3/ 320,a
02/25	Deadline for Paymaster to issue a reminder to Detachments of the \$20.00 Convention support fee.	3/ 330,b
02/15	Deadline for receipt of proposed changes to Department Bylaws and Administrative Procedures for consideration at the Department Convention.	7/700,a
	<b>APRIL</b>	
04/15	Detachment in default of due payments or funds shall be reported.	1/ 170,d
04/15	Detachment list of Alternates and/or Delegates mailed to the Credentials Committee.	1/ 170,h
04/15	Deadline for submission of the \$20 Convention support fee from Detachments to Department Paymaster.	1/ 170,h
04/01	Deadline for Detachments to submit nominations for "Marine of the Year" and "associate of the Year" to Department Paymaster.	4/ 400,g
04/10	Department Paymaster forwards Detachment nominations to appropriate Committee Chair.	4/ 400,g

	<b>MAY</b>	
Between 05/01 and 07/15	Annual Convention and meeting for election of officers.	1/ 120,b
15 days prior to opening of Convention	Transmittals to Department Paymaster of total strength of Detachment.	1/ 150, a, (1)
15 days prior to opening of Convention	Submit names of Detachment Delegates and alternatives to Department Convention to Department Paymaster.	1/ 170, b
05/01	Department Paymaster shall notify to elected officers of Detachment in default and to the Credentials committee default of due payments or funds.	1/ 170, d
15 days prior to opening of Convention	Detachment report to Paymaster on standard transmittal forms that it has at least 15 members...	1/ 170, e
(one year)	Term of Office for Elected positions.	2/ 210, a,9
At Annual convention	Department Financial Audit	5/ 500,c
	<b>JULY</b>	
07/31	Installation Report to National Headquarters	1/ 120 and 2/ 230
15 days following Bylaws Committee meeting	Department Adjutant mails copies of both Approved and Not Approved changes lists to Detachment Commandants and Judge Advocates.	2/ 210,d,4
30 days following the Department Convention	Department Paymaster issues Convention funds to Convention host Detachment.	3/ 330,b

	<b>NOVEMBER</b>	
11/15	Deadline for submission of IRS 990 form by Department Paymaster	IRS Requirement
	<b>EVENT CONTINGENT</b> ( Date determined by event specified)	
(TBD)	Department financial audit whenever the position of department paymaster is vacated.	5/ 500,c
(TBD)	Department Bylaws Committee will review all proposed changes to the Department Bylaws and Administrative procedures.	6/ 600,b
60 days prior to a scheduled Department meeting	Recommendations for Amendments/Changes to the Department Bylaws and Administrative Procedures shall be received in writing by the Department Judge Advocate.	7/ 700,a
45 days prior to a scheduled Department meeting	Department Adjutant mails copies of recommendations for Amendments/changes to Department Bylaws And Administrative Procedures to ALL detachment Commandants and Judge Advocates	7/ 700,a