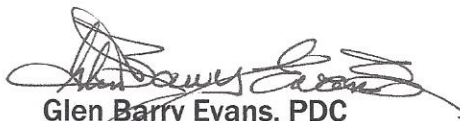


Certificate

This is to certify that this is the correct and current Edition of the Administrative Procedures of the Department of Tennessee, Marine Corps League, as amended and adopted at the Department of Tennessee Staff Meeting, convened at Lebanon, Tennessee, on the Sixth day of April in the year of our Lord, Two Thousand Thirteen (6 April 2013).

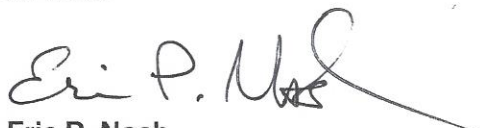


**Russell J. Martz
Department Commandant**



**Glen Barry Evans, PDC
Department Judge Advocate**

ATTEST:



**Eric P. Nash
Department Adjutant**

TABLE OF CONTENTS

<u>ITEM</u>	<u>PAGE</u>
CERTIFICATE	I
TABLE OF CONTENTS	III
CHAPTER ONE – GENERAL	AP 1-1
SECTION 100 – NAME AND LOCATION	AP 1-1
SECTION 110 – PURPOSE	AP 1-1
SECTION 120 – POLICY	AP 1-2
SECTION 130 – AUTHORITY	AP 1-2
SECTION 140 – ORGANIZATION	AP 1-2
SECTION 150 – OTHER GROUPS	AP 1-2
CHAPTER TWO – DEPARTMENT CONVENTIONS/MEETINGS	AP 2-1
SECTION 200 – MEETINGS	AP 2-1
SECTION 202 – DEPARTMENT CONVENTION PROGRAM BOOK	AP-2-1
SECTION 204 – MEMORIAL TABLE REQUIREMENTS	AP-2-1
SECTION 206 – SAMPLE FORMS	AP-2-1
SECTION 208 – ADDITIONAL REQUIREMENTS	AP-2-1
SECTION 210 – INSTALLATION OF DEPARTMENT OFFICERS	AP 2-2
SECTION 220 – RESPECT	AP 2-2
SECTION 230 – PROTOCOL	AP 2-2
SECTION 240 – COORDINATION WITH THE MCLA	AP 2-3
CHAPTER THREE – FORMS AND REPORTS	AP 3-1
SECTION 300 – REQUIRED FORMS AND REPORTS	AP-3-1
SECTION 305 - REPORT OF OFFICER INSTALLATION	AP-3-1
SECTION 310 - MEMBERSHIP DUES TRANSMITTAL AND CHANGE NOTIFICATION	AP-3-1
SECTION 315 - REQUEST FOR TRANSFER	AP-3-1
SECTION 320 - NOTICE OF DEATH	AP-3-1
SECTION 325 - REGISTRATION OF NATIONAL DELEGATE(S)	AP-3-1
SECTION 330 - REPORT OF DEPARTMENT ACTIVITIES	AP-3-1
SECTION 335 - INCORPORATION	AP-3-2
SECTION 340 - ANNUAL IRS REPORTING	AP-3-2
SECTION 345 - SOLICITATION OF CHARITABLE CONTRIBUTIONS	AP-3-2
SECTION 350 - TOYS-FOR-TOTS	AP-3-2
SECTION 355 - EAGLE SCOUT AWARD PROGRAM	AP-3-3

CHAPTER FOUR – MISCELLANEOUS	AP-4-1
SECTION 400 – DISTRIBUTION POLICY	AP-4-1
SECTION 410 – RESOLUTIONS	AP-4-1
SECTION 420 – AMENDMENTS	AP-4-2
SECTION 430 – FINANCES	AP-4-2
SECTION 440 – FUND RAISING	AP-4-3
SECTION 450 – AWARDS	AP-4-3

ENCLOSURES

1 - DEPARTMENT OF TENNESSEE COMMANDANTS	AP-E-1
1 - DEPARTMENT OF TENNESSEE “JOHN T. HICKS MARINE OF THE YEAR” RECIPIENTS	AP-E-1
2 - DEPARTMENT OF TENNESSEE AUXILIARY PRESIDENTS	AP-E-2
2 - DEPARTMENT OF TENNESSEE AUXILIARY “DEBORAH EVANS AWARD” RECIPIENTS	AP-E-2
3 - PACK LEADERS, MILITARY ORDER OF DEVIL DOGS, TENNESSEE PACK	AP-E-3
3 - TENNESSEE PACK “DOG OF THE YEAR” RECIPIENT	AP-E-3
4 - DEPARTMENT OF TENNESSEE “RULES OF ORDER”	AP-E-4
5 – 1ST MEMORIAL TABLE FALLEN COMRADES TABLE	AP-E-5
6 – 2ND MEMORIAL TABLE POW/MIA TABLE	AP-E-6
7 – 3RD MEMORIAL TABLE DECEASED TN DEPT MCL & MCLA MEMBERS	AP-E-7
8 - DEPARTMENT OF TENNESSEE CONVENTION DELEGATES FORM	AP-E-8
9 - DEPARTMENT OF TENNESSEE CONVENTION REGISTRATION FORM	AP-E-9
10 - DEPARTMENT OF TENNESSEE CONVENTION ADS FORM	AP-E-10
11 - DEPARTMENT OF TENNESSEE CONVENTION AFTER ACTION REPORT	AP-E-11
12 - SAMPLE CONVENTION SCHEDULE	AP-E-12
13 - LISTING OF ITEMS TO BE INCLUDED IN THE PROGRAM BOOK	AP-E-13
14 - DETACHMENT TOYS-FOR-TOTS REPORT FORM	AP-E-14
15 - DEPARTMENT TOYS-FOR-TOTS REPORT FORM	AP-E-16
16 - DETACHMENT EAGLE SCOUT CERTIFICATE REPORT FORM	AP-E-16
17 - DEPARTMENT EAGLE SCOUT CERTIFICATE REPORT FORM	AP-E-17



Administrative Procedures Department of Tennessee Marine Corps League

Chapter One General

Section 100 – Name and Location

- (a) This Organization, known as “Department of Tennessee, Marine Corps League”, hereinafter shall be referred to as “Department.”
- (b) The principal offices are to be located in a place designated by the presiding Department Commandant.

Section 110 – Purpose – The purposes for which the organization is formed are as follows:

- (a) To preserve the traditions and promote the interests of the United States Marine Corps;
- (b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) To hold sacred the history and memory of the men who have given their lives to the Nation;
- (e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) To maintain true allegiance to American institutions;
- (g) To create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) To aid voluntarily and to render assistance to all Marines and former Marines. As well as to their spouses, orphans and other dependent members of their immediate and extended families;
- (i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

Section 120 – Policy

- (a) The power of the Department shall be vested always in its membership functioning through Delegates at all Department Conventions. Executive and administrative powers may be delegated to the Department Board of Trustees or individual members of the Department only in accordance with Article Two (2) and Article Three (3) of the Department Bylaws. Said powers shall be subordinate to the National Organization.
- (b) The Department shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank, or former or present civilian position be used as the basis for special consideration or preferment.
- (c) Nothing in the preceding subsections shall prohibit the Department or any subdivision thereof from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

Section 130 – Authority – A Department Convention subordinate to the National Convention shall govern The Department.

Section 140 – Organization – The constituted bodies of the Department shall be subordinate local organizations, i.e. Detachments, located anywhere within the State of Tennessee, as formed, chartered, instituted and with affairs conducted in accordance with Article Five (5) of the National Bylaws and Chapter Six (6) of the National Administrative Procedures, in their entirety.

