

DEPARTMENT OF NEW YORK  
MARINE CORPS

August 2014



**CHAPTER 2 {continued}**

**SECTION 202**

**REGISTRATION**

a-92 The registration fee and advanced registration fees for the Department Convention shall be set annually by the Finance Committee provided that such fees, accompanied by the properly executed credential forms, is received by the Credentials Chairman fifteen (15) business days prior to the opening date of the Department Convention.

b-92 Should a member's credentials as a Detachment delegate or alternate be challenged by the Credentials committee, the members Detachment Commandant, or his duly appointed representative, may authenticate the members credentials, provided it does not authorize more delegates then provided for under the provisions of the Department Bylaws.

**SECTION 203**

**INSTALLATION**

a-92 The installation of Department elected or appointed officers shall be conducted with a formal ceremony. The newly elected Department Commandant may choose the time of installation. (Either at the end of the last business session or at the Banquet).

**SECTION 204**

**RECORDING EXPENSES**

a-92 The Department Convention Committee shall bear all expenses, including recording of the proceedings.

**SECTION 205**

**CONVENTION ADMINISTRATIVE COMMITTEES**

a-95 The Department Administrative Convention Committees shall be: Credentials Committee; Bylaws Administrative Procedures Committee; Resolutions and Rules Committee and Standing Committees.

- **Credentials Committee** - shall have the file copies of the Marine Corps League membership transmittals available at the convention in the event of a challenge.
- **Bylaws Administrative Procedures Committee** - shall receive and consider all proposed changes, revisions and deletions to the Department Bylaws or Administrative procedures properly submitted in accordance with all provisions of the Department bylaws. The Committee, by majority, shall vote to approve or disapprove all properly submitted bylaws or Administrative revisions. The Committee Chairman shall report the Committee's recommendation to the Department Convention for its consideration and action.
- **Resolutions and Rules Committee** - shall receive and consider all properly submitted resolutions (not bylaws) complying with the requirements on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by majority vote, shall approve or disapprove the resolutions consideration and action. The Committee shall study the rules of the convention employed at a prior Department Convention(s) and determine the need for additions or revisions and present these same to the Department Convention, for consideration and action.

**SECTION 206**

**BIDS FOR DEPARTMENT CONVENTIONS**

a-95 Any Detachment may submit a formal written bid for a Department Convention provided that such bid, in complete detailed form as outlined hereinafter, is in the hands of the Department Convention Chairman, two years prior to the meeting at which consideration is desired. All bids must include the following minimum requirements

1. A resolution approved by the bidding Detachment signed by the "Detachment Commandant" and Adjutant/paymaster, inviting the Department to hold its Convention in their municipality or territory no less than two year after the date of consideration.

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- If the bid is accepted, then the Detachment shall submit itself to the control, supervision, direction and guidance of the Department Convention Chairman.
  - The Detachment will cooperate in every way, and not enter into any contracts or agreements without the prior approval of the Department Convention Chairman.
  - All monies, which are the property of the Department, collected prior to, or during the Department Convention, will be turned over to the Department Adjutant/paymaster, at the conclusion of the Department Convention.
2. A written detail of all entertainment activities with estimated cost of such activity.
  3. And, assurance of reasonable availability of chauffeured vehicles for emergency use and transportation of invitee guests to and from normal transport terminals.
  4. A provision for convenient Command Post and Information Center.
  5. Letter over signature of the Mayor or Manager of the municipality inviting the Department and assuring full cooperation.
  6. Letter from the individual Hotel manager detailing the accommodations available, and assurance of full cooperation, and must include:
    - a. Adequate and acceptable complimentary hall to accommodate joint opening session; complimentary meeting rooms for league, Auxiliary, Devil Dogs, Fleas, memorial Service, Banquet, and Committee conference rooms.
    - b. Adequate accessible Registration space, Free of interference, for the full period of registration.
    - c. Complimentary suites and strip tickets to all activities for the Department Commandant, Department Auxiliary President, room for the MODD pack leader, National Commandant, National Auxiliary president, and distinguished guest. "(If complimentary" suites or rooms cannot be obtained, then the expense shall be borne by the Department Convention Committee.)
    - d. Total available rooms, with convention rates (single and double). If applicable, choices of special meals with convention prices.
  7. Convention hotel/motel will be wheelchair accessible and eligible to display the international wheelchair symbol (see enclosure one (1)).
    - a. Restaurant, bars cocktail lounges, nightclubs and rest rooms must be wheelchair accessible.
    - b. Five (5%) of all hotel/motel rooms will be completely handicap-equipped with a minimum of five (5) rooms so equipped.
    - c. If possible, one handicapped/paralyzed member will be on the Committee's inspection of all off site special events. Such events will be identified if wheelchair accessible.
    - d. The above conditions must also apply to Department Staff meetings.
  8. In the event that no bid is presented, the Department Convention Committee will choose a suitable site subject to the approval of the Convention delegates.
  9. The Department Convention Committee will certify, in writing, to the Department Judge Advocate, that all convention bids that have been considered have complied with the above requirements of this section.

