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# MARINE CORPS LEAGUE

National Headquarters

September 8, 2009

## **CHANGE 15**

From: National Executive Director  
To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES  
APPROVED AT THE 2009 NATIONAL CONVENTION

Ref: (a) 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted January 2008

Encl: (1) New Page Inserts

1. **Background.** At the 2009 National Convention held at Rochester, Minnesota there were four (4) proposed Bylaw changes, two (2) of which were approved, two (2) of which were rejected. There were seventeen (17) proposed Administrative Procedure changes, of which seven (7) were approved, six (6) were rejected, one (1) was tabled and 3 were referred to the Administrative Review Committee for review and re-write. There were six (6) proposed changes to Enclosure Three (3) of which three (3) were approved, and three (3) were rejected. There were also four proposed changes to Enclosure Four (4), one (1) of which was approved, two (2) were rejected and one (1) was recommitted to the maker. There was one proposal to add an Enclosure Nine (9) and that was rejected.

## 2. **Summary of Changes**

a. The proposal to add the question: "Have you ever been convicted of a felony etc." was approved, giving Detachments additional prior knowledge of the applicant for membership, prior to voting to accept or reject a prospective member.

b. The proposal to eliminate the Card and Label Committee and simply make that job the responsibility of National Headquarters was approved.

c. The proposal to eliminate the National Corporate Membership Committee and replace it with a National Ways and Means Committee was approved.

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d. The proposal to change the requirements under Chapter Nine (9) specifying what correspondence must be served by Certified Mail, Return Receipt Requested, and that only requiring regular mail was approved.

e. The proposal to clarify Section 901 (h) (1), *Participating Parties* was approved.

f. Several proposals to authorize some needed administrative corrections to Chapter Nine of the Administrative Procedures were approved.

g. Section 909 (H) was re-written to require the National Judge Advocate to notify the MODD of the punishment awarded when a legal action involves a member of that Order.

h. The requirement that only the anodized solid gold color or polished brass Marine Corps Emblem be worn on the Marine Corps League cover was approved.

i. The portion of Enclosure Three (3) describing a separate "Ceremonial Uniform" was changed. All authorized Marine Corps League uniforms may be used for Ceremonial functions as appropriate. The khaki shirt is no longer an "authorized" part of the Marine Corps League uniform. The clarification that Associate Members ARE eligible to participate in Color Guards and Honor Guards was approved with the caveat that they are NOT authorized to wear the Red Stripe on the Dress Blue Trousers.

j. The proposal to authorize the use of four or five-to-a-row mini-medal mounting bars for Marine Corps League medals (only) was approved.

k. The proposal to include an appropriate streamer for presentation to an awardee of the Marine Corps League Unit Commendation Ribbon was approved.

#### **Action**

a. Remove pages BL 5-1 through BL 5-6 and replace with BL-5-1 through BL 5-6 in this Enclosure.

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- b. Remove pages BL 6-3 through BL 6-10 and replace with BL 6-3 through BL 6-10 in this Enclosure.
- c. Remove pages AP 3-1 through AP 3-8 and replace them with AP 3-1 through AP 3-8 in this Enclosure.
- d. Remove pages AP 9-1 through 9-21 and replace with pages AP 9-1 through 9-21 in this Enclosure.
- e. Remove Enclosure (3) "Uniform Code" and replace with Enclosure (3) "Uniform Code" in this Enclosure.
- f. Remove Enclosure (4) "Marine Corps League Awards" and Enclosure (4) "Marine Corps League Awards" in this Enclosure.
- g. File these pages in front of Change 14 of September 22, 2008.

MICHAEL A. BLUM  
National Executive Director

Reviewed and Approved:

JOHN KOVALCIK  
National Judge Advocate

DISTRIBUTION:  
National Bylaws, Article Eight (8), Section 810(a) and (b)

Incorporated by act of Congress

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National Headquarters

***“Once a Marine, Always a Marine”***

Address Packages and Express Mail to: 8626 Lee Highway - Suite 201 - Fairfax, VA. 22031

**BYLAWS**  
**ARTICLE FIVE**  
**DETACHMENTS**

**SECTION 500 - NAME** - No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost its Charter.

**SECTION 505 - BYLAWS** - Each Detachment may adopt Bylaws and Administrative Procedures which are not inconsistent with the Department and National Bylaws and Administrative Procedures and shall be subject to approval by the Department Judge Advocate. In the absence of a jurisdictional Department, the National Judge Advocate shall be the approving authority for Detachment Bylaws and Administrative Procedures.

**SECTION 510 - OFFICERS** - Officers, both elected and appointed, may be selected by the Detachment members as they desire. Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. The Detachment shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster, and such other Officers as it deems necessary.

**SECTION 512 - ELIGIBILITY AND TERM LIMITS**

(a) All Officers serving in elected offices must be Regular Members of the Detachment in which they are elected to serve. At the will of the Detachment, Associate Members may serve in appointive offices **only**, in accordance with Article Six, Section 600 (b).

(b) Detachments shall have the sole right to establish term limits on its officers, both elective and appointive. Detachments wishing to exercise this option must do so by inserting clear provisions into their Bylaws.

**SECTION 515 - MEETINGS** - The Detachment Charter or copy, the National colors, and a Bible should be displayed at all business meetings.

**SECTION 520 - QUORUM** - Each Detachment may fix the minimum number of members required to be present for the transaction of business, such number shall be stated in the Detachment Bylaws.