Section 150 – Other Groups – The Department encourages the formation of State and local chapters of subsidiary or subordinate groups which directly or indirectly operate under the Congressional Charter and name of the Marine Corps League. These organizations and groups are cited and bound by the requirements as set forth in Article Seven (7) of the National Bylaws and Chapter Eight (8) of the National Administrative Procedures, in their entirety.

End of Chapter One (1)

Chapter Two **Department Conventions/Meetings**

Section 200 – Meetings

- (a) The Department Convention and Election of Officers shall be conducted annually in accordance with the Department Bylaws, Article One.
- (b) Unless otherwise scheduled by the Hosting Detachment Commandant, the Convention should be held on a Friday and Saturday in the month of June. It will be scheduled in accordance with Article One, Section 101 and Article Four, Section 405 of these Department Bylaw. The location and dates shall be finalized by the Department Convention when the bid is presented in accordance with of the Department Bylaws.
- (c) Department Conferences will be conducted in accordance with Article Three of the Department Bylaws. Unless otherwise scheduled by the Department Commandant, these meetings should be held in October (Fall session) and in April (Spring session) each on a Saturday, at a location selected by the Department Commandant.

Section 202 – Department Convention Program Book

The Host Detachment shall produce a Department Convention Program Book (often referred to as the Ad Book) for the Department Convention. The Program Book will include, but is not limited to the items listed in Enclosure (13). The Program Book will provide a source of revenue for the Host Detachment by also including paid advertisements in addition to the required items.

Section 204 - Memorial Table Requirements -

The Memorial Tables will be placed in prominent locations at the Convention, set in accordance with Enclosure (5), (6) and (7). The Host Detachment will coordinate these requirements with the Department Chaplain.

Section 206 – Sample Forms - The following sample forms are for Convention planning use by the Host Detachment:

- (a) *Convention Delegates* (Enclosure 8),
- (b) *Convention Registration* (Enclosure 9),
- (c) *Convention Ads Order Form* (Enclosure 10), and
- (d) *Convention After Action Report* (Enclosure 11).
The Convention After Action Report is vital to the Detachment that will be hosting the convention the following year. It will assist that detachment in preparing for their convention.
- (e) *Sample Convention Schedule* (Enclosure 12)

Section 208 – Additional Requirements

The Host Detachment will provide rooms for the Department Commandant and Department President at no cost to them. Banquet tickets will also be provided for the Department Commandant and Department President and their spouses at no cost to them.

Section 210 – Installation of Department Officers

- (a) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant or a Past Department Commandant.
- (b) The Installing Officer will designate, or have the retiring Department Commandant appoint, a Sergeant-at-Arms and a Chaplain for the Installation Ceremony. The members assuming these duties will be in good standing but not currently being installed into office.
- (c) It shall be the responsibility of the Installing Officer to sign, date, and forward the Installation Report to National Headquarters, where it must be received no later than July 31 annually.

Section 220 – Respect – As described in the National Administrative Procedures, Chapter Ten (10), Section 1005, and proper procedures shall be observed and employed at all meetings and appropriate functions to the maximum.

Section 230 – Protocol

- (a) There are several definitions of protocol in Merriam-Webster’s Online Dictionary. The one that would apply to our use would be “a code-prescribing adherence to correct etiquette and precedence (as in diplomatic exchange and in the military services).” It would be the usage or custom especially in social matters or a rule of conduct or behavior. In the official realm, it would be good manners as we deal with each other and with other entities in the Marine Corps League.
- (b) The following guidelines should be followed when inviting a guest to a Marine Corps League function.
 - (1) Invitations should be in writing and should address the purpose of the event, the date and time, and the uniform of the day for League or Auxiliary members or the appropriate dress for guests who are not members of the League or Auxiliary. While a verbal invitation may be appropriate in some cases, a carefully written invitation should prevent misunderstandings.
 - (2) All invitations, written or verbal, that are accepted should be followed as soon as possible with a written confirmation which should include all pertinent details concerning the event, dress, and a detailed itinerary of the visit.
 - (3) Care must be taken in issuing broad announcements about upcoming events so that there will not be any misunderstandings. It should be made clear that an announcement is just that: an informative statement that may be acted upon or not, at the discretion of the individual. Casual Guests that are not specifically invited are responsible for their own arrangements.

- (4) An Invited Guest shall be the responsibility of the host who extended the invitation, whether League or Auxiliary, and the host shall tend to any arrangements. Normally, an Invited Guest who is a member of the League or Auxiliary will be provided lodging, registration and scheduled meals, while their transportation shall be their own responsibility. If the Invited Guest is not a member of the League or Auxiliary, it shall be up to the host to make specific arrangements on a case-by-case basis.
 - (5) An officer of the host organization should be assigned to meet the Invited Guest and make sure that they are able to make any appointments or events that they are scheduled to attend, particularly if the Guest is not familiar with your city or location.
 - (6) If the Invited Guest is to serve as a speaker, he/she should be advised in advance of a special topic and how long the talk should be. They should also be told whether or not they will be a question and answer session.
 - (7) When a formal dinner is scheduled, the Invited Guest and their spouse should be seated at the head table.
 - (8) Proper arrangements should be made for the Invited Guest's departure, particularly if they are traveling via commercial carrier.
- (c) Always remember that the Guest is your Guest and treat them accordingly.
- (d) Officers within the Marine Corps League or Marine Corps League Auxiliary should always be considered of Official Guests whether they are formally invited or casual. Always remember that is the office that deserves respect. Do not let personal relationships color the manner with which you handle your dealings with these Officers.

Section 240 – Coordination with the Marine Corps League Auxiliary - The Department of Tennessee of the Marine Corps League Auxiliary will normally hold their Department Convention concurrently with the Department of Tennessee of the Marine Corps League. The Department Commandant will coordinate with the Department President of the Auxiliary to insure that, as much as possible, there are no administrative problems or issues between the two. Accordingly, the following guidelines are established:

- (a) Host Unit – The Department of Tennessee of the Auxiliary will ensure that a Host Unit is established for the Convention. Normally, this would be the Auxiliary Unit that is associated with the Host Detachment of the League. However, there is not an Auxiliary Unit associated with each Detachment within the Department of Tennessee. In this latter case, the Department of Tennessee of the Auxiliary will designate a Host Unit, usually the Unit that is geographically closest to the site of the Department Convention.
- (b) Registration – The Department of Tennessee of the Auxiliary will provide Registration assistance at the Department Convention to insure that all Auxiliary Members are properly registered. The specific details will be resolved between the Host Detachment and the Host Unit.

- (c) **Registration Fees** – The advance Convention Fees designated in **ARTICLE ONE, SECTION 110** of the Department Bylaws shall be collected by the Host Detachment. Delegate Fees shall be the prerogative of the Auxiliary, and any advance Registration Fees and names identified for Auxiliary Members shall be turned over to the Auxiliary Host Unit.
- (d) **Responsibilities** – The Department of Tennessee of the Marine Corps League Auxiliary shall be responsible for the conduct of their Department Convention. Activities and Facilities will be coordinated between the Department Commandant, the Department President, Host Detachment, and Host Unit. In the event of an impasse in a specific issue, the issue will be referred to the Department Commandant and Department President for resolution. Whenever facilities are provided for Auxiliary Invited Guests, i.e. National President, National Officers, etc., it shall be the responsibility of the Auxiliary Department to provide those facilities. If Casual Guests from the Auxiliary show up on their own, their arrangements are their own responsibility. Only Invited Guest rate rooms, meals, etc., must be provided.

End of Chapter Two (2)

CHAPTER THREE

FORMS AND REPORTS

SECTION 300 – FORMS AND REPORTS – The following forms/reports must be completed and submitted periodically and on a timely basis. All forms/reports, especially those to be sent to National Headquarters, must be typed or printed, and all copies thereof must be legible.