**CHAPTER 3****DEPARTMENT STAFF****SECTION 300****STANDING COMMITTEES AND DUTIES**

**a-00** The Department Standing Committees and duties are as follows:

1. **Department Budget and Finance Committee** - it shall be the responsibility of this committee to hold such hearings as it may deem necessary to prepare and present a balanced budget to the delegates at the convention for their approval or revision.
  - a. Budget Committee will meet at each Department Staff Meeting to determine that the expenditures are within the approved budget, Take corrective action and/or make recommendations to the Staff meetings pertaining to the budget.
  - b. All requests for money must be submitted to the Budget Committee. The request must include reason, plan how the money is to be utilized and how it to be funded, All requests must be forwarded to the Budget Committee thirty days (30) days prior to the opening of the Department Convention.
  - c. Specific fund disbursement and reports necessary can be required by this committee.
  
2. **Department Uncommon Valor Scholarship Committee** - it shall be the responsibility of this committee to establish and publish the criteria necessary for the application to be considered for a scholarship. All scholarships, regardless of funding source, must be of equal value. The committee will choose the recipients of the scholarships based on the criteria and report same to the delegates at the Department Convention. (See enclosure two (2) for Criteria).
  
3. **Department Convention** Committee - The Department Convention Committee shall consist of a Director and four (4) members- five (5) if the Detachment is sponsor - appointed by the Department Commandant, as follows:
  - a. At the Commandant's discretion, appointments to the committee will be based on fulfilling the correct requirements.
  - b. The remaining members shall be the local Detachment Commandant (if applicable) and or Area Vice Commandant.
  - c. The Auxiliary should be encouraged to appoint two (2) representatives (at no cost to the Department) at the Department level; and use one (1) representative at local level, if applicable. Their term to be determined by the Department President.
  
4. **The Committee and its Director** - shall:
  - a. Be responsible to the Department Commandant and the Department Board of Trustees for all planning arrangements, control, administration and conclusion of the Department Convention.
  - b. The director shall submit to the Department Board of Trustees, no later the January Department Staff meeting, a written report of the "previous" convention. The report shall contain the following:
    - 1) Certification that all bills have been paid.
    - 2) Financial accounting of convention journal.
    - 3) Total number of rooms (living units) utilized.
    - 4) Number of people attending each social activity.
    - 5) Attendance at banquet.
    - 6) Problems identified and solution recommendations.
    - 7) Appropriate remarks and recommendations.
  - c. To contract, with the approval of the Department Board of Trustees, as prescribed in the

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*Department Bylaws, Chapter 13, Section 12-57, B88*, the services of a professional organization (promoter) who shall solicit all advertisements, and provide a quality Convention journal on the quantity specified by the

Convention Committee. The Committee is responsible for the actions of the promoter, including compliance with all federal, state, local laws and that National, Department Bylaws and Administrative Procedures. The Committee will be responsible for the distribution of the journal.

**5. Marine of the Year Committee** - this committee shall be comprised of all past Marine of the Year recipients in attendance at the Convention.

