

MARINE CORPS LEAGUE

**PROFESSIONAL DEVELOPMENT
PROGRAM**

**PROTOCOL AND ETIQUETTE
FORMING A NEW DETACHMENT**



**Authored By Department Of Indiana and edited by Professional Development
Committee.**

Protocol and Etiquette

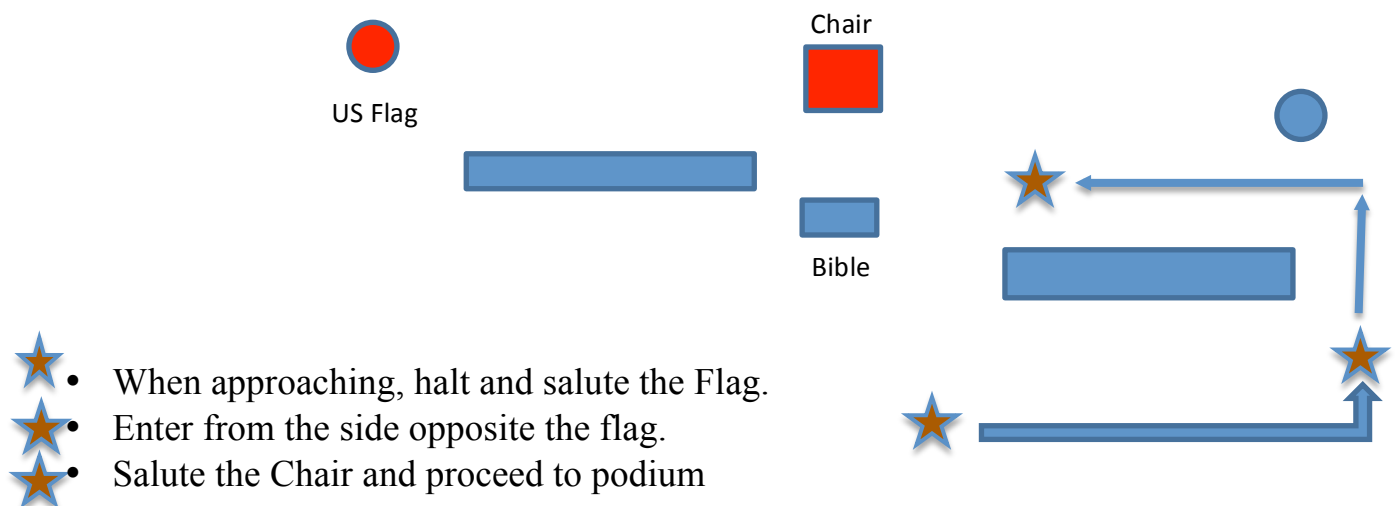
RESPECT TO THE FLAG

- The flag is placed to the Chair's right (audience left).
- The plane between the Flag and the Chair is never broken.
- During the Pledge of Allegiance, those in uniform perform a military salute, those not in uniform remove headgear and hold right hand over heart.

The basic uniform of the Marine Corps League is the unique cover that identifies the members of the Marine Corps League. Because all other parts of the uniform that are designated in Enclosure 3 are optional, the cover remains as the only consistent identifier for Marine Corps League members, which is why the cover is worn indoors at appropriate Marine Corps League functions. When Marine Corps League members are wearing the appropriate cover, they are considered to be in uniform. **No other type of cover may be worn at a Marine Corps League function or meeting.**

Protocol and Etiquette

Approaching the Chair (Typical Room Setup)



Entering/Departing While Meeting in Progress

- Procedure, similar to embarking/disembarking ship.
- Enter without disturbing meeting, salute flag, then the Sgt-at-Arms.
- If necessary to depart, reverse the procedure.

Meeting Etiquette

- No Smoking
- No Alcoholic Beverages
- No Side Discussions
- All comments and discussions are to or through the Chair, never directly to another member.
- Members must follow the MCL Rituals, bylaws, Administrative Procedures and for subjects not fully covered by those documents, such as the making of Motions, be guided by Robert's Rules of Order.

Protocol Basics for Detachments

- The Department Commandant should be invited to a meeting or event during the year.
- When inviting a Department Commandant or a National Officer, it is the host's responsibility
 1. To greet the visitor upon arrival
 2. Provide an itinerary of events
 3. Cover banquet, hotel, and local transportation expenses
- Invitations to National Officers should be in writing.
- Requests for Installing Officer or Guest Speaker should be made at least 4 weeks in advance.
- Follow-up with Installing Officer or Guest Speaker 2 weeks prior providing location, date, time, uniform, and other pertinent instructions.
- Protocol is the same as all other distinguished guests with regards to greeting, expenses, etc. It is acceptable to present the Installing Officer or Guest Speaker with a small gift or token of recognition.
- During meetings, always recognize distinguished guests to include past Detachment Commandants, at the beginning of your meetings.
- If the National Commandant is a guest, the local media should be advised.