**SECTION 525 - TRUSTEES** - The elected Officers of a Detachment shall be its Detachment Board of Trustees. However, a Detachment is authorized to appoint the outgoing Detachment Commandant or a Past Detachment Commandant to serve a one-year term as a member of the Board of Trustees.

**SECTION 530 - ELECTION, INSTALLATION OF OFFICERS** - Each Detachment shall hold an **ANNUAL ELECTION** of Officers between October 1 and May 15:

(a) Installation must be conducted **no later than the last day of the month subsequent** to the election.

(b) Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation.

(c) Notwithstanding the above, Report of Officers and Installation must be received at National Headquarters no later than June 30 each year (Administrative Procedures, Chapter 6, Section 620 applies to this section).

**SECTION 535 - DEFAULT** - A Detachment which is in default of monies from any source due National and such debt has not been satisfied as required by Section 105(c) or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention such fact shall be reported to the National Convention Credentials Committee, such Detachment and its Officers will not be recognized on the floor of the National Convention.

#### **SECTION 540 - MEMBERS**

**CH 1-09** (a) Each Detachment shall be the sole judge of its membership, providing said person meets the requirements of Article Six, Section 600. No Detachment, however, may accept as a member any person who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No Detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No Detachment shall accept for membership any person whose name has been stricken from the rolls of the Marine Corps League.

(b) Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment's roll except for cause (Chapter 9, Administrative Procedures) or by that member requesting transfer (Section 710, Administrative Procedures).

(c) An Associate Member in good standing in a Detachment who subsequently qualifies as a Regular Member as set forth in Article Six, Section 600 of the National Bylaws, upon vote of the detachment to accept such associate member as a regular member, shall be transferred from Associate membership to Regular membership by forwarding the standard "Request for Transfer" form as set in Chapter Seven, Section 710 of the National Administrative Procedures clearly indicating on such form that it is a transfer from Associate to Regular membership. In the event that the Detachment votes not to accept an Associate Member as a Regular Member, such Associate Member may request transfer to any other detachment who agrees to accept him as a regular Member or shall be

transferred to Member-At-Large status by completing the standard transfer form as set forth in Enclosure Seven to the National Bylaws and Administrative Procedures.

**CH 11-05 SECTION 545 - BONDING** – Detachment Commandants, Detachment Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Detachment Commandants to handle Detachment funds will be bonded by a commercial crime policy paid for and administered by the National Organization. The bond limit will be in the amount of \$10,000.00 with a deductible of \$1,000.00. A certificate of coverage will be mailed to each Detachment at the inception of the policy term with the territorial provisions included within the policy. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Article eight; Section 815 (m) applies).

**SECTION 550 - ADDITIONAL DETACHMENT** - When a Charter is sought for a Detachment which is to be located within the limits of any municipality wherein another Detachment exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the Department Commandant, employing discretion, may approve and recommend the granting of such charter. In the event the Department Commandant fails to act or refuses approval of the proposed new Detachment, an appeal may be made to the National Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

**CH 14-08 (a) – Municipality – from Black’s Law Dictionary**

“A municipality is a legally incorporated association of inhabitants of limited area for local governmental or other public purposes. It has to have publicly designated boundaries.”

**CH 11-05 SECTION 555 - CHARTER SUSPENSION, REVOCATION**

(a) The charter of a Detachment may be suspended or revoked for:

- (1) The persistent failure to maintain a minimum of fifteen (15) members in good standing;
- (2) The persistent failure to promptly forward funds due to the National body;
- (3) Acts and conduct bringing the Marine Corps League into public disrespect;
- (4) Willful violation of National Bylaws and Administrative Procedures;
- (5) The violation of Federal, State, or Municipal laws or ordinances;
- (6) Other activities detrimental to the good name of the Marine Corps League.

(b) The suspension or revocation of charters may be consummated by a Department Board of Trustees and/or the National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well being and good name of all concerned.

(c) When a Detachment Charter is suspended or revoked, the Board of Trustees of the jurisdictional Department, or where a Department is non-existent, the jurisdictional National Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees upon receiving, from the jurisdictional National Division Vice Commandant, such assets and liabilities which are in his custody.

**CH 3-97** (d) The Detachment properties and assets will be held by the Department for a period of one (1) year or until a new Detachment is formed. Should a new Detachment be formed during that period, and the new Detachment retains the old Detachment name, **ALL** properties and assets will be returned. After the one (1) year, the properties and assets will revert to the Department. The Charter will be returned to National Headquarters and placed in the archives. All assets will then become the property of the Department. All ceremonial rifles must be accounted for per issuing regulations (Title 10, US Code 2572), either physically or through police/fire reports.

#### **CH 8-02 SECTION 560 – CHARTER VOLUNTARY SURRENDER**

(a) The Charter of a detachment may be voluntarily surrendered for such reasons as may be determined by the Detachment. Upon a determination that it is no longer practical to maintain said, detachment, the Detachment Board of Trustees shall immediately notify its jurisdictional Department, or if a jurisdictional Department is non-existent, its National Division vice Commandant in writing of its intent to dissolve and surrender its Charter. The Detachment shall then:

(1) Call a Special Meeting of the detachment by giving written notice of such special meeting to all members of the detachment at least fourteen (14) days prior to such Special Meeting. If the regular meeting date of the detachment is to be used for the Special Meeting, the aforesaid written notice must still be given to all detachment members at least fourteen (14) days before the regular meeting date.