- a. The Committee shall be no less than three (3) members, and must be in good standing.
- b. Nominations will only be accepted from a Detachment.
- c. Each nomination submitted must be placed in a sealed envelope, and addressed to the Chairman of the Marine of the year Committee and forwarded to the Department Adjutant/paymaster.
- d. Nominations must be postmarked no later than fifteen (15) days prior to the opening of the Department Convention. The Adjutant/paymaster will give the Marine of the year Chairman all unopened envelopes received for consideration for Marine of the year.
- e. The Committee will select the Marine of the year, and present same at the Convention Banquet.
- f. The Department Paymaster will order and purchase a standard Marine of the year award.
- g. The Committee must receive a minimum of three (3) nominations before it can consider any nominations for Marine of the year.

**6. Advisory Councils and Duties** - the advisory councils and their duties are as follows:

a. **Past Department Commandants Council** - the past Department Commandants council, an integral part of the Department Staff, composed of all Department of New York past Commandants, chaired by the Junior Past Commandant. This council is charged with the responsibility of providing assistance to the Department Staff. The Council will meet at least twice a year. One of the meetings shall be at the Department convention.

b. **Detachment's Council** - The Detachment Council, an integral part of the Department Staff, composed of all Detachment Commandants, Detachment staff and detachment's membership and chaired by the Department Senior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this council to:

- 1) Study ways and means to stimulate growth both in membership and stature in the Department and enhancement of administrative and command relationships between the Department, Department Staff and National Headquarters, and other components.
- 2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, both Department and National
- 3) As called upon, execute studies as assigned by the Department Commandant.

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4) Pursuant to accomplishing the above, they shall develop a proposed plan, Policies, procedures and systems for recommendation to the Department Board of Trustees.

5) They shall meet at each Department Staff Meeting and Department Convention.

6. The activities of the Detachment Council shall be reported to the membership during each Department Staff Meeting and Department Convention.

7. **Americanism Committee** - the membership of the committee shall be appointed by the Department Commandant. It shall consist of a duly appointed Chairman and two members; the term of office being at the Department Commandant discretion.

a. Purpose - upon recommendation the Budget Committee, and approval of such by the body, funds will be available for programs designated by the Americanism committee for implementation. These funds will be to sponsor recognition of patriotic achievement.

b. Programs - all programs and subsequent awards/dispersal of funds must be brought before the Board of Trustees for final approval. Such programs will be promoted at Detachment level (with appropriate instructions).

8. **Let's-go Committee** - upon appointment by the Department Commandant (Subject to the Board of Trustees), a Chairman/Chief Instructor for Officer's Training will coordinate the formation of a staff for the express purpose of teaching law/policy of the Marine Corps League. Said instructors will (by their nomination and acceptance) accept responsibility for correct lesson plans/methods to fulfill the obligation of instructing the membership/students to the Marine Corps League bylaws/administrative procedures, and assorted necessary information.

a. School particulars (dates, location, price and enrollment) will be distributed (via Department newspapers/Staff Meetings minutes/personnel correspondence) to all Detachments.

9. **Rifle & Pistol Committee** – upon appointment by the Department Commandant (and proper approval by the Board of Trustees), the Chairman/Director of the Rifle & Pistol Committee shall formulate a staff, create the necessary programs and ensure the proper management of the policy for the implementation of participation in National/Department match competition.

a. All Budget items (fees, trophies, etc.) will be reviewed and approved by the appropriate responsible boards.

10. **Raffle Committee** – it shall be the duty of the committee chairman to:

a. Arrange for and secure the First Prize, which shall be in the form of a travel voucher or a cash value to be determined by the raffle committee.

b. Contact the Detachment closest to the next convention site that has a raffle permit number. That number will be the permit number to be used for the current year's raffle. A letter of notification shall be sent to each detachment when raffle tickets are issued.

c. Get a sufficient quantity of tickets printed to be distributed to the detachments.

d. Collect monies and raffle stubs from all sales. All monies shall be transferred to the Paymaster.

e. At the convention, all sold raffle tickets shall be put into a container in which they shall be mixed thoroughly before drawing out the winning tickets.

f. be responsible for notifying the winner.

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- g. A final report of total tickets sold, total cost of prize, detachment who sold the most tickets and single largest seller of tickets shall be presented to the Commandant and the membership at the Fall Staff meeting.