References

- Marine Corps League National Bylaws
- Ritual Manual
- United States Code, Title 36, Chapter 10
- MCO P10520.3B, Annex D, Navy Regulations
- Service Etiquette, 3rd Edition, Naval Institute
- Guidebook for Detachment Officers, Nov 2007
- MCL Professional Development Program, Lesson Plan 6 Meetings.

Forming a New Detachment

SECTION I

BRIEF HISTORY OF THE MARINE CORPS LEAGUE

The Marine Corps League (MCL) is a Marine Corps oriented organization comprised of persons who are serving, or have served honorably in the United States Marine Corps "on active duty" for not less than ninety (90) days and earned the Eagle, Globe and Anchor; or have served or are currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points; or that I have served or are currently serving as a U.S. Navy Corpsmen who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) or the Warfare Device worn on the Service Ribbon, authorized for FMF Corpsmen; or have served or are currently serving as a U. S. Navy Chaplains and have earned the FMF Badge serving with Marines

The Marine Corps League was established in June 1923, during a reunion, in New York, of Marines who had served in the 1st World War. The League was chartered by an act of the United States Congress on August 4th, 1937. The League was authorized to assist and aid in presenting claims before the Veterans Administration by Public Law # 243, passed by the 74th Congress of the United States of America.

PURPOSES OF THE MARINE CORPS LEAGUE

- To preserve the traditions, promote the interest and perpetuate the history of the United States Marine Corps.
- To band together those who are now serving in the United States Marine Corps, eligible FMF Corpsmen; Chaplains and those who have been honorably discharged from the United States Marine Corps, together in fellowship, that they may effectively promote the ideals of American freedom and democracy.
- To help fit its members for the duties of citizenship and to encourage them to serve ably as citizens as they have served our nation under arms.
- To hold sacred the memory and history of the men and women who have given their lives to the Nation.
- To foster love for the principles which they have supported by blood and valor since the founding of the Republic.
- To aid voluntarily and to render assistance to all Marines, FMF Corpsmen and FMF Chaplains, uniformed and civilian, as well as their widows and orphans.

- To create a bond of comradeship between those in the service and those who have returned to civilian life.
- 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.

GENERAL INFORMATION

The Marine Corps League National Headquarters (HQ) is always ready and willing to render assistance in the formation of a Marine Corps League Detachment. They are available to help with any questions at any time. They can also assist in giving you the name, address, phone number or e-mail address of the Department Commandant in your local area of the country.

Marine Corps League - National Headquarters

P. O. BOX 3070

Merrifield, VA. 22116-3070

Phone: (703) 207-9588 or call (800) MCL-1775

Fax: (703) 207-0047

Contact Us: <http://mclnational.org/Contact/tabid/709/Default.aspx>

SELECTION OF A DETACHMENT NAME

A new Detachment shall not be named in honor of a living person. No Detachment shall select a name being used by any other Detachment in the League. Suggest your group consider submitting a (1st) choice name and a (2nd) choice option for a name selection prior to contacting the Department Commandant. If your group decides to name the Detachment after a deceased Marine, you **must** receive written permission from the family to use the name.

MCL MEMBERSHIP DUES

The National Budget & Finance Committee annually recommends the dues fees for approval by the Marine Corps League Convention Delegates assembled. At this time, the MCL Dues are:

- National Dues: New member - \$23.00 Includes yearly fee of \$18.00 and a onetime initiation fee of \$5.00
- Department Dues: as set by the Departments
- Detachment Dues: as set by the Detachments

A MCL member will be considered delinquent if their annual dues are not received at National HQ by their due date and will be carried for only one (1) year in a delinquent status before being dropped from the MCL membership roll. No delinquent member may be transferred.