SECTION 305 – REPORT OF OFFICER INSTALLATION: The Installing Officer has responsibility to distribute copies of this form itself and in accordance with the National Bylaws and Administrative Procedures, and Chapter Two (2) Section 210 C of these Administrative procedures. (See enclosure Five (5), National Bylaws and Administrative Procedures.)

SECTION 310 – MEMBERSHIP DUES TRANSMITTAL AND CHANGE NOTIFICATION: the Department Paymaster should receive four (4) copies of this form from the Detachment Paymasters as Detachment renewals and new dues are collected. Two separate checks should be attached. The Department Paymaster will detach and deposit the check for Department dues and retain the bottom copy of this form. The remaining copies of this form and the check for National dues should be forwarded at once to National Headquarters. (See Enclosure Six (6), National Bylaws and Administrative Procedures.)

SECTION 315 – REQUEST FOR TRANSFER: Must be received from the Gaining Detachment with Membership Dues Transmittal and Change Notification listing the transferee. The Paymaster retains bottom copy and forwards the original to National Headquarters with the Membership Dues Transmittal and Change Notification. (See Enclosure Seven (7), National Bylaws and Administrative Procedures.)

SECTION 320 – NOTICE OF DEATH: The Department Chaplain should receive three copies of this form. The Original and an additional copy will be sent to National Headquarters. National Headquarters will send one copy to the National Chaplain. (See Enclosure Eight (8), National Bylaws and Administrative Procedures.)

SECTION 325 – REGISTRATION OF NATIONAL DELEGATE(S): This form is distributed by National Headquarters with the National Convention information. Each Detachment, which will have one (1) or more Members attending the National Convention, should complete this form to insure that their Members have full rights and privileges as Delegates/Alternates and may vote the total Detachment Strength. A copy should be provided to the Department Commandant for his/her information and action. (See Chapter Two (2), Section 220 (b) of the National Administrative Procedures.)

SECTION 330 – REPORT OF DEPARTMENT ACTIVITIES: Each Detachment will provide a written report to the Department Adjutant three times a year, at the spring and fall Staff Meetings and at the Department Convention. The Department Adjutant will compile information from these reports and Department files to provide a complete written report to be available for presentation at the National Mid-Winter Conference and the Annual National Convention.

SECTION 335 – INCORPORATION: The Department and each Detachment are required to incorporate as a Non-Profit Organization and to file a Corporation Annual Report with the Tennessee Secretary of State each year in order to function as an authorized entity. (See Article Seven (7), Section 710 of the National Bylaws.) A copy of the Corporation Report is to be sent to the National Paymaster each year.

SECTION 340 – ANNUAL IRS REPORTING: The Department of Tennessee and each of its Detachments must annually file the required IRS Form 990, 990EZ or 990-N (whichever is required to be filed with the IRS) no later than the due date of filing by IRS rules and regulations. Normally this will be by November 15 following the end of the fiscal year on 30 June, unless an extension has been requested. A true and complete copy of this filing, 990, 990EZ or 990N as appropriate along with the IRS e-mail acceptance, will be forwarded the Department Paymaster for the Department Records, and the Department Paymaster will comply with the requirements to file the appropriate information with the National Headquarters. Failure to file an appropriate 990 return for three (3) years ***will*** result in the revocation of the exempt non-profit status of the Department or Detachment, as appropriate.”

SECTION 345 – SOLICITATION OF CHARITABLE CONTRIBUTIONS: - The Department of Tennessee and the Detachments within the Department are permitted by Internal Revenue Service Regulations to accept Charitable Contributions which will be Tax Deductible by the Donor. Tennessee State Laws, however, also require that all entities that solicit or receive Charitable Contributions within the State of Tennessee register with the Tennessee Secretary of State if the ***gross*** receipts from collections are \$30,000.00 or more for any prior year. If the ***gross*** receipts from Charitable Contributions are less than, \$30,000.00 for ***all*** prior years, the entity is required to request an Exemption, which remains in effect indefinitely, unless the organization does obtain more than \$30,000 during a single year. Failure to comply with these requirements can subject the entity, in our case the Department or Detachment, to a substantial civil penalty (fine).

SECTION 350 – TOYS-FOR-TOTS – TOYS-FOR-TOTS is a longstanding community program that is the property of the U. S. Marine Corps Reserve and is designed to help young people at Christmas. It is currently operated by the TOYS-FOR-TOTS Foundation on behalf of the Marine Corps Reserve. All Detachments of the Marine Corps League are encouraged to participate in TOYS-FOR-TOTS program as shown below..

(A) Detachments that are in reasonable proximity of a Marine Corps Reserve facility may choose to participate through the program at the MCR facility. They will do this by appointing a Detachment TOYS-FOR-TOTS Coordinator to work with the MCR Facility/Unit Coordinator. The nature of the participation may vary between MCR facilities, so the Detachment(s) will have to coordinate their efforts with the program at the facility. Detachments that elect this option may be referred to as “Supporting Detachments.”

- (B) Detachments that are located too distant from a Marine Corps Reserve facility may choose to send a representative to the TOYS-FOR-TOTS Foundation for training and then operate independently. These Detachments are designated as Local Community Organizations (LCO), often referred to as “Stand Alone Detachments.” They must submit an application to the TOYS-FOR-TOTS have their Coordinator certified by the by the TOYS-FOR-TOTS Foundation, and they must be recertified every five years, thereafter.
- (C) Detachments may choose to warehouse TOYS-FOR-TOTS supplies and toys before, during and after the annual TOYS-FOR-TOTS Drive, but they are not permitted to profit from the storage of such items by charging rent.
- (D) The Detachment TOYS-FOR-TOTS Coordinators and the LCO Coordinators are required to keep complete accounting records, and will present a complete report to their Membership at the Detachment Meeting during the month of January each year. This report is subject to an impartial audit by their Detachment’s Audit Committee.
- (E) No Detachment Coordinator or LCO Coordinator may obligate the Marine Crops League, the Department of Tennessee, or their Detachment in any way unless they have prior authority or pre-approval to do so from the appropriate body.
(See Department Bylaws, Article Six, Section 602)
- (F) All Detachment Coordinators and LCO Coordinators will provide the Department TOYS-FOR-TOTS Liaison with a report of their activities using the form/format contained in Enclosure (14). The Department TOYS-FOR-TOTS Liaison will consolidate the Detachment Reports and provide the consolidated report to the National Marine Corps League TOYS-FOR-TOTS LIAISON utilizing Enclosure (15)

SECTION 355 – EAGLE SCOUT AWARD PROGRAM - The Department of Tennessee participates in the National Marine Corps Leagues, Eagle Scout “Good Citizen Award Certificate” program. This program recognizes the achievements of our youth in Tennessee and Southwest Virginia whom have attained the Boy Scouts highest award. The information below provides guidance and requirements for this program. Each Detachment is encouraged to participate in this worthy program and appointing a Boy Scouts Liaison for their Detachment. This liaison does not have to be active in the Boy Scouts of America program.

- (A) The Detachment Liaison should make contact with their local area Boy Scout Council(s), identify themselves and asked to be put on the list of organizations who are to be notified when new Eagle Scouts have been selected. (Some councils may not be aware of the Marine Corps League’s Eagle Scout “Good Citizen Award Certificate” Program.) If there are more than one Detachment located within a Council’s District, these Detachments should coordinate their efforts by agreeing to sponsor specific counties/cities. As a general rule each Detachments covered area should be, to the County line that is the closest point midway between one Detachment and another Detachments geographical location. Keep in mind this may also require a Detachment to also support more than one Boy Scout Council. Detachments will also receive letters requesting Eagle Scout recognition that were sent directly to MCL National Headquarters from parents or Scout Masters and then forwarded to the Department Commandant.