(2) Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there are not a minimum of fifteen (15) members of the detachment who remain ready, willing, and able to carry on the detachment, then:

(a) The Detachment shall immediately notify, in writing, the jurisdictional Department, or where such Department is non-existent, the jurisdictional National Division Vice Commandant, of the Detachment's vote to voluntarily surrender its Charter.

(b) The Detachment shall determine from each member of the detachment, where such member desires to be transferred to upon the surrender of the Detachment Charter.

(c) Prepare for each such member the standard application for transfer form as set forth in Enclosure Seven of the National Bylaws and Administrative Procedures and pursuant to the provisions of Chapter Seven, Section 710 of the National Administrative Procedures and shall forward the same to the gaining detachment for such action as the gaining detachment shall deem appropriate.

(d) If a member of the detachment fails to indicate where such member desires to be transferred to, or if a "gaining" detachment shall not elect to accept a proposed transfer, then and in that event, the member shall be transferred to a "Member-At-Large" upon the surrendering Detachment submitting a standard transmittal form as set forth in Enclosure Six of the National Bylaws and Administrative Procedures.

(e) The Detachment shall, to the extent assets are available, satisfy all legitimate liabilities of the Detachment prior to voluntary surrender but shall not otherwise dissipate any assets of the Detachment other than the normal course of business of the Detachment.

(f) Upon acceptance of the surrender of its Charter, if the Detachment is incorporated, the Detachment shall take such action as is deemed appropriate to properly dissolve the corporation in accordance with applicable state law.

(3) No surrender of a Detachment charter shall be deemed effective or accepted until all members of the Detachment have been appropriately transferred.

(b) Upon acceptance of the surrender of the Detachment charter by the jurisdictional Department, or where such Department is non-existent, by the jurisdictional National Division Vice Commandant, such jurisdictional Department or jurisdictional National Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of any assets of the Detachment, satisfy any remaining liabilities. However, if a jurisdictional Department is non-existent, the responsibility for satisfying the outstanding liabilities shall devolve to the National Board of Trustees, within the limits of any assets received from the jurisdictional National Division Vice Commandant of said Detachment.

(c) After satisfying the legitimate liabilities of the surrendering detachment, any

detachment properties and assets will be held by the jurisdictional department for a period of one (1) year or until a new detachment is formed during that period. Should a new detachment be formed during that period, and the new detachment retains the old detachment's name, all properties and assets will be returned to the detachment upon the written authorization of the National Commandant, certified by the National Adjutant/Paymaster, approving the reactivation of the surrendered charter. After the one (1) year period, the properties and assets will revert to the jurisdictional department and will then become the property of the jurisdictional department. The jurisdictional department shall return the surrendered detachment charter to National Headquarters which charter shall then be placed in the archives. However, if a jurisdictional department is non-existent, the National board of Trustees shall hold any detachment properties and assets subject to the same terms and conditions as set forth above for a jurisdictional department except that at the end of the one (1) year period, the detachment properties and assets shall revert to National Headquarters and will then become the property of National.

(d) All ceremonial rifles must be accounted for and disposed of by the surrendering detachment as set forth in the issuing agreement and regulations (title 10, United States Code, Section 2572), either physically or through police/fire reports of any weapon not currently in the detachment's possession.

(5) The corporate membership program will be operated in full compliance with the Internal Revenue Service (IRS) regulations in regards to the Marine Corps League non-profit status and rules governing fund raising. Corporate Membership will be restricted in states where such transactions/solicitations are inconsistent with local statutes (Reference National Bylaws and Administrative Procedures, Chapter 10, Section 1000(d)).

(6) All funds from the Corporate Membership Program will be deposited into the Marine Corps League General Fund. A double entry system will be comprised with the operating funds used for the payment of all expenses from the legitimate percentage lesser side of funds deposited. All payments of expenses shall be monitored by the National Comptroller, in accordance with National Bylaws, Section 310, paragraph (c), items (1), (2), and (3).

(7) The distribution of the larger percentage side of the funds derived from the Corporate Membership Program will be determined by the League members present at the National Convention.

**SECTION 605 - MEMBERSHIP APPLICATION** - Any person eligible for membership in the Marine Corps League under the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature, and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Headquarters with all required dues and fees.

**CH 1-09** Add the following question to the application for Membership with a Yes  or No  checkbox This would be added on the line following Type of Application -

New ( )      Renewal ( )      Phone ( ) \_\_\_\_\_

“Have you ever been convicted of a felony? YES  NO  If yes is checked, I agree to waive my rights under the Privacy Act and disclose the nature of the felony conviction for consideration of membership in the Marine Corps League.”

**CH 13-07** (a) The standard application form published by the National Headquarters shall include the requirement for completion of identifying information, date, administrative data as may be considered appropriate, a signature, and the following printed certification: “I hereby certify that I am currently serving or have served honorably in the U.S. Marine Corps, on active duty, for not less than ninety (90) days \* or have served or am currently serving in the U.S. Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points or that I have served or am currently serving as a U. S. Navy Corpsman who has trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device or Warfare Device worn on the Service Ribbon authorized for FMF Corpsmen. If discharged, I am in receipt of an honorable discharge or DD 214. By signature on this application, I hereby agree to provide proof of honorable service/discharge upon request. (“Honorable Service” will be defined by the last DD-214

Or Certificate of Discharge that the applicant received). General Discharge under Honorable Conditions is acceptable. I hereby authorize the National Executive Director, Marine Corps League to obtain a copy of my latest DD-214 from the National Personnel Records Center if deemed necessary to verify my eligibility for regular membership in the Marine Corps League.