BASIC INFORMATION FOR NEW DETACHMENTS

- A. MCL Bylaws specify a minimum of 20 eligible members is required for membership to form a new Detachment. Department can request a waiver to start with 16, if there is potential to reach 20 with in a year.
- B. MCL Bylaws (2 copies) will be mailed with each approved Charter. The Commandant & the Judge Advocate usually are issued the two free copies. They should be identified as Detachment Property and turned over to new incoming Officers.
- C. The Detachment Charter (or a copy), the National Colors and a Bible are to be displayed at all business meetings.
- D. Each Detachment may adopt local Bylaws, which are not inconsistent with National Bylaws and shall be subject to approval by Department and National Judge Advocates.
- E. Detachment members select officers, both elected and appointed, as they desire. They MUST elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant and a Judge Advocate. Members either elect or appoint a Chaplain, Adjutant, Paymaster, (or Adjutant/paymaster), Sgt-at-Arms, and such other officers as they deem necessary.
- F. Each Detachment MUST become incorporated within two years of receiving a Charter. (Copy of Incorporation papers must be filed with Department and National HQ). The bylaws indicate a penalty fee to be assessed for failure to comply.
- G. Each Detachment may fix the minimum number of members required to be present for the transaction of official business (This shall be stated in their Detachment Bylaws).
- H. Each Detachment may fix the number of meetings to be held annually in their bylaws.
Example: monthly, quarterly, etc.
We recommend a specific time and date monthly.
- I. The MCL does have uniform regulations, but uniforms are not required. Like other veteran organizations, we generally just buy the Red cover (hat), with the Marine Corps NCO emblem. This identifies you, the League, and the Detachment name and state. Our uniforms are optional. Your decision.

- J. As for dues, there is an annual assessment fee to National and a fee for the Department.

Initially, there is a one time additional \$5.00 administration fee, for new enrollments. YOU, the membership vote on and approve the amount of dues for your Detachment. We recommend you have something stated in your local bylaws as to how fees can be changed.

SECTION II

FORMING A DETACHMENT

A Detachment has its beginning before it is chartered. There is the process of finding members who are interested in promoting the purposes of the Marine Corps League, and there is the process of organizing to become a viable organization. Once chartered, the real work for the Officers and members begins. The goal of every NEW Detachment is to grow, expand programs, enlist the participation of all members, remain a dynamic and meaningful organization and enjoy the fellowship of Marines and eligible FMF Corpsmen. That should also be the goal of every Detachment in the Marine Corps League.

The primary factor in attaining this goal is leadership. Along with leadership are initiative, commitment, perseverance, teamwork, and competence. In reality, the members of the organization will probably not have all the experience and knowledge necessary to readily and immediately tackle all the issues at hand. That's where initiative, commitment, perseverance and teamwork are important. With those traits, officers and members can learn and experience what they are going to need to know to succeed. Knowledge and experience to attain competence will not happen immediately. Training, information, and assistance from other Detachments and/or the Department can help fill the void.

With the above thoughts in mind,

WHAT DOES IT TAKE TO FORM A DETACHMENT? Normally, one or more Marines must take the lead in contacting potential eligible members and scheduling a meeting to discuss the interest and the feasibility of forming a new Detachment. If one or more of these individuals has had prior experience in the League, they would be better qualified to relate the hardships, rewards and advantages of starting up a new Detachment. Even with prior League experience, many steps must be taken that they may never have been involved in. Therefore, the purposes for instructions furnished are to identify the steps and offer assistance to simplify the task of obtaining a Detachment Charter.

Caution: Starting, reviving, or maintaining an effective, energetic and forceful Detachment is not effortless or uncomplicated. To be successful, in addition to all the other descriptive words that have been used, it still requires enthusiasm and dedication. This is a continuing challenge, and will require tenacity, discipline and energy to achieve.

THE FIRST STEP

The first step in starting a new Detachment should be a call to the Department Commandant, and/or any other Department Officer. The Department Officers can provide information and assistance in taking the initial steps to a Detachment organization. In addition, they can direct other Detachments who are geographically close by to assist during the organizational process. Department or National HQ can provide support with materials, presence at organizational meetings, and ideas for reaching the local Marine community.

GETTING STARTED

MCL STARTER KIT

Interested personnel should start by contacting the Department Commandant or Division Vice Commandant, requesting a Marine Corps League STARTER KIT. The Starter Kit will furnish MCL information and the necessary blank forms required for chartering a new Detachment. Several important items are included in the kit; they are the: APPLICATION FOR CHARTER, MEMBERSHIP DUES TRANSMITTAL and the instructions for forming a new Detachment. The packet also includes a history of the Marine Corps League, suggestions and sample formats for media letters, press releases, membership applications, posters, plus other start up information.

DETACHMENT LOCATION

As a general rule, a new Detachment may be formed outside a 25-mile radius of an established Detachment. The spirit of this rule is that Detachments should not be competing for the same members, rather the MCL should be offering Detachment locations that are geographically convenient to all members. Exceptions to the distance policy can be made, but requires the consent of the Department Commandant.