**11. Ship' Stores** – the Ships' Store is established as a convenient way for department members to purchase official uniform items and literature at staff meetings and conventions. Other items of particular interest to Marines may also be offered for sale. The Department Quartermaster is appointed to manage and operate the Ship's Store.

- a. At each annual department convention the Department budget committee may set up a dollar amount inventory level for the Ships' Store, if deemed needed and able to set up a Ships' Store, to be approved by the membership. The total inventory (at cost) and cash funds shall not deviate from the approved amount. A modest markup shall be applied to the merchandise, and excess funds transferred to the general fund quarterly. For the purpose of stocking the store, the Quartermaster is limited to the finds allotted, and is exempt from the provisions of *Chapter 11, Section 2-57 of the Bylaws*.
- b. At a minimum, the Ships' Store shall stock:
  - 1) Current Department Bylaws and applicable changes.
  - 2) Current National Bylaws and applicable changes.
  - 3) The MCL Ritual Book
  - 4) The MCL cover emblem (gold enlisted)
  - 5) MCL collar ornaments.
  - 6) Associate Member cover and collar bars.
  - 7) MCL shoulder patch.
  - 8) Assorted MCL ribbons and medals. The Ships' Store shall not stock DOD ribbons and metals.
  - 9) Ribbon mounting bars.
  - 10) USMC enlisted tie bar.
  - 11) Men's black necktie.
  - 12) Woman's black neck tab.
  - 13) Blank MCL certificates and citations authorized for issue to Detachment level.
  - 14) Other MCL uniform items as seen fit by the membership
  - 15) Incidental gift items as may be of interest to Marines.
  - 16) On agreement with the DONY and the MCL auxiliary, the Ships' Store may stock items peculiar to the Auxiliary.

**SECTION 301****APPOINTED OFFICERS CHAIRMAN AND  
COMMITTEE MEMBERS – TERM**

**A – 92** All appointed Department Officers, Committee Chairman, and Committee members shall, unless specified to the contrary in the Department Bylaws or Administrative Procedures, serve at the pleasure of the Department Board of Trustees. Appointees shall surrender to the duly appointed successor all Departments books, records and any other property with which the office or person is charged.



**CHAPTER FOUR**  
**AREAS**

**SECTION 400**    **AREAS**

**a-92**    To obtain a more effective administrative functioning, the Department of New York is divided in geographical units called Areas

**Chapter 4 continued**

**SECTION 400**    **POWERS**

**a-92**    The function of an Area is administrative only. NO Area will adopt bylaws. Only expenses authorized in advance by the Department Board of Trustees will be paid by the Department. With consent of the Area, monetary contributions may be accepted to fund the administrative obligations of the Area. The Area Vice Commandant will be responsible for all Area funds.

**SECTION 402**    **AREA ALIGNMENT**

**a-92**    The Area of the Department of New York are as specified in the Department bylaws, *Chapter 7, Section 2-65, a-90*

**CHAPTER 5**  
**DEPARTMENT**

**SECTION 500**    **POWERS**

**a-92**    Whatever powers are vested in the National Organization shall, in corresponding circumstances, be vested in the Department.

**SECTION 501**    **AUTHORITY**

**a-92**    The Department shall be governed by its elected Officers; Department Convention – subordinate to a National convention; the Chartered, bylaws and Administrative Procedures of such bodies.

**SECTION 502**    **DEPARTMENT DUES**

**a-92**    The Department Convention shall determine the amount of per capita dues. All per capita dues and monies which are due National Headquarters from Department shall be forwarded without delay.

**SECTION 503**    **INSTALLATION OF DEPARTMENT OFFICERS**

**a-92**    The installing Officer must be; either the National Commandant; any National Elected Officer, a Past National Commandant; or a past Department Commandant.

**SECTION 504**    **INSTALLATION OFFICERS – DUTIES**

**a-92**    It shall be the responsibility of the installing Officer to date and forward the installation form within the time frame as specified in Article 5, Section 503 of the National Bylaws of the Marine Corps League (see enclosed three (3) for instructions of completing the report of Officer and Installation form).

**CHAPTER 6**  
**DETACHMENT**

**SECTION 601**

**AUTHORITY**

a-92 Each Detachment shall be governed by its elected officers, sub-ordinate to the National and Department Convention, the Charter, and the Bylaws and Administrative procedures of such bodies.