(\*Korean War Era Marines See National Bylaws, Article 6, Section 600)”

(b) The standard application form received by a member-sponsor shall be turned in to the Detachment official designated to receive such applications, along with all dues and fees, as soon as practicable, but not later than the next regularly scheduled meeting of the Sponsor's Detachment.

(c) The Detachment Adjutant shall read and record the application at the proper time, stating all pertinent data including name of sponsor, and clearly state that the required dues and fees have been verified and are in the possession of the Detachment staff. (No applicant shall be present for that portion of the meeting in which the application is being considered.)

(d) The acceptance of applicants to membership in a Detachment is the sole province of the Detachment as set forth in Article 5, Section 540 of the National By-Laws, except as therein provided.

**CH 1-95** (e) In cases where an applicant is rejected for membership, all monies received from the affected applicant shall be returned to such applicant by the sponsoring member.

**SECTION 610 - MEMBERSHIP DUES AND FEES** - The payment of annual National membership dues entitles all members in good standing an automatic subscription to the Marine Corps League publication, and enrollment privileges in any National Group Insurance Programs that may be in effect.

(a) The National annual per capita dues and fees shall be recommended by the Budget and Finance Committee at the Mid-Winter National Staff Meeting and require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than sixty (60) days prior to the convening of the convention. An announcement in the **Marine Corps League Magazine, Summer issue**, will suffice as written notification.

(b) An initiation fee shall be recommended by the Budget and Finance Committee. The initiation fee shall be as is approved by the delegates at the National Convention. The fee shall be collected for each new member in addition to the annual National dues. Each new member shall be provided an official membership lapel button which shall be provided by National Headquarters.

(c) All of the National membership dues and fees which are due National Headquarters

are in addition to the dues of a Detachment and a Department which are authorized under the provisions of the Administrative Procedures, Chapter Five, Section 520 and Chapter Six, Section 615.

(d) The Membership year and the annual dues shall expire on the last day of the anniversary month of such member's original dues having been received at National Headquarters.

**SECTION 615 - GOOD STANDING** - All members shall be considered in good standing in the Marine Corps League,

(a) Except when:

(1) Required dues are not paid, and transmitted, on or before membership expiration date as is shown on the member's card.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 910 of the Administrative Procedures.

(b) In all cases involving the transfer of a member of a Detachment, the losing Detachment approving of the transfer shall certify in writing if the transferring member is in good standing. (See Enclosure Seven (7) Administrative Procedures).

**SECTION 620 - DELINQUENT MEMBER** - A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date as shown on member's card.

(a) Such member shall be retained in the delinquent status for a maximum one year, during which time the member may erase this status by making payment of all dues in arrears and all dues current and provided that the member is not indebted to the member's Detachment, Department, or to National Headquarters.

(b) Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The good standing status of such member shall be restored only through the processing of a standard application form as a new member, which shall include the current initiation fee and dues as established by the procedures of By-laws, Article Six, Section 610; however, a member who is delinquent and wishes to retain the continued membership status shall do so by submitting the standard application form which shall be accompanied by ALL past dues and assessments which have accumulated during the entire period of the applicant's delinquent status.

(c) No delinquent member may be transferred.

**CH 2-96 SECTION 625 - INELIGIBLE MEMBER**

(a) If there is reason to believe a member of the Marine Corps League does not meet the membership qualifications to be a regular member of the Marine Corps League, this (these) reason(s) must be submitted in writing, to the Detachment Commandant who will require the Detachment Judge Advocate to make a careful investigation into the charge as presented. If after a careful investigation has been made and it is determined that the member charged does not have the necessary qualifications, said member will be dropped from the rolls immediately. Proper notice of such action and the reasons therefore shall be expedited to the jurisdictional Department and National Headquarters. A copy of this notice will be mailed to the person removed from the rolls by Certified Mail, return receipt requested.

**CH 2-96 (b)** If the member is carried on the rolls as a Member-at-Large, the reasons will be submitted, in writing to the National Commandant.

**CH 2-96 (c)** If the person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant.

**CH 2-96 (d)** If the person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

**SECTION 630 - RIGHTS OF MEMBERS** - No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties. Refer to Chapter Nine.

**SECTION 635 - RIGHTS OF APPEAL** - The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

**CH 10-04 SECTION 640 - MEMBERS-AT-LARGE** - Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. All applicants who submit applications on line or via mail for membership as a Member-At-Large will be accepted as Associate Members pending receipt of a DD-214, Certificate of Discharge, or a copy of their D.O.D. I.D. Card (if on Active Duty or Retired Military), establishing their eligibility for Regular Membership as set forth in Bylaws Article Six (6) Section 600 (a). A letter explaining the requirements for "Regular Membership" and requesting the appropriate documentation, should the applicant meet those requirements, will be sent to the applicant with the "Associate Member" membership card.

The National Executive Director at National Headquarters shall be the sole judge of the membership classification of Members-At-Large, once he/she is in receipt of and has verified the appropriate documentation (outlined above). If it is determined that the applicant is eligible for Regular Membership, the National Executive Director will cause the Members records to be changed from "Associate" to "Regular" and issue a new membership card to reflect that status. Applications for Member-At-Large membership, submitted "in person" to National Headquarters or to any Regular Member of the League, will be treated in the same manner as any applicant seeking to join a Detachment. The person accepting the application should determine whether the applicant is qualified for "Regular Membership" or "Associate Membership". Proof of eligibility (as outlined above) should be requested in any instance where uncertainty exists.