An on going phase when organizing a new Detachment, and throughout the life cycle of a Detachment interested in increasing their membership is "getting the word out" to Marines in the geographic area. This will continue to be one of the constant challenges to Detachment leadership. It begins with contacting potential eligible members that may be known personally in the local area. Three or four interested Marines constitute a quorum for sitting down and discussing ideas on making contacts, where and when to hold a membership meeting and other ideas on how to organize.

Organizational plans should be kept basically simple:

- Where and how to advertise
- Where and when to have a membership meeting
- Who will do what in starting to initiate Charter requirements

Recommended ideas in getting the word out are:

- Placing posters on bulletin boards at supermarkets, restaurants & bars, at other veteran organizations, firearms ranges/shops, police stations, or any other location that will be seen in high traffic areas. Posters used should look as professional as those available from League National HQ (Make sure you list a contact person)
- Contact the Marine Recruiting office, a Marine Base, or a Marine Reserve unit nearest the proposed Detachment locale. Solicit active and reserve Marines to participate. Ask for leads of former Marines who have visited their offices, base or unit. Leave information and a name of a contact person.
- Seek permission to set up a manned table in a Mall, or high traffic area, to advertise for eligible members and to have information available about the League, blank application forms, and/or a blank form to collect phone numbers of potential members.
- Information should be sent to local newspapers and other papers that get distributed regularly. An article for a local paper, or notice to the community calendar section of the paper will let the community know about the League (normally, at no cost).
- Brief commercial spots on radio and cable TV may be made FREE of charge to non-profit organizations. Contact the local media stations for information.
- Presentations at local veteran and service organizations, letting their members know there is an organization of Marines for Marines. This will alert potential members as well as the community to the existence of a Marine Corps League forming in their area.
- Letters to Chambers of Commerce, local political offices, Veterans organizations and clubs, and other community service organizations can provide other contacts.
- Periodic participation at swap meets/flea markets, either having a paid space or a sharing arrangement with a sales booth, to fly the AMERICAN and/or a USMC FLAG. Be prepared to provide brochures, MCL information, MCL applications forms, and MCL materials.
- Direct advertisement in newspapers, local magazines, USMC and other military publications, and AD mailers can attract attention, although there may be a cost associated with this approach.
- A flyer (with MCL application forms) that can be placed under the windshield wiper of vehicles bearing a Marine decal or bumper sticker, with a brief description about the League and a person to contact. (With a phone number or e-mail #). Check out the parking lots at local sporting events, malls, and movie theaters.
- Notification for a meeting, with a press release to newspaper and media, may result in press coverage and interviews.

Getting the word out initially means working with a limited budget as well as limited manpower. Posters, merchandise, entry fees to an event, and advertisements can be expensive, so request help from National HQ (They have MCL materials available to assist). But the more ways that the "word" can be distributed, the better the odds of reaching more eligible members. The best way to recruit is by "word of mouth," particularly when the person recruiting is already a member of the forming Detachment.

ORGANIZATIONAL MEETINGS

There is an old adage that "You only get one opportunity to make a good FIRST impression." That not only applies to the organizational meeting, but EVERY Detachment meeting where guests and/or potential members are present for the first time. If the image projected at the meeting is one of enthusiasm, congeniality, and professionalism, the odds become greater in attracting and keeping members. Here are some ideas for accomplishing the ultimate goal of attracting members and planning for an effective Detachment.

1. Carefully plan the meeting to address the issues that are required to charter a Detachment. This requires the focus on:
 - Purposes of the League, and how they apply to the Detachment.
 - Objectives, programs and interests that the Detachment may pursue.
 - Prepare a printed agenda of topics to be discussed (this is a good idea for all meetings; it helps to keep focus on topics and business at hand).
 - Contact the Department Commandant for assistance
 - List the goals of the meeting
 - Description of the League and requirements to start up a Detachment
 - Discussion of ideas for recruiting potential members
 - Establish plans for recruiting new members
 - Summary and conclusion of the meeting
 - Adjournment
2. Select a suitable site for holding the next meeting - - it can be in a home, or a restaurant, or other suitable space to accommodate the expected number of potential members.
3. Exercise leadership and control of the meeting - - stick with the meeting agenda.
4. Be sure to provide a congenial atmosphere by making sure every attendee is introduced and asked for their ideas, suggestions and comments- be sure to have a sign-in sheet to record names, addresses, phone numbers, e-mail addresses and list the special interests of those in attendance.
5. Designate one individual to take notes of the meeting.