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**SECTION 602**

**DETACHMENT DUES**

a-92 The Detachment shall fix the amount of its membership dues, which shall include the National and Department per capita and fees. All per capita dues and fees due National and Department shall be forwarded without delay as stated in Chapter Six, Section 615 of the National Administrative Procedures.

**SECTION 603**

**INSTALLATION OF DETACHMENT OFFICERS**

a-03 Installing Officer must be a Department Commandant; an elected Department Officer; a past Department Commandant, a National Commandant, a Past National Commandant, a Past National Commandant, an Elected National Officer, the Detachment Commandant or a Past Detachment Commandant.  
National Administrative Procedures Chapter Six Section 620 (a) applies.

**SECTION 604**

**INSTALLATION OFFICER - DUTIES**

a-92 It shall be the responsibility of the installing Officer to date and forward the installation form within the time frame as specified in Article 5, Section 530 of the National Bylaws (see enclosure three (3) for instructions on completing the report of Officer and Installation Form).

**CHAPTER 7**  
**MEMBERS**

**SECTION 700**

**MEMBERSHIP**

a-92 Membership requirements shall follow the National and Department Bylaws.

**CHAPTER 8**  
**SUBSIDIARIES AND SUBORDINATES**

**SECTION 800**

**SUBSIDIARIES**

a-92 Subsidiary organizations such as: Marine Corps League Auxiliary; Military Order of the Devil Dogs, Young Marines of the Marine Corps League are recognized per National Administrative Procedures Chapter Eight (8)

**CHAPTER 9**  
**GRIEVANCE & DISCIPLINE**

**SECTION 900**

**GRIEVANCE & DISCIPLINE**

a-92 Grievance and discipline procedures are set forth in the National Administration Procedures, Chapter nine (9)

**CHAPTER 10**  
**MISCELLANEOUS**

**SECTION 1000**

**MISCELLANEOUS**

a-92 Miscellaneous will be the same as National Administrative Procedures, Chapter ten (10) except for the following:

1. Resolutions, Submitting and Processing: Resolutions maybe submitted by a member in good standing, a Detachment or Department for consideration by a Department Convention, provided said resolutions are in proper form in compliance with the following:
  - a. The resolutions must be typewritten with an original and three (3) copies and must be registered with the Department Adjutant no later than June 1 prior to the opening date of the department convention at which therein is desired.
  - b. An appropriate registration number will be assigned each resolution by the Department Adjutant.
    1. One copy shall be retained at the Department as part of the permanent file,
    2. One copy shall be palace in a working file, to be referred to the Department Resolutions committee for their consideration and recommendations;
    3. One copy shall be used by the Department Adjutant as a source for distributing resolution clauses.
    4. The fourth copy, with the registration number, shall be returned to the proposer/sponsor, to serve as evidence of compliance with this section.
  - c. All resolutions submitted to the Department Convention for consideration shall be drawn on such form ad bring adapted by the Department of New York Marine Corps League Convention assembled. Any resolutions not written in this form shall be returned by the Department Adjutant to the proposer/sponsor for correction.
  - d. Except as expressly waived by two-thirds (2/3) vote of the present and voting delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of the Department Convention unless the requirement of this section has been complied with.
  - e. The Department Adjutant shall prepare an adequate supply of all registered resolutions in accordance with this section and have such supply available for distribution to all delegates and members of the Resolution committee upon their arrival at the Department Convention.
  - f. The Department Adjutant shall report to the fall Department Staff Meeting of the actions taken to comply with the resolutions passed at the preceding Department Convention.

**2. Amendments** - the Administration Procedures may be amended, revised or repealed by a majority vote of the Department of Trustees, or at a Department Convention by a majority vote of the delegates

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present and voting; providing that such amendment, revision or repeal does not in any manner, violate the provision of the National or Department Bylaws.

1. All revisions, repeals or amendments must be submitted to the National Judge Advocate for approval.

**3. Distribution** - each Detachment, member of the Department board of Trustees, pack of New York, MODD, and the Marine Corps league Auxiliary shall be provided a copy of the charges each time they are printed.