(a) Effective on the renewal date, subsequent annual dues of Members-At-Large as established by the delegates at the National Convention, shall be remitted to National Headquarters.

(b) A member who is in good standing in a Detachment may become a Member-At-Large in the following manner: the member shall tender a written resignation of his membership to the Detachment Commandant. Upon acceptance of the resignation by a vote of the Detachment, the Detachment Paymaster or Adjutant/Paymaster, on a standard form via the jurisdictional Department Paymaster or Adjutant/Paymaster, shall notify National Headquarters of such resignation. Upon receiving the notification or resignation, the Department and National Headquarters shall remove the name of the resignee from the Detachment membership roster. National Headquarters shall carry the resigned member on its membership roster as a Member-At-Large. A Member-At-Large is eligible to affiliate with a Detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued. A Detachment which accepts a Member-At-Large shall remit a standard transmittal form, via the jurisdictional Department Paymaster or Adjutant/Paymaster, to National Headquarters requesting that said member be transferred from a Member-At-Large status to member status of the Detachment. A Detachment from which a paid Life Member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said Life Member, however, should the Life Member thereafter become affiliated with a Detachment, such Detachment shall be eligible to participate in the life interest distribution of said Life Member. For the purpose of this subsection, a "member in good standing" shall mean a member as is required in Article Six, Section 615(a)(2).

**CH 10-04 SECTION 645 - LIFE MEMBERS** - Regular or Associate Members of the Marine Corps  
**CH 9-03** League who are in good standing (as defined in Section 615 – **GOOD STANDING**– All members shall be considered in good standing in the Marine Corps League, (a) Except when: (1) Required dues are not paid, and transmitted, on or before expiration date as is shown on the member's card.) may become a **LIFE MEMBER**, upon proper payment of the fee, as is required herein. A **LIFE MEMBER** shall be subject to the payment of **NO** further dues to a Detachment, Department, or National. Such member shall have all the

privileges, rights, and benefits enjoyed as a member so long as that **LIFE MEMBER** shall live. Should a Marine Corps League member choose to become a member in multiple Detachments, they must become a member in good standing by paying Annual or Life Membership dues in each additional Detachment. The Life Membership fee shall be as established by the National Convention. The Life Membership Fee is: Three tier phase in period on Jan.1<sup>st</sup> in 2005, 2007, and 2009 per the attached chart.

Age Category	MCL Now	MCL 2005	MCL 2007	MCL 2009
0 - 35	\$250	\$325	\$400	\$500
36 - 40	"	\$300	\$350	\$400
41 - 50	\$200	\$275	\$350	\$400
51 - 60	\$150	\$200	\$250	\$300
61 - over	\$75	\$100	\$125	\$150

(a) The full Life Membership fee shall be paid to National Headquarters with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded by a Department or Detachment.

**CH 14-08** (b) National Headquarters shall retain thirty dollars (\$30.00) of the **LIFE MEMBER** fee for administrative costs in processing the new **LIFE MEMBER**, to include a metal plate and paper card. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk.

**CH 10-04** (c) Interest; Dividends; Realized Gains, less Realized Losses on investments; and Unrealized Gains less Unrealized Losses on investments, not to exceed five percent of the Corpus of the total fund balance; shall be distributed as follows:

(1) Commencing with the beginning of the fiscal year of the second anniversary year, and each subsequent July 1st anniversary year of all participating **LIFE MEMBERS** on the active rolls of the Marine Corps League, the **LIFE MEMBER'S** Detachment, Department, and National Headquarters will share proceeds derived above based on the ratio of 1/3 to Detachment, 1/3 to Department, and 1/3 to National Headquarters (General Fund). In a case where the **LIFE MEMBER** does not belong to a Detachment or a Department, the proceeds which would be due to the Detachment or the Department will accrue in its entirety to National Headquarters (General Fund).

**CH 1-95** (2) Prior to above stated second anniversary year of a **LIFE MEMBER'S** participation, no interest will be distributed for that **LIFE MEMBER**.

(3) Using 1 and 2 above as a firm base for departure, if at any time the ratio of interest realized from this fund should exceed thirty dollars (\$30.00) per annum, per participant, the portion over that thirty dollars (\$30.00) shall be returned to the blocked fund to further augment the growth of the principal.

**CH 10-04** (4) Progressively, should at any time the ratio of interest realized from this fund exceed forty-five dollars (\$45.00) per annum, per participating Life Member, that portion over the forty-five dollars (\$45.00) shall be distributed through the General Fund as follows: Twenty-five percent to the General Fund to offset increased costs of operations and seventy-five percent to support the Scholarship Fund.

**CH 13-07** (5) Should a participating **LIFE MEMBER** die, resign his/her membership or be expelled from the Marine Corps League, the members quota of interest division shall terminate.

(d) When a participating **LIFE MEMBER** dies, resigns his/her membership or is expelled from the Marine Corps League, the "unused" portion of the member's original investment in Life Membership shall remain in the blocked fund. **NO REFUND** shall be made to survivors, the former member, nor to his/her Department or Detachment.

(e) When a Department or Detachment which awards a Life Membership, wishes for the Awardee to become a National **LIFE MEMBER**, it is necessary for the Detachment or Department to pay to National Headquarters the participating fee stated herein and the **LIFE MEMBER** and the Detachment or Department would be participants.