6. Establish an application fee for joining the Detachment. It is suggested you consider a minimum amount to meet the following dues requirement for new members and for renewals. Currently, National HQ receives \$25.00 for new members and \$20.00 for renewing members. You must also consider what your Department's dues are and what you will need for your Detachment.

GET COMMITMENTS:

- Collect dues money and applications from potential members (always give a receipt for funds received).
- Have them sign up to become a CHARTER MEMBER.
- Give out assignments to "Get the word out", recruiting, writing letters, printing, media contacts, someone to contact the other veterans groups and any other tasks deemed necessary to get the Detachment started.
- Set a date and time for the next meeting - during the formation phase, it's a good idea to try to meet weekly, or no less than every two weeks until the Detachment is organized.
- Plan a little time to socialize after the meeting to build interest and esprit de corps. (get to know one another).

Organizational meetings are important and should be scheduled frequently to conclude the initial organizing steps as quickly as possible. The intent outlined above for the initial meeting should be followed at subsequent meetings. With each meeting, requirements and objectives should become more specific. It is during these meetings that the development of the characteristics of the Detachment will be formed. This bearing will directly affect the course of the Detachment for the foreseeable future. Needless to say, the importance of these organizational meetings and other actions described below cannot be underestimated.

Issues For Future Meetings:

Enrollment with completed applications and enrollment fees for a minimum of 20 eligible members in order to obtain a charter.

Determination of a regular meeting date, time and place for receiving the Detachment Charter. Generally, a Detachment can maximize its meeting effectiveness and attendance by setting regular monthly meeting dates and times (i.e., the first Tuesday of the month at 1900), at the same location. In this manner, members and prospects should be aware of meetings, regardless of other notifications.

Select a temporary Commandant, Adjutant and a Paymaster to handle the business of organizing the Detachment until the chartering process is complete.

Contact the Department Commandant for assistance during your first meeting.

Either the Department Commandant or a representative will be able to aid, assist or answer League questions.

Develop specific objectives for the Detachment that will include membership goals, programs of interest, social events and other activities that are embraced within the purposes of the League and by your membership.

Begin to identify individuals that have capabilities for elected and appointed officer positions in the Detachment.

Open discussions and develop specific plans for raising funds for the Detachment - next to membership, this is the most important aspect of keeping a Detachment viable and productive.

Determine the most cost effective methods for reaching eligible members in your area and develop plans for making contact and follow up procedures.

Selecting a name (plus consider an alternate name) for the Detachment.

Remember, it cannot be named for anyone still alive. In addition, remember, you **MUST** receive permission in writing from the family to use a deceased Marines' name.

Distribution of MCL brochures that includes an application, mailing address, information about the League and more importantly, the Detachment meeting dates, location and times should be included, with a telephone number for them to contact for additional information.

Consider renting a P.O. Box for Detachment business and Detachment mail.

It is recommended opening a bank account in the Detachment name, Marine Corps League. The bank account should require a minimum of two signatures (the temporary Commandant and temporary Paymaster). Prior to opening an account the bank will require a General Exemption Number (GEN) (available from MCL National Headquarters, (please call 1-800-625-1775). After receiving the GEN from National HQ you **MUST** apply for a Detachment Federal Employer's Identification Number (EIN), which can be obtained from your local Internal Revenue Service (IRS) office. (Usually, a call to the IRS will allow a temporary EIN to be issued). Request the IRS to send you an SS4 government form (either by mail or fax). You **MUST** fill out and return this form to the IRS. Each Detachment is required to have their own EIN. This number is similar to your Social Security Number and it **MUST** be used on all financial and legal documents and accounts that your Detachment may establish.

NOTE: You may want to call National HQ and request a sample copy of the SS4 form. A sample form and information letter will be sent to help with any questions you may have.

Complete the documentation for chartering requirements and forward the information, along with the membership transmittal form and membership fees collected, plus any Transfer Request Forms to the Department Paymaster. Plan and schedule the first Detachment meeting.

Upon approval of the application for a Detachment, a Detachment Charter will be issued that is signed by the National Commandant, Division Vice Commandant and Department Commandant. Upon notification that the Charter has been signed and sent to the Department Commandant, the following actions should be taken:

Nominate officers and hold elections in accordance with the Bylaws of the Marine Corps League.

- Set a meeting date, time and location for the presentation of your Detachment Charter by a Department Officer. The Department Officer will be responsible for the installation of the new Detachment Officers. It is recommended that a social event follow the presentation and installation and that member's families and the media be invited to attend. The Installing Officer is responsible for submitting the Officers Installation Form through League channels.