- (B)** Each Detachment Boy Scout Liaison will provide their contact information annually to the Department Commandant and the Department Boy Scout Liaison there is a new Installation of Detachment Officers or if the Detachment Liaison's information changes, i.e. Name, mailing address, phone No's, and E-mail address. This will assist the Department is maintaining accurate records.
- (C)** The current "Good Citizen Award Certificate" is available from the Semper Fi Store, at MCL National Headquarters.
- (D)** All Detachment Boy Scout Liaisons will provide the Department Boy Scout Liaison with two semi-annual reports each year using the form/format in Enclosure (16).
 - (1)** The first is from 1 July thru 31 December and will be submitted by 5 January each year.
 - (2)** The second is from 1 January thru 30 June and will be submitted by 5 July each year.
- (E)** The Department Boy Scout Liaison will compile all Detachment reports into a single report using the form/format in Enclosure (17) and send it to the National, MCL Boys Scout Committee Chairperson, with a copy to the Department Commandant,

End of Chapter Three (3)

Chapter Four

Miscellaneous

SECTION 400 – DISTRIBUTION POLICY

- (a) Except as may be noted elsewhere in the Bylaws and Administrative Procedures, any documents and other information distributed or forwarded by the Department Staff or any Department Committee shall be distributed to each member of the Department Board of Trustees, to each Detachment Commandant, and to each Past Department Commandant. Additional members of the Department Staff and individual Members of the League may be included in the distribution, as circumstances dictate. Information concerning Membership will also be sent to the Department Paymaster and each Detachment Adjutant-Paymaster (or Paymaster) and information concerning Bylaws and other legal topics shall be sent to the Department Judge Advocate and each Detachment Judge Advocate.
- (b) The Department Commandant shall, in a timely manner, oversee compilation and distribution of a list of Department Officers and updates of Detachment Commandants. Detachment Judge Advocates and Detachment Adjutant-Paymasters, at least once a year, usually within thirty (30) days after the close of the Department Convention and as such changes of Detachment Officers are received by the Department.

SECTION 410 – RESOLUTIONS – Resolutions may be submitted by any Member in good standing, or by a Detachment, for consideration by a Department Convention provided said resolutions are in proper form and in compliance with the following requirements.

- (a) The resolution must be typewritten with copies of said resolution submitted to the Department Commandant, the Department Adjutant-Paymaster (or Adjutant) and the Department Judge Advocate no later than and prior to the Department Spring Conference as a courtesy to and for consideration by Department Staff and Officers. Copies should also be made available when received (prior to or at the Spring meeting) to each Detachment Commandant who will then make the information available to the appropriate members of his/her Detachment, especially the selected Delegates and the members of that Detachment who are members of related Department Committees.
- (b) No resolution, which violates any part of the National Bylaws and Administrative Procedures, the Department Bylaws, or others of these Administrative Procedures, will be considered.
- (c) Except as noted herein, Section 1010, Chapter 10, of the National Administrative Procedures shall apply in its entirety.

SECTION 420 – AMENDMENTS

- (a) The Administrative Procedures cannot be waived by the Department Board of Trustees, but it can be amended, revised or repealed by a majority vote of the Department Board of Trustees. Members can submit amendments, revisions or repeals to the Board of Trustees or at a Department Convention. (Article Eight (8), Section 800, of the National Bylaws is applicable.) Amendments, revisions or repeals cannot in any manner violate the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League, or the Bylaws of the Department of Tennessee.
- (b) The Publication Committee shall, without the necessity of a formal proposed change, update the Listings of the Department Commandants, Department Presidents and Pack Leaders and the Listings of the several Award Recipients in the appropriate Enclosures of these Administrative Procedures to reflect the current Officers and Award Recipients following each Department Convention, and at such other times as may become necessary to insure currency.
- (c) The effective date of any change to the Administrative Procedures must be stated in the proposed change. In any case, such change may not become effective until after the close of the Convention or Meeting at which it was approved.
- (d) Each Tennessee Detachment shall be provided without charge two (2) copies of the Administrative Procedures each time they are printed, or a published change is made thereto. Any Member of the Marine Corps League, who remains in good standing, may purchase copies of the Administrative Procedures from the Department Paymaster for a nominal fee which will be set to cover the cost of printing, and postage where applicable.

SECTION 430 – FINANCES

- (a) Department Commandant expenses:
 - (1) In the execution of his/her duties, the Department Commandant is authorized to be reimbursed for reasonable expenses incurred while conducting Department business. This is to include, but is not limited to, attending National, Division and Department Conventions and Conferences, attending Detachment functions (other than his/her own Detachment) in an official capacity, activities pursuant to the formation of new Detachments and in recruiting activities aimed at increasing Membership in the Marine Corps League.
 - (2) Reimbursable expenses will include actual monies spent for travel and lodging (not to include “mileage allowance”), and will apply to basic customary charges incurred by the Commandants for themselves, with no provision for incidental or unrelated expenses.
 - (3) Requests for payment of expenses must be submitted to the Board of Trustees and must be substantiated by vouchers, i.e. credit card receipts and/or paid vouchers indicating services rendered by the vendor. The Board of Trustees has the authority to deny payment for any items not directly incurred in conducting Department Business.

SECTION 430, CONTINUED

- (4) In the event that the treasury of the Department falls below one thousand dollars (\$1,000), this Section 430 (a) of the Administrative Procedures will be held in abeyance until such time as the treasury regains the means to again reimburse the Department Commandant for his allowed expenses.
- (b) The Department Commandant is authorized to approve for expenditure (to cover ordinary and necessary operating expenses) of an amount not to exceed one hundred dollars (\$100) per incident without prior approval of the Board of Trustees.
- (c) The Paymaster is subject to open the Department financial record to the Audit Committee as required in the Department Bylaws, Article Four (4), Section 407.
- (d) Each expenditure will be by check and shall require the signatures of two of the following Department Officers: Department Commandant, Department Adjutant-Paymaster or Paymaster if the office is split, Department Senior Vice Commandant and the Department Junior Past Commandant.

SECTION 440 – FUND RAISING – Any and all activities intended to generate monies to enhance the Department treasury shall be conducted in accordance within the limits outlined in the National Administrative Procedures, Chapter Ten (10), Section 1000 (f).

SECTION 450 – AWARDS – Department-appropriate medals, ribbons and awards will be presented to Marine Corps League Members and Officers (and civilians, if warranted), in accordance with the guidelines as expressed in the National Bylaws and Administrative Procedures, Enclosure Four (4). Awards are usually presented by the Department in conjunction with the Department Installation of Officers during the Banquet at the end of the Department Convention, however, the Department Commandant, at his discretion, may choose to present Awards at any Department Meeting or Conference, or even make Awards at the respective Detachment Meetings. All Detachment and Department Officers are charged to become familiar with the Awards authorized in Enclosure Four (4), and nominate specific deserving Marines for an Award appropriate to recognize their contributions to the Department.

A. DEPARTMENT OF TENNESSEE JOHN T. HICKS MARINE OF THE YEAR AWARD - The most prestigious Award that can be presented by the Department of Tennessee is the Department of Tennessee John T. Hicks Marine of the Year Award. This Award shall be presented at the Department Convention Banquet to a member of the Department who has rendered service and performed at a level above and beyond the duties and obligations of any office or position held within the Marine Corps League Department or Detachment.

- (1) Nominations for consideration shall only originate within the nominee's Detachment and signed by the current Detachment Commandant. If the Detachment Commandant is the nominee, the Senior Vice Commandant will sign the nomination. No individual member of the Marine Corps League shall make a nomination outside of nominee's Detachment.
- (2) The Marine nominated for this award must be Regular Member in good standing, with dues paid and no unresolved obligations to the Detachment or Department.