(f) National Headquarters shall keep, in a separate non-participating file, all those present **LIFE MEMBERS** who have received such Life Membership as an Award as well as all future National Awardees.

(g) All Past National Commandants, all Past National Adjutant/Paymasters and all Medal of Honor recipients who are members of the Marine Corps League, shall be carried on the rolls on the National, Department, and Detachment as paid up **LIFE MEMBERS** of the Marine Corps League (nonparticipating).

(h) **LIFE MEMBER** Interest:

(1) Determine the number of GROSS PLM PARTICIPANTS: (GPLM = Last PLM # issues - #173 and prior)

(2) Determine the number of DECEASED PLM PARTICIPANTS: DPLM

**CH 1-95** (3) Determine the number of NEW PLM PARTICIPANTS: NPLMP

(4) Determine the GROSS ANNUAL INTEREST AVAILABLE from total blocked fund:  
GAIE

**CH 1-95** (5) Formula for computations:

GLMP-DPLM-NPLM	= ED	Eligible for Distribution
GAIE/ED	= GD	(Gross Distribution per PLM)
GAIE/ED*.334	= NATS	
GAIE/ED*.333	= DPTS	
GAIE/ED*.333	= DETS	

(NOTE: + for addition, - for subtraction, \* for multiplication, / for division)

**CH 10-04 SECTION 646 - CERTIFICATION OF LIFE MEMBERS** – Each Detachment will

**CH 1-95** annually audit its participating Life Members as shown on the Quarterly Member Listing of 30 June each year. Following the audit, the Detachment will annotate a copy of the Quarterly Member Listing with appropriate remarks to show additions, deletions and other adjustments. Each adjustment will include the reason, and whenever possible, will cite supporting documentation (i.e. Dues Transmittals, Transfer Forms, etc.) to assist in correcting the records in National Headquarters. The annotated Listing will be certified to be correct as annotated by the Detachment Commandant and the Detachment Adjutant/Paymaster (or Paymaster), and will be returned to the National Adjutant/Paymaster at National Headquarters through the Department no later than 31 December following its receipt. No funds from the interest on the Life Member Fund will be distributed to a detachment until the certified listing is received at National Headquarters. Should a Detachment fail to submit the annual Eligible Life Member Audit by 31 December of a given year, that Detachment's quota of the interest distribution shall remain in the blocked fund.

**CH 9-03 SECTION 650 - DUAL MEMBERSHIP** – (membership in more than one Detachment by the same individual). When a member of the Marine Corps League becomes a regular member in good standing in more than one detachment, such membership in the subsequent detachments shall be counted for voting strength at department and national conventions only as an associate member. Such regular member shall be a regular voting member in the detachment of such member's greatest tenure unless he/she makes a signed written request for transfer of voting rights to the receiving detachment, which upon acceptance shall forward the copies of the transfer of voting rights to National Headquarters via the jurisdictional Department Paymaster or Adjutant/Paymaster, if a department exists. The Transfer Form, Enclosure Seven, will be utilized for the purpose of transfer of voting rights to another detachment.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER THREE**  
**NATIONAL STAFF**

**CH 3-09 SECTION 300 - STANDING COMMITTEES AND DUTIES** - The National Standing Committees and their duties are as follows:

(a) **NATIONAL BUDGET AND FINANCE COMMITTEE** - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Mid-Winter Staff Meeting and convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.

(b) **NATIONAL AMERICANISM COMMITTEE** - The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure two (2) for guidelines.)

(c) **NATIONAL UNIFORM COMMITTEE** - The Uniform Committee shall have the duty of testing and studying present emblem and uniform items and articles, recommending changes or additions thereto; identifying an acceptable source of supply and to formulate and present to the National Convention recommendations for changes or additions to existing uniform regulations. (See enclosure three (3) for uniform regulations.)

(d) **NATIONAL DIRECTOR OF CONVENTIONS COMMITTEE** - The National Director of Conventions Committee shall consist of six (6) members.

**CH 1-95** (1) The first three shall be appointed by the National Commandant with the advice and consent of the National Board of Trustees.

**CH 1-95** (a) The National Director of Conventions shall be the Chairman of this National Director of Conventions Committee.

(b) The three (3) remaining members shall be; the Jurisdictional National Vice Commandant in whose area the ensuing National Convention is to be held; the local Chairman for (Department or Detachment) and the National Protocol Officer who shall serve for a one (1) year term.

(c) The Auxiliary should be encouraged to appoint two (2) representatives (at no cost to the Marine Corps League), one (1) on the National level and one (1) on the local level. Their terms to be determined by the National President.

(2) The Committee and its Chairman shall:

(a) Be responsible to the National Commandant and the National Board of Trustees for all planning, arrangements, control, administration, and the final successful conclusion of all National Conventions.

(1) The Local Convention Chairman shall submit to the National Board of Trustees, no later than January 31st following the Convention, a written report of the Convention. The report shall contain:

- (a) A statement certifying that all bills have been paid.
- (b) A financial accounting of the Convention Book (see (2) (b) below).
- (c) The total number of rooms (living units) utilized.
- (d) The number of people attending each social activity.
- (e) The attendance at the banquet.
- (f) Identify problems encountered and if resolved.
- (g) Appropriate remarks as may be of assistance or interest to subsequent Convention Committees, or the National Board of Trustees.