INSTRUCTIONS FOR CHARTER APPLICATION PROCESS

1. A standard charter application shall be signed by no less than twenty (20), eligible applicants who are requesting regular membership in the MCL. To be eligible, a Marine must have served a minimum of ninety (90) days of HONORABLE service in the U. S. Marine Corps or in the U. S. Navy as an FMF Corpsman or FMF Chaplain, assigned to a Marine Unit. A certificate of service or DD 214 will serve as proof of eligibility.
2. Before signing the Charter Application, applicants must pay their annual dues as determined by the persons forming the Detachment. If a prospective member desires to become a LIFE Member, the initial ANNUAL dues must be paid first. Once this is accomplished, the member may then become a LIFE member by payment of the dues required for such membership (according to their age). The dues transmittal form must indicate a request for Regular membership on one line and a request for Life membership on the next line.
3. If a member of an existing Detachment wishes to transfer to the new Detachment, they must first sign a Request for Transfer form and obtain the approval of transfer from their existing Detachment.

The Charter Application shall be accompanied by a Dues Transmittal form, which is to include two (2) separate checks, one for National dues and one for Department dues for all applicants who have signed the Charter Application. Make sure you list the names on the Transmittal Form in the same order as they are on the Charter Application Form. The Dues Transmittal Form, shall be signed by the person forming the new Detachment.

The Charter Application and Dues Transmittal Forms are then mailed to the Department Paymaster, who checks the Dues Transmittal against the Charter Application to verify the dues of all applicants have been paid. The Paymaster shall take the Department dues check from the packet and forward the Application packet to the Department Adjutant.

After the Department Commandant approves the Charter Application, it shall be signed and forwarded to the Division Vice Commandant for approval and signature.

When the Application, has been signed by the Division Vice Commandant, it will be forwarded to the National Commandant at National Headquarters (along with the National HQ dues check). After the National Commandant authorizes approval, the Charter is typed and signed by the National Commandant and National Adjutant/Paymaster.

The approved and signed Charter is then returned to the Division Vice Commandant, who signs the Charter and forwards the Charter to the Department Commandant for signature and to make arrangements for formal presentation of the Charter to the new Detachment.

ORDER OF A BUSINESS MEETING

OPENING CEREMONY

It shall be the duty of the Sergeant-at-Arms to arrange the quarters; to place the Bible upon the Alter; and at the close of all occasions, he/she shall return all equipment to its proper place. He/she shall also conduct the advance and retirement ceremonies of the Colors. (The Commandant may call for singing of the Marine Hymn at any point in the ceremony.)

COMMANDANT: Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of the Detachment session.

SERGEANT-AT-ARMS Aye, aye, Sir, the quarters are secured and all present are qualified to remain. (If persons present are not qualified, the Sergeant-at-Arms will report accordingly. **If it is an open meeting, visitors would be assumed to be qualified to remain).**

COMMANDANT Sergeant-at-Arms, advance and post the Colors.

SERGEANT-AT-ARMS Aye, aye, Sir. All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart.

Baseball type caps are to be removed and can be held over their heart. Just before the Colors are to be advanced the Commandant shall give two (2) raps of the gavel to call all present to a standing position. One (1) rap of the gavel will be the signal to be seated.

COMMANDANT The Chaplain will lead us in prayer. (The Sergeant-at-Arms, or the Chaplain should open the Bible)

CHAPLAIN: (Uncover) Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines, Corpsmen and Chaplains who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. AMEN. (Cover). (At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn), (Commandant, by one rap of the gavel, seats the Detachment).

COMMANDANT: Sergeant-at-Arms, declare this meeting open for the transaction of official business.

SERGEANT-AT-ARMS: By authority of the Commandant of the _____ Detachment of the Marine Corps League, I declare this meeting open for the conduct of official business.

ORDER OF BUSINESS: Roll call of Detachment Officers (by the Adjutant)

Applications for membership (If balloting is done, applicants should be escorted outside the meeting room by the Sergeant-at-Arms).

Balloting on applications for membership. (If balloting is done, applicants are approved by a majority vote on those present and qualified to vote. Either voice or a secret ballot may be used).

Ceremony of Initiation (full or abridged form, from the MCL Ritual, depending on size of Detachment, time, and circumstance).

Introduction of new members and guests.