(3) Submission of Nomination –

- (a) All entries must be placed in a *SEALED* 8 1/2 x 11 or larger envelope marked:
“ATT: “John T. Hicks Marine of the Year Chairman.”

That envelope will be placed in another sealed envelope addressed and mailed to:

**Chairman, John T. Hicks Marine of the Year Award
260 Carriage Lane,
Greeneville, TN 37745-3107.**

- (b) It must be postmarked no later than 1 June prior to the Department Convention at which it is to be considered
- (c) The nomination must contain a cover letter to identify the nominee and the sponsoring Detachment. There must be a complete narrative justifying the nomination. The services performed must also include volunteer activities in the community outside the Marine Corps League.
- (d) The original nomination plus one (1) additional copy, (total of two), must be enclosed in the mailing package.
- (e) Nominations that are not submitted in accordance with these rules will not be considered and will be returned to the Detachment. There are no exceptions.
- (4) Evaluation –** At some designated time prior to the formal opening of the Department Convention, a Committee, consisting of all previous recipients of this Award present at the Convention, will meet to evaluate all nominees for the Award. The Chair of the Committee will be the Senior Recipient present. A uniform scoring method will be used to insure that all nominees receive equal attention and consideration.
- (5) Presentation and Description of Award –** During the Department Convention Banquet, the individual selected for this Award will be announced and the Award presented. The Award will consist of a Rotating Trophy, to be held by the recipient for the year following the Award, and the Medallion designated for the Department Marine of the Year in Paragraph 5 of Enclosure Four (4) to the National Bylaws and Administrative Procedures. The designated ribbon for the ribbon bar with the appropriate device will also be included. The Medallion will be engraved on the back with the Name of the Award, the year of the Award and the recipient's name. The cost of the Medallion, ribbon and engraving will be borne by the Department of Tennessee.
- (6) Helpful guidelines:**
- Nominee should be a Regular Member of the Marine Corps League who has achieved noticeable success in promoting the Marine Corps League and the United States Marine Corps in their community.
 - Include materials such as pictures, newspaper articles, ceremony programs and letters of appreciation. Send as much material as you can to show what the Nominee did in your community. The more material that you send, the better the committee can know your nominee.
 - All copies you submit should be typed, in all capitals and double-spaced.
 - Please send your submissions by US Postal Service, Certified and Return Receipt Requested.

•

(7) Any questions on the “John T. Hicks Marine of the Year” award should be directed to the chairman of the Committee at the address listed above.

B. DEPARTMENT OF TENNESSEE AMERICANISM AWARD - The Department’s Americanism Program is modeled after the National Americanism Program.

(1) The Detachment Entry may be submitted as a Bound Book, a Scrapbook, or an Album

(2) All Entries must be hand delivered to the site of the Department Convention. If a Member of the Detachment will not be present, another MCL Member may be designated to deliver the Entry.

(3) All Detachments may enter, and are encouraged to do so.

(4) **Evaluation and Presentation of the Award** – All entries will be evaluated prior to the formal opening of the Department Convention. The winning entry will be announced at the Department Convention Banquet, and the Award will be presented at that time.

(5) All Entries will be returned after the Awards are announced at the Convention.

(6) **Suggested Title: “(NAME) Detachment (YEAR) Diary”**
“Record of the (NAME) Detachment for (YEAR)”

(7) **Suggested Contents of the Entry Book**

- Installations – Both Detachment and Department
- Patriotic Events - Marine Corps Ball - Parades - Veterans Day Activities - Memorial Day Activities
- Christmas Parties – Toys For Tots - VAVS Activities
- Youth Activities – Young Marines - YPF - Boy Scouts
- School or Sports Activities - Respect for Flag Classes - Veterans Appreciation
- MCL Membership and Recruiting Programs
- MCL and/or MCLA Social Events - Historical Events
- Participation with other Veterans Organizations - Support of other Organizations
- Events that may be included are not limited to this list.

(8) Include photographs, newspaper articles, and other documentation for each Event cited in the Entry Book. All items should include the date, and all photographs should include captions identifying the event and the individuals in the photograph.

(9) Documentation will be provided each year on the MCL Department Web Site and/or mailed out to each Detachment with specific instructions for submission for that year. The Entry Book should include events over an entire 12 month period determined by the Committee and published on the individual year’s documentation.

C. GUIDELINES FOR ESTABLISHING AND MAINTAINING A DETACHMENT MARINE OF THE YEAR PROGRAM

Each Detachment in the Department of Tennessee is encouraged to establish their own Detachment Marine of the Year Program. The below guidelines are provided to form a framework for the program to insure a consistent and uniform process from year to year. The exact procedures may vary from Detachment to Detachment, but the overall program should generally fall within these Guidelines.

- (1) Each Detachment that has an active Marine of the Year Program shall insert a written procedure into their Administrative Procedures, or into their Bylaws if they do not have Administrative Procedures, to establish a standard procedure for the selection of their Marine of the Year. The purpose is to insure that the process is as fair and unbiased as possible and to keep from having to “reinvent the wheel” every time this event occurs.
- (2) The Detachment will form a committee to receive and evaluate all of the nominations submitted by the appropriate date. This committee would normally consist of past recipients of their Marine of the Year Award organized as a *Marine of the Year Society*. However, if there are not sufficient active past recipients, the Detachment will form a standing committee by a method of their choice.
- (3) Any individual Member of a Detachment may nominate any other individual Member for this Honor. Both the Member making the nomination and the Member being nominated must be in good standing with all Dues paid and no encumbrances to the Detachment, Department or National. Written nominations to the Society/Committee would be preferred, but the Detachment may determine that it is adequate to have the nominations made verbally.
- (4) A cut-off date shall be established for the submission of nominations and the method of submission should be defined. Both the submission cut-off date and the actual presentation of the Award should be scheduled to allow sufficient time to subsequently process and submit a nomination for the Department Marine of the Year and/or the Billy Carter Award at the Southeast Division and/or the National Marine of the Year.
- (5) The Society/Committee will have the sole responsibility and authority to select the Marine of the Year, and at the appropriate time they will present their selection to the Detachment. The decision of the Society/Committee is final and may not be appealed.
- (6) The individual Member selected for Detachment Marine of the Year does not have to be the same individual as may be nominated for any of the higher awards. As circumstances may change, so may the subsequent selections.
- (7) The selection process should never include nominations from the floor. Nor should there be a vote by the General Membership for the nomination or selection. Either of these practices would inevitably evolve into a popularity contest, and the Marine of the Year should be about achievement(s) and not about popularity.

End of Chapter Four (4)

Department of Tennessee Commandants

1982	Charles D. Bradley *	Music City Detachment
1982-1984	Fred Tucker	Music City Detachment
1984-1985	Claud H. Wilkins *	Sgt. Walter K. Singleton Detachment
1985-1986	Larry J. Sago	Chattanooga Detachment
1986-1987	Leon B. Batson, Sr. *	Music City Detachment
1987-1988	Haskell M. "Hank" Clark	Chattanooga Detachment
1988-1989	John T. Cain *	Music City Detachment
1989-1990	Eugene A. Lucchesi, Sr. *	Sgt. Walter K. Singleton Detachment
1990-1991	Arthur C. Jackson	James N. McCutchen Detachment
1991-1992	Howard M. Smith III *	Chattanooga Detachment
1992-1994	Glen Barry Evans	Music City Detachment
1994-1995	Loyal E. Conard	James N. McCutchen Detachment
1995-1996	Thomas N. Thompson *	Lincoln County Detachment
1996-1997	John T. Hicks	Chattanooga Detachment
1997-1998	Edward M. Evans	Music City Detachment
1998-1999	Claire M. Minie	James N. McCutchen Detachment
1999-2001	J. Nolan Sharbel, Sr.	Lt Alexander Bonnyman Detachment
2001-2003	Fred C. Gettings	Elbert Kinser Detachment
2003-2004	Ernest F. Seagle	Chattanooga Detachment
2004-2006	David J. Gardner	Stones River Detachment
2006-2007	Charles L. Reedy*	Tri-Cities of Tennessee Detachment
2007-2009	David Z. Cates	Lt Alexander Bonnyman Detachment
2009-2012	David R. Hatfield	Lt Alexander Bonnyman Detachment
2012-	Russell J. Martz	Capt Jack Holland Detachment



Department of Tennessee "John T. Hicks Marine of the Year" Award Recipients

1994	John T. Hicks	Chattanooga Detachment
1995	None	
1996	H. Lynn Hunter	James N. McCutchen Detachment
1997	Karl A. Ekstrom	Lt. Alexander Bonnyman Detachment
	J. Tom Coffman	James N. McCutchen Detachment
1998	Arthur C. Jackson	James N. McCutchen Detachment
1999	None	
2000	Virgil L. Young Jr.	Lt. Alexander Bonnyman Detachment
	Ernest F. Seagle	Chattanooga Detachment
2001	Bette Jean Berry	Lt. Alexander Bonnyman Detachment
2002	Donald J. Elseroad	Tri-Cities of Tennessee Detachment
2003	Claire M. Minie	James N. McCutchen Detachment
2004	Glen Barry Evans	Music City Detachment
2005	Charles L. Reedy*	Tri-Cities of Tennessee Detachment
2006	David Z. Cates	Lt. Alexander Bonnyman Detachment
2007	James G. Kern	Sgt. Walter Singleton Detachment
2008	Edwin B. Magee *	BGen Austin C. Shofner Detachment
2009	David J. Gardner	Stones River Detachment
2010	Steven D. Bickford	Tri-Cities of Tennessee Detachment
2011	Gary F. Stowell Sr	Tennessee Smoky Mountain Detachment
2012	David R. Harfield	Lt Alexander Bonnyman Detachment
2013	Eric P. Nash	Lt Alexander Bonnyman Detachment



* Deceased

Department of Tennessee MCLA Presidents

1995-1998	Deborah R. Evans	Music City Unit
1998-2000	Alice Blackford	Music City Unit
2000-2002	Inda Adams	Music City Unit
2002-2004	Constance Sexton	Lt. Alexander Bonnyman Unit
2004-2005	Pat Gettings	Lt. Alexander Bonnyman Unit
2005-2007	Alice Blackford	Music City Unit
2007-2009	Carolyn Bevington *	Music City Unit
2009-2010	Jacqueline Reedy	Tri-Cities of TN Unit
2010-2012	Deborah R. Evans	Stones River Unit
2012-	Inda Adams	Music City Unit



Department of Tennessee MCLA "Deborah Evans Award" Award Recipients

2003	Deborah R. Evans	Music City Unit
2003	Joann Vogt *	Tri-Cities of TN Unit
2004	Shelby Ward	Tri-Cities of TN Unit
2005	Alice Blackford	Music City Unit
2006	Barbara Tassej	Lt Alexander Bonnyman Unit
2007	Pat Gettings	Lt Alexander Bonnyman Unit
2008	Martha Seagle	Chattanooga Unit
2009	Doris Ekstrom *	Lt Alexander Bonnyman Unit
2010	Constance Sexton	Lt Alexander Bonnyman Unit
	Inda Adams	Music City Unit
2011	Genevieve Vadeboncoeur	Lt Alexander Bonnyman Unit
2012	Charlotte Hilton	Lt Alexander Bonnyman Unit
2013	Lois Eddlemon	Lt Alexander Bonnyman Unit



* Deceased

Military Order of the Devil Dogs Tennessee Pack Leaders

1993-1995	PDD John T. Hicks	Chattanooga Pound 209
1995-1997	PDD Glen Barry Evans	Music City Pound 155
1997-1999	PDD Ernest F. Seagle	Chattanooga Pound 209
1999-2001	PDD David J. Gardner	Music City Pound 155
2001-2003	PDD Edward M. Evans	Music City Pound 155
2003-2005	PDD Carlton L. Pittman	Chattanooga Pound 209
2005-2008	PDD David R. Hatfield	Smoky Mountain Pound 271
2008-2008	PDD Donald J. Elseroad	Lenny Margolis Pound 300
2008 -2010	PDD Suzette M. Graves	Claud Wilkins Pound 337
2010-2012	PDD David Z. Cates	Smoky Mountain Pound 271
2012-	PDD Russell J. Martz	Claud Wilkins Pound 337



Military Order of the Devil Dogs Tennessee Pack "Dog of the Year" Award Recipients

1998	PDD David J. Gardner	Music City Pound 155
1999	DD W. Anthony Westbrooks	Music City Pound 155
2000	PDD Glen Barry Evans	Music City Pound 155
2001	PDD Edward M. Evans	Music City Pound 155
2002	PDD Ernest F. Seagle	Chattanooga Pound 209
2003	PDD John T. Hicks	Smoky Mountain Pound 271
2004	PDD Carlton L. Pittman	Chattanooga Pound 209
2005	None	
2006	PDD David Z. Cates	Smoky Mountain Pound 271
2007	None	
2008	DD Virgil L. Young Jr	Smoky Mountain Pound 271
2009	DD David C. Elrod	Smoky Mountain Pound 271
2010	PDD David R Hatfield	Smoky Mountain Pound 271
2011	PDD George L. Sexton	Smoky Mountain Pound 271
2012	PDD Leroy Brown	Smoky Mountain Pound 271
2013	PDD Jack W. Larkey	Lenny Margolis Pound 300



* Deceased\

**Department of Tennessee
Marine Corps League**

Rules of Order for the Department Convention

1. Business sessions will be conducted in adherence to the prescribed Ritual of the Marine Corps League. Delegates are expected to be in attendance well in advance of the beginning of each session, so as to preclude any delay or interruption(s) of the session.
2. The Procedures for the Department Convention are to be in accordance with Article One, Section 111 of the Department Bylaws.
3. Should the "Chair" decide to admit any visitor(s) to the Convention Hall, for any purpose, the "Good of the League" will be in order. After the Sergeant At Arms or Designate has escorted the visitor(s) from the Convention Hall, the "Chair" will have the Sergeant At Arms declare the session "Open for the transaction of Official Business".
4. No Delegate, Department Officer or Past Department Commandant shall be permitted to speak more than twice on any question, with the second time being only after all others who are eligible and wish to speak have exercised their option. A limit of three (3) minutes will be imposed upon each speaker. This limit will not apply to reports.
5. Registered Members/Delegates desiring permission to enter or leave the Convention Hall will do so by: (a) presenting themselves and (b) saluting the "Chair" or Designate. When the salute has been returned this will indicate the permission to enter or leave.
6. The "Chair", no matter by whom occupied, shall always be addressed as "Sir Commandant" or "Madam Commandant".
7. Should a "Point of Order" be raised, the Chair may inquire of the Department Judge Advocate and/or the Department Parliamentarian to render an "Opinion" on the "Point of Order" raised to the "Chair". The "Chair" shall then make a "Ruling" on the "Point" which shall be binding unless appealed. If an Appeal is made to the Ruling of the Chair, it will require a two-thirds (2/3) majority vote of the Delegates present and voting to overturn the Chair's Ruling.
8. During the "Nomination of Officers" procedure, the nominator of the Candidate for office, will be permitted not more than five (5) minutes to place the name in nomination. Seconds to the nomination, will be permitted not more than one (1) minute.
9. Any Member of the Department in Good Standing who has requested the "Floor" and has been recognized by the Chair will identify themselves by Name, Detachment, and whether or not they are a Delegate, Department Officer or Past Department Commandant, prior to making their remarks.
10. A two-thirds (2/3) majority vote of the Delegates present on the floor and voting is required to "Waive" any of the rules of this Convention.

FIRST MEMORIAL TABLE REQUIRED

To be setup in the room where the Joint Opening Ceremony is to take place

Fallen Comrades Table

Black tablecloth
Candleholder with Single White lighted candle
Purple Heart medal
ID tag
Marine Barracks Cap with White cover and Gold emblem
NCO Sword
White gloves
Table setting – inverted
A single chair
Bell, tolling
National and Marine Corps Colors displayed (table set)

The table draped in Black - symbolizing the color of mourning; the ultimate sacrifice, a table set in honor of our **Fallen Comrades**.

The single lighted candle - reminds us of the flame of eternal life: that the memory of our Fallen Comrades shall be with us always.

The Purple Heart Medal – is displayed to reflect the shedding of blood and ebb of life in battle.

The Identification tags - are blank, yet they could bear the name of any of us here tonight.

The dinner setting is inverted - they break bread with us in spirit only.

The chair is empty - they rest in peace.

SECOND MEMORIAL TABLE REQUIREMENTS

To be setup in the room where the banquet is to take place

POW/MIA Table

White tablecloth
Red rose in a vase
Yellow ribbon – tied around vase
A slice of lemon
Salt on plate
Table setting with glass inverted
A single chair

The table draped in White - symbolizing the purity to respond to the call to arms, a table set in honor of our Prisoners of War and Missing in Action Marines.

The single Red Rose - displayed in a vase reminds us of the families and loved ones of our comrades who keep the faith.

The Yellow Ribbon - tied around the vase symbolizes our demand for proper accounting of our missing.

A slice of lemon - is on the bread plate to remind us of their bitter fate.

There is salt upon the plate - symbolic of the families' tears as they wait.

The glass is inverted - they cannot toast with us tonight.

The chair is empty - they are not here.

Remember - All of us who have served with them and call them "brother", who depended upon their strength and comfort and relied upon them; for surely they have not forsaken you.

THIRD MEMORIAL TABLE REQUIRED

To be setup in the room where the Joint Opening Ceremony is to take place and in the room where the banquet is to take place

Deceased Tennessee Department Marine Corps League and Auxiliary members

Scarlet and gold table cloths
Triple Candleholder with Two White and One Red candle (White each side of the Red)
Two White Roses on a Red Tray
Silver or Crystal Cross
Bell, tolling
National and Marine Corps Colors displayed (table set)
A single chair

The table draped in Scarlet and gold - is in remembrance of our Detachment's and Auxiliary's recently departed brother (s) and sister (s).

The single Red candle - represents all of us, past, present and future.

The White candles - are symbolic that our memory of them shall always burn brightly.

The White Roses - are symbolic of our eternal love for them.

The tolling of the bell - is an announcement of our loss.

The chair is empty - they rest in peace.



Department of Tennessee
Marine Corps League
____th Annual Convention

____ June ____

Hosted by

____ Detachment

Convention Registration Form

Print

Name: _____

Address: _____

City: _____ State: ____ Zip: _____ Phone: _____

Email Address _____

Members & Guests Attending

Print Your Name and Office Held as You Want them to Appear on the Credentials Badge

	MCL	Assoc	MCLA	Detachment/Unit
Name _____	____	____	____	_____

Current Title(s): _____

Name _____	____	____	____	_____
------------	------	------	------	-------

Current Title(s): _____

Guest Name _____

Guest Name _____

If you are a past or present Department or National Officer (list which office & year, League or Auxiliary)

You are arriving: Thursday ____ Friday ____ or Saturday ____

MCL Member Registration fee is \$5 _____ X \$5.00 = _____
(\$6 at the door)

MCLA Member Registration fee is \$5 _____ X \$5.00 = _____
(\$6 at the door)

Guest Registration fee is \$5 _____ X \$5.00 = _____
(\$6 at the door)

Banquet on Saturday, ____ June ____

____ (1 st Choice Meal)	_____ X \$ _____ = _____
____ (2 nd Choice Meal)	_____ X \$ _____ = _____

Special Dietary needs _____

Total payment \$ _____

Make Check Payable to Host Detachment and Return this form and check by ____ (date) ____ to:

Host Detachment

Address

Book the _____ Hotel by _____ at _____ and mention the Marine Corps League when you make your reservations so you are able to get the convention rate.



Department of Tennessee
Marine Corps League
____th Annual Convention

June _____

Hosted by _____

_____ Detachment

Convention Ads

Advertiser: _____

Address: _____

City: _____ State: _____ Zip: _____

The finished Program Book will be 8-1/2" x 11"

___ Full Page – 7" x 9-1/2"	\$100.00
___ 1/2 Page – 7" x 4-3/4" or 3-1/2" x 9-1/2"	\$50.00
___ 1/4 Page – 3-1/2" x 4-3/4"	\$25.00
___ 1/8 Page – 3-1/2" x 2-3/8"	\$15.00
___ Business Card – 3-1/2" x 2-3/8"	\$15.00

Ad Total \$ _____



Mail this form along with your camera-ready ad and check payable to:
Detachment Name Please return prior to _____

Mail copy and check to: **Detachment Name**

If any questions, please feel free to call _____

or email at _____



Department of Tennessee Convention After Action Report

Conference City _____ Dates Held _____

Host Detachment _____ # _____

Host Unit _____

Name of Hotel _____ Phone # _____
Fax # _____

Convention Coordinator _____ Phone # _____
E-mail _____

Department Commandant _____ Phone # _____
E-mail _____

Department President _____ Phone # _____
E-mail _____

Number Rooms Reserved Thursday _____ Friday _____ Saturday _____

Cost I NCLUDING Tax \$ _____ Number used _____

Number of Accessible (Handicap) Rooms Reserved _____ Number used _____

Number of Conference / Meeting Rooms _____ Number of Complimentary Rooms _____

Number of Committee meeting rooms required _____

Number of Members attending Conference:

Marine Corps League (Regular/Associate) Members _____

Marine Corps League Auxiliary (Regular/Associate) Members _____

Military Order of the Devil Dogs _____

Number of Dignitaries invited & attending requiring Complimentary Room & Banquet _____

Banquet Tickets sold _____ Cost Each \$ _____ Number Attending Banquet _____

Marine of the Year Award _____ Detachment _____

Devil Dog of the Year Award _____ Pound _____

100% of MCL & MCL Guest Registration Fees goes to Host Detachment

100% of MCL Delegate Fees goes to the Department

100% of MCLA & MCLA Guest Registration Fees goes to Host Unit

Copies go to the Department Commandant, the Department Junior Vice Commandant
and to the Detachment hosting the next 2 year's upcoming convention

For Comments/Suggestions please use reverse side



Sample Convention Schedule

Department of Tennessee
 Marine Corps League
 _____th Annual Convention
 _____ June _____
 Hosted by

_____ Detachment

Convention Schedule

Thursday, __ June

1200-1700	Convention Registration Open	Locations to be Listed
1200-2300	Hospitality Room Open	for Each Event
1700	Dinner on your own	

Friday, __ June

1000-1700	Convention Registration Open	“
1100-1600	Ship’s Store Open	“
1100-1200	Lunch on your own	“
1200-2300	Hospitality Room Open	“
1200-1400	Detachment Workshop and Classes (All Members Welcome)	“
1400-1630	Detachment Commandants Council - Dept Sr-Vice Cmdt Chairs	“
1400-1630	All Department Committees to Meet (Locations TBD)	“
1600	MODD Registration for Advancement and New Pups	“
1600-1700	MODD Registration and Passport Stamps	“
1700- TBD	MODD Tennessee Pack Grand Growl (Members Only)	“
1700- TBD	MODD Fleas Scratch of the Hide (Members Only)	“
TBD	Dinner on your own	

Saturday, __ June

0700-1300	Convention Registration Open	“
0700	Breakfast on your own	
0830-1300	Ship’s Store Open	“
0900-0930	MCL & MCLA Joint Opening Meeting – Welcome Aboard	“
0930-1200	MCL Annual Business Meeting	“
0930-1200	MCLA Annual Business meeting	“
1200	Lunch on your own	
1300- TBD	MCL Annual Business Meeting – Election of Officers	“
1300- TBD	MCLA Annual Business Meeting – Election of Officers	“
1700-1800	Formal Reception For Guest of Honor and Social Hour	“
1800-	Welcome and Introduction of Guest of Honor, Memorial Service, MIA/POW Recognition, Banquet, Ceremonies, Awards, MCL-MCLA Installation of Officers	“

Sunday, __ June

0800- TBD	Department Officers Call – All Elected and Appointed Officers	“
	Drive Safely and have a good trip home.	
	We hope you enjoyed the 20__ Annual Department of Tennessee Convention, and we hope to see you next year in _____, TN	

Notes: Hospitality Room is to be scheduled by the Host Detachment during Friday and Saturday as desired, so as to provide service without conflicting with Business Meetings

The Department Commandant has the Final Approval on the Convention Schedule!

Listing of Items to be Included in the Department Convention Program Book.

The Outside Front Cover of the Program Book will be devoted to the Marine Corps League, that is to the Department and/or the Host Detachment. There will be no advertisements on the Outside Front Cover. The Inside Front Cover and both the Inside and Outside Back Cover may be used by the Host Detachment at their discretion.

Items to be included are:

- (a) Letters from the Department Commandant and the MCLA Department President.
- (b) Letters from State and Local Government Officials, if any are available
- (c) Listings of the Past and Current Department Commandants:
 - Listing of the Past Recipients of the ***Department of Tennessee John T. Hicks Marine of the Year.***
 - See Enclosure (1).
- (d) Listing of Past and Current MCLA Department Presidents;
 - Listing of the Past Recipients of the ***Department of Tennessee MCLA Deborah Evans Award;***
 - See Enclosure (2).
- (e) Listing of Past and Current Military Order of the Devil Dogs Tennessee Pack Leaders;
 - Listing of all Past Recipients of the Military Order of the Devil Dogs ***Tennessee Pack Devil Dog of the Year.***
 - See Enclosure (3).
- (f) The Department of Tennessee ***Rules of Order of the Department Convention.***
 - See Enclosure (4).
- (g) The ***Department Of Tennessee Convention Schedule,*** as approved by the Department Commandant.
 - See Enclosure (12)
- (h) **Department Chaplain's Memorial Page** – There is no standard format for this page. Each Department Chaplain is responsible to create their own page and coordinate with the Host Detachment to deliver it to them in a timely manner to have it ready for the Program Book

In addition to the required pages, solicit Ads from the Members and Detachments on the Department of Tennessee, and the Members and Units of the MCLA Department of Tennessee, to fill the Program Book. This Book can be an important source of revenue for the Host Detachment



After Action Report

Detachment # _____

Department of Tennessee Marine Corps League

For Campaign Conducted During October – December _____
Year

SECTION I - Site Identification

Reserve Site: _____

Address: _____

City _____ State _____ ZIP+4 _____

Coordinator: _____ Phone/Fax _____

Asst Coordinator: _____ Phone/Fax _____

Population of Area Covered by Your Program _____

SECTION II – Contributions

Total number of toys collected by your program _____

Total amount of monetary donations collected _____

Total number of Volunteer hours donated _____

Detachment Representative _____

Report Deadline: 5 January each year

Forward to: Toys-for-Tots Liaison, Department of Tennessee



**DEPARTMENT OF TENNESSEE
MARINE CORPS LEAGUE**



Date _____

TO: National Chairman, Marine Corps League, Toys For Tots Committee

FROM: Dept. of Tennessee, Marine Corps League, Toys For Tots Liaison

SUBJ: Dept. of Tennessee, Marine Corps League, Annual Toys For Tots Report

The following is a report of the activity of the Detachments within the Department of Tennessee:

DETACHMENT	Det. #	CITY	Detachment Coordinator	Supported USMCR Unit	Population of Area Covered	Toys Collected	\$ Donations Collected	Volunteer Hours
Music City Detachment	378	Nashville						
Sgt. Walter K Singleton Det.	476	Memphis						
Chattanooga Detachment	518	Chattanooga						
Elbert Kinser Detachment	615	Greeneville						
Lincoln County Detachment	702	Fayetteville						
Capt Jack Holland Det.	735	Jackson						
Lt. Alexander Bonnyman Det.	924	Knoxville						
Tri-Cities of Tennessee Det.	969	Gray						
BGen. Austin C. Shofner Det.	1128	Tullahoma						
Stones River Detachment	1158	Smyrna						
Mule Town Detachment	1286	Columbia						
Capt. Wm Hartley Det.	1307	Somerville						
Bobby Ray Detachment	1377	McMinnville						
Department of Tennessee		TOTALS>						

Copy To: Department Commandant

Department Toys For Tots Liaison



_____ DETACHMENT
DEPARTMENT OF TENNESSEE
MARINE CORPS LEAGUE

Date _____

From: _____ Detachment # _____, Boy Scout Liaison

To: Department of Tennessee, Boy Scout Liaison

Subj: Report of Eagle Scout Good Citizen Certificates Presented

Encl (1) Additional Names Attached Yes No

Check one: **Semi-Annual** (1 July through 31 December 20) (Submit by 5 January)

Annual (1 January through 30 June 20) (Submit by 5 July)

Total Good Citizen Certificates awarded during this reporting period _____.

The following Eagle Scouts received Good Citizen Certificates during this period.

Name of Eagle Scout	City	Troop #	Boy Scout Council (If Known)

Copy To: Detachment Commandant

Detachment Boy Scout Liaison



**DEPARTMENT OF TENNESSEE
MARINE CORPS LEAGUE**

Date _____

TO: Marine Corps League, National Chairman, Boy Scout Committee

FROM: Marine Corps League, Dept. of Tennessee, Boy Scout Liaison

SUBJ: Report for Eagle Scout Good Citizen Certificates Presented

Check one: **Semi-Annual** (1 July – 31 December 20) (Submit by 15 January)
 Annual: (1 January – 30 June 20) (Submit by 15 July)

The following is a report of the activity of the Detachments within the Department of Tennessee completed during the periods listed above:

DETACHMENT	Det. #	CITY	July-December	January-June	Yearly Total
Music City Detachment	378	Nashville			
Sgt. Walter K Singleton Det.	476	Memphis			
Chattanooga Detachment	518	Chattanooga			
James N. McCutchen Det.	603	Clarksville			
Elbert Kinser Detachment	615	Greeneville			
Lincoln County Detachment	702	Fayetteville			
Capt Jack Holland Det.	735	Jackson			
Lt. Alexander Bonnyman Det.	924	Knoxville			
Tri-Cities of Tennessee Det.	969	Gray			
Giles County Detachment	1108	Pulaski			
BGen. Austin C. Shofner Det.	1128	Tullahoma			
Stones River Detachment	1158	Smyrna			
TN Smoky Mountain Det.	1206	Pigeon Forge			
Mule Town Detachment	1286	Columbia			
Capt. Wm Hartley Det.	1307	Somerville			
Bobby Ray Detachment	1377	McMinnville			
Department of Tennessee		TOTALS>			

Copy To: Department Commandant

Department Boy Scout Liaison

Enclosure 17