(b) Be responsible for creating, producing, printing, publishing, and distributing the printed program. Negotiate with the National Convention Corporation to publish the program booklet. National Headquarters will receive a minimum of twenty percent (20%) of the net profit from the program booklet.

(c) Receive, consider, and report its recommendations to the Convention on each bid for a National Convention which has been submitted, provided said bid is in strict conformity and in accordance with Chapter Two (2), Section 240 of the Administrative Procedures.

(d) The National Protocol Officer shall be consulted on protocol prior to and during meetings of the National Staff and National Conventions. The recommendations of the National Protocol Officer shall be adhered to as is practicable.

(e) **NATIONAL AWARDS AND CITATIONS COMMITTEE** - Shall have the responsibility of recommending to the National Staff, Awards and Citations for use by the Marine Corps League. All recommendations for National Awards (unless specified in another manner) will be referred to the Committee which shall certify that the recipient is worthy of said Award. The Committee shall have a Chairman and at least three (3) other members. (See enclosure four (4) for guidelines.)

**CH 4-98 (f) NATIONAL LEGISLATIVE COMMITTEE** - Shall be chaired by the National Legislative Officer and consist of additional members as appointed by the National Commandant with the advice and consent of the Board of Trustees. This committee is charged with the responsibility to:

(1) Study all legislation of benefit to the Nation and Veterans.

(2) Arrive at recommendations to be submitted to the National Staff and the National Convention concerning advisability of endorsing support or urging rejection of pending legislation affecting Veterans' affairs.

(3) Study and develop resolutions, as deemed necessary, sponsoring legislation beneficial to the protection of the Nation, the United States Marine Corps, and Veterans.

(4) Prepare such resolutions mandated by the National Convention requesting specific legislative actions of the Congress.

**CH 4-09 (g) NATIONAL WAYS AND MEANS COMMITTEE**

(1) The National Ways and Means Committee shall be comprised of a Chairman, a Vice Chairman and up to five (5) additional members:

(2) Shall have the duty of communicating with the Corporate Community (both defense related and non-defense related corporations and organizations, to secure corporate involvement, sponsorship and support of the United States Marine Corps and Veteran Marines, through the programs of the Marine Corps League.

**(h) NATIONAL MARINE OF THE YEAR SOCIETY**

(1) Composition

**CH 2-96 (a)** The National Marine of the Year Society shall be comprised of all past recipients of the National Marine of the Year Award in attendance at the Annual Convention.

**CH 2-96 (b)** The Society shall have no less than three (3) members.

**(c)** Each member must be a member in good standing of the Marine Corps League.

(2) Nominations - A letter of nomination for the National Marine of the Year Award must be submitted in the following manner:

**(a)** Letters of Nominations will only be accepted only from a Detachment.

(b) All Letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for National Marine of the Year, was approved by the detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).

(c) Each nomination submitted shall be placed in a sealed envelope and addressed to: "President, National Marine of the Year Society."

(d) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, National Marine of the Year Society, c/o Marine Corps League National Headquarters, at their address at that time, and post marked no later than 20 July, preceding the National Convention, at which the nominee is to be judged.

(e) The Society will not accept any nominations which was not submitted and/or received at Marine Corps League National Headquarters as is stipulated herein. (see Enclosure Four (4)).

**CH 2-96 (3) Duties - The National Marine of the Year Society shall:**

(a) The President of the National Marine of the Year Society shall receive all Letters of Nomination from the National Executive Director of the Marine Corps League, insuring they are all sealed.

(1) All Letters of Nomination for National Marine of the Year received from the National Executive Director of the Marine Corps League shall remain sealed until the Society meets at the National Convention.

(b) Judge each nominee received from the National Executive Director of the Marine Corps League.

(c) Attest by signature of each member of the Society present, that the nominee was judged.

(d) Return, to the National Executive Director of the Marine Corps League, in its respective envelope and sealed, the resume of each nominee.

(4) Responsibilities

(a) The National Marine of the Year Society is responsible for the following:

(1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.

(2) Presenting the Marine of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.

(b) The Executive Director of the National Marine Corps League, will assist the National Marine of the Year Society in the following manner:

(1) Accept all nominations which are submitted in accordance with the requirements of this section.

(2) Stamp the sealed enclosed envelope with a rubber stamp furnished by National Headquarters which shall include but need not be limited to the following data information:

- Date received by Executive Director
- Space for assigned progressive number
- Date the Society received the nomination from the Executive Director
- No less than five (5) lines on which the Society members shall attest by signature that the nomination was considered
- Date the Committee returned the sealed envelope to the Executive Director
- Date the Executive Director (by Certified Mail, Return Receipt Requested) returned the nomination to submitter.

**CH 6-00** (3) Deliver to the Society President at the National Convention all nominations which were received at National Headquarters.

(4) Return (by Certified Mail, Return Receipt Requested) to the respective Detachments each nomination which is returned.

(5) Ordering and purchasing of the Marine of the Year Award.

**CH 7-01** (6) The National Marine of the Year Society shall meet annually during the National Convention and may meet during the National Board of Trustees' Mid-Winter Staff Meeting if necessary.

**CH 2-96** (a) No meeting of the National Marine of the Year Society shall be called during an open session of the Marine Corps League's National Convention or the National Board of Trustees' Mid-Winter Staff Meeting.

(5) A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 1987 edition of the Marine Corps League's National Bylaws, as amended.