OLD BUSINESS:

- Adjutant's Report
- Minutes of previous meeting and Officers meetings (may be abridged if minutes are included in a newsletter or other type of communication with the members).
- Correspondence received
- Paymaster's Report
- Chaplain's Report
- Report of any member or member's family sick.
- Report of any Marine or Marine's family in distress.
- Report of the Officers: (Elected Officers and Staff should rise and report; or indicate if there is no report).
- Report of Project Leaders and/or Committee Reports

UNFINISHED BUSINESS: From previous meetings.

NEW BUSINESS:

Reports, requests, information for business consideration or any items needing a vote by the membership.

GOOD OF THE LEAGUE

Announcements. (At this time, the meeting may close for adjournment, or recessed until closing ceremony).

If a program or guest speaker is to be introduced at this time, the meeting should be recessed until the program is complete.

NOTE: TO RECESS MEETING - Chaplain will close the Bible. Sergeant-at-Arms will lead the membership in a hand salute to the Colors and declare the meeting in recess.

TO RE-OPEN THE MEETING - Sergeant-at-Arms will lead the assembly in a hand salute to the Colors.

Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business.

CLOSING CEREMONY:

COMMANDANT: There being no further business, we will proceed to close. The Detachment will stand silent in respect for deceased members. (Commandant gives two (2) raps of the gavel.

Chaplain, without orders, reads the names of deceased members). This may also be extended to deceased Marines and Marine families, if appropriate.

COMMANDANT: Sergeant-at-Arms, retire the Colors.

Sergeant-at-Arms: Aye, aye, Sir. (All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).

COMMANDANT: The Chaplain will lead us in prayer.

CHAPLAIN: (Uncover) Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care.

AMEN. (Cover)

COMMANDANT: Senior Vice Commandant, perform the last duty of your post.

SENIOR VICE COMMANDANT: Marines, the _____ Detachment thanks you for your attendance and requests that you secure new members, and further that you favor us at every future meeting with your presence, so far as your circumstances will permit.

COMMANDANT: Sergeant-at-Arms, declare this meeting of the _____ Detachment, Marine Corps League, officially closed.

Sergeant-at-Arms: By authority of the Commandant, _____ Detachment, Marine Corps League, I declare this meeting officially closed until _____ (day, date, & time, when it will be reopened for the transaction of official business).

COMMANDANT: (Gives one rap of the gavel --- meeting adjourned).

Notes and Summary of the general meeting

The ceremony and order of business represented in the MCL RITUAL manual offers a guideline to the proper conduct of a meeting. There will be times when Detachments will want to make appropriate changes and modifications, to best suit the needs of the Detachment. However, it is important to structure most meetings, preferably with an agenda, to let attendees know what to expect, and the time elements involved.

Every elected and appointed Officer of the Detachment should have a copy of the MCL RITUAL (along with copies of the National, Department and Detachment bylaws). The MCL RITUAL manual provides routine guidelines for all ceremonies, which include meetings, installation of officers, presentation of charters, induction of members, and proper order for deceased Marines and ceremonial services. Copies of the RITUAL are available from the MCL National Headquarters ships store for a nominal fee. It is recommended that every officer obtain a personal copy of the Ritual manual.

DUTIES OF DETACHMENT OFFICERS

A TEMPORARY Commandant, an Adjutant and a Paymaster are to be selected by the new members of the forming Detachment. These temporary officers shall act as their respective officers and with the cooperation of all the new members, are to secure additional new members before the date set for the closing of the Charter Application, when the permanent staff of Detachment Officers will be properly elected. Subsequent elections are to be held in accordance with ARTICLE FIVE of the National Bylaws and Administrative Procedures. (Two (2) copies of the MCL Bylaws, one (1) copy of the MCL Ritual manual, and a copy of the MCL Guidebook for Detachment Officers should be issued with the new Charter). These manuals are to be identified as Detachment property and passed down to newly elected officers, annually. (A copy of the MCL Bylaws is available on the Marine Corps League - National Headquarters Website at (<http://www.MCLeague.org>))

DETACHMENT COMMANDANT: Directs MCL activities within the community, presides at all Detachment meetings, serves as advisor to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant, (or any authorized Officer) may administer the OATH of MEMBERSHIP to new members.

DETACHMENT SENIOR VICE COMMANDANT: Shall give every assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; shall assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and their Detachment.

DETACHMENT JUNIOR VICE COMMANDANT: Shall create and promulgate such membership incentives and programs as will engender enthusiastic response that will result in continuous membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, shall perform the duties of the Detachment Commandant.

DETACHMENT JUDGE ADVOCATE: Shall interpret the Detachment, Department and National Bylaws (the later two in the event there are no Detachment Bylaws; shall advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. Make decisions on the local level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. NOTE: There is no investigative or punitive authority at the Detachment level.

DETACHMENT ADJUTANT: Shall keep a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant shall also handle and keep a record of Detachment correspondence, as directed by the Detachment Commandant, and perform such other duties as directed by the Detachment Commandant.

DETACHMENT PAYMASTER: Shall keep a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed and also such other duties as may be assigned by the Detachment Commandant.

DETACHMENT ADJUTANT/PAYMASTER: Combination of the duties listed above.

DETACHMENT CHAPLAIN: Shall perform such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all memorials and funeral services in which the Detachment participates; visits the sick to inquire about their needs, and performs such other duties as directed by the Detachment Commandant.

DETACHMENT SERGEANT-AT-ARMS: Shall preserve order at all meetings; sets up the meeting room, (checks on the Bible, Colors and the Charter); and performs such other duties as are required by the Detachment Commandant. Also will fulfill all duties as are prescribed in the MCL Ritual Book.

OTHER STAFF & PROJECT OFFICERS: The preceding officer delineations cover the basic officer corps of a Detachment. These are the officers minimally required to serve the Detachment and meet the requirements of both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs.

Other appointed positions that can be considered are:

WEB SERGEANT, HISTORIAN, NEWSLETTER EDITOR, COLOR GUARD COMMANDER, PUBLIC RELATIONS AND INFORMATION OFFICER, AMERICANISM/EDUCATION OFFICER, VETERANS ADMINISTRATION VOLUNTEER SERVICES (VAVS) OFFICER.

These position duties are established and printed in the "GUIDEBOOK FOR DETACHMENT OFFICERS", available from National HQ ship stores, for a nominal fee.

SAMPLE MEDIA CORRESPONDENCE

LETTER TO REQUEST MEETING SPACE TO FORM A DETACHMENT

This letter should be sent to the Mayor, Chief of Police, Chamber of Commerce, and Veterans Organizations. (If favorable reply is not received from the Mayor or Chief of Police, try the Chamber of Commerce. As a rule, they are all very cooperative and helpful.)

Mr. Joe Smith
Mayor of Jacksonville
Municipal Building
Jacksonville, N.C. 28546

Dear Mayor Charles:

The Marine Corps League, a nationally chartered organization, comprised of Marines and eligible Fleet Marine Forces Corpsmen and Chaplains who have honorably served or are now serving in the United States Marine Corps, desire to form a Marine Corps League Detachment in your city.

I am writing to request the use of a room large enough to accommodate 25 to 30 eligible members for one evening during the week of _____ for the purpose of holding a meeting to form a local Detachment of the Marine Corps League.

Respectfully,

_____ [Print & then sign your name]

News Release to Announce a Meeting to Form a New Detachment

The (enter new Detachment name, i.e., Onslow County) Detachment of the Marine Corps League announces that the National Vice Commandant of the (enter name of Division, i.e., Southeast, Midwest, etc.) Division, will conduct a meeting at (enter detailed information about meeting location), (day), (month, date, year) at (time) to form a new Detachment here in (list city/town). Any Marine interested in joining this new Detachment as a Charter Member should plan to attend this meeting.

The Marine Corps League was one of the earliest established Veterans Organizations, organized in June 1923 and Chartered by an Act of Congress in August 1937. Membership in the Marine Corps League is for any Marine or Fleet Marine Forces Corpsman and Chaplain who has served honorably or is currently on active duty.

News Release Following Initial New Detachment Meeting

NOTE: The news release AFTER the organization meeting is held is of great importance. While preparing the news release, considerable thought should be given to its content, keeping in mind the objective of trying to get other Marines to join this new Detachment.

The meeting of the (list name) Detachment of the Marine Corps League, held this past (list day, i.e., Monday) evening was very successful. (List name) has been installed to serve as the Commandant for the first year. (Name) and (Name) have been chosen as Interim Adjutant and Paymaster, respectively. The next meeting of the Detachment will be held on (list date and time); any Marine interested in joining this new Detachment as a Charter Member should plan to attend. Meetings are open to all active duty, retired, former Marines, and eligible Fleet Marine Forces Navy Corpsmen and Chaplains.

NOTES: Avoid use of rank, unless requested by the individual. Feature prominent Marines in the community who have joined. If a reporter is available, delegate them to write the news release. If a news release is not prepared by a reporter, compile all the events of the meeting; call the City desk and report the news by phone or via e-mail. You will find most radio, newspapers, and TV stations very cooperative. Marine Corps Recruiting Officers will normally extend their full cooperation in promoting your Detachment.

END OF LESSON