**CH 5-99 (i) HONORARY PAST NATIONAL COMMANDANTS**

(1) The title Honorary Past National Commandant may be awarded by the National Convention only.

(a) The title Honorary Past National Commandant may be bestowed upon a Regular Member of the Marine Corps League who has, over an extended number of years, performed conspicuous service to the Marine Corps League on a National level for the benefit of all Divisions, Departments, Detachments, and members of the League.

(b) Recommendations shall be made in writing to the National Resolutions Committee in accordance with their rules, except that the resolution shall be referred to the PNC Council for review and comment.

**CH 5-99 (2)** Marines and FMF Corpsmen that have been awarded the title Honorary Past National Commandant may wear the gold cover with a white crown of a Past National Commandant, with the lettering "**HONORARY PAST NATIONAL COMMANDANT**" and the year awarded inscribed on the right side, parallel to the headband.

**CH 5-99 (3)** An Honorary Past National Commandant is not, by virtue of the title, a member of any committee or board of the Marine Corps League.

**CH 14-08 (j) BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** - Shall receive and consider all proposed changes of the National Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the National Bylaws and Administrative Procedures. The Committee, by a majority vote, shall either approve or disapprove all properly registered National Bylaws and Administrative Procedures revisions considered by the Committee. The Committee Chairman will report the Committee's recommendations to the National Convention for its consideration and action.

(1) The Committee will be comprised of up to six (6) members and a Chairman.

**SECTION 310 - ADVISORY COUNCILS AND DUTIES** - The Advisory Councils and their duties are as follows:

(a) **PAST NATIONAL COMMANDANTS' COUNCIL** - The Past National Commandants' Council, an integral part of the National Staff, composed of all Past National Commandants and chaired by the Junior Past National Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:

(1) Conduct a review and study of National Headquarters operations, administration, policies and procedures of the Marine Corps League aimed towards identifying any potential problems.

(2) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National Board of Trustees through the Council Chairman.

(3) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and/or system for recommendation to the National Board of Trustees for its consideration.

**CH 1-95** (4) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at which a Council report will be rendered.

(5) Can collect or receive donations to support its objectives, i.e., Grave Markers for deceased Past National Commandants.

(b) **DEPARTMENT COMMANDANTS' COUNCIL** - The Department Commandants' Council, an integral part of the National Staff, composed of all Department Commandants and chaired by the National Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the National Board of Trustees. It shall be the general duty of this Council to:

(1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the National Headquarters, National Board of Trustees and other components.

(2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, National Headquarters and the National Board of Trustees.

(3) As called upon, execute in-depth study tasks as assigned by the National Commandant or the National Board of Trustees through the Council Chairman.

(4) Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and systems for recommendation to the National Board of Trustees for its consideration.

**CH 1-95** (5) Meet semi-annually during the National Convention and the Mid-Winter Board meeting, at the call of the National Senior Vice Commandant, following which a Council report will be rendered.

**SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS TERM-**

All appointed National Officers, Committee Chairmen and Committee Members shall, unless specified to the contrary in the National Bylaws or Administrative Procedures, serve at the pleasure of the National Board of Trustees. Appointees shall surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office or person is charged.

**CH 12-06 (Chapter revised in its entirety)**

**ADMINISTRATIVE PROCEDURES**

**CHAPTER NINE**

**GRIEVANCE AND DISCIPLINE**

**SECTION 900 - DEFINITIONS**

The following definitions shall be applicable to this chapter:

(a) **Petitioner.** The petitioner is the person or unit bringing either a grievance or disciplinary charges under this chapter.

(b) **Respondent.** The respondent is the person or unit against whom either a grievance has been made or against whom disciplinary action is sought.

(c) **Grievance.** A grievance is an injury, injustice or wrong which gives ground for complaint because it is unjust, harmful, afflictive, or oppressive. A grievance does not subject the member, detachment or department to punishment but seeks to resolve the injury, injustice or wrong if such is found.

(d) **Disciplinary Charges.** A disciplinary charge is a formal complaint, accusation, information or indictment of a member, detachment or department in which disciplinary punishment is sought. "Charges" preferred under this Chapter need not be by reference to a section. A disciplinary charge shall specify: What was alleged to have occurred, when it was alleged to have occurred, and such other supporting information as may be necessary to adequately inform the respondent so a defense may be prepared. Detachments do not have any disciplinary jurisdiction upon any member.

(e) **Rules of Evidence or Procedure.** The rules of evidence or procedure prevailing in courts of law and/or equity shall not be controlling in actions under this chapter. All questions as to the relevance and admissibility of evidence and the regularity of the proceedings and the credibility of witnesses and evidence shall be determined by the appropriate Hearing Board and such shall not be overturned on appeal unless such Hearing Board is clearly in error. The goal of this chapter shall be to insure that matters are expeditiously, fairly and justly heard.

(f) **Burden of proof.** The party bringing the grievance or the disciplinary charge has the burden of proving his allegations to the satisfaction of the Hearing Board. Any counter-charges or allegations made by another party must be proved by that party.

**Ch 5-09 (g) Service of Notices.** All notices and correspondence from and to the Petitioner and/or Respondent required by this chapter must be served by certified mail and return receipt requested. Notices and correspondence between the Hearing Board and the National Judge Advocate or the National Judge Advocate and National Headquarters and/or Board of Trustees only requires regular mail.

(h) **Written Communications.** The use of electronic transmissions such as e-mail and fax notices are not sufficient for notice or appeal purposes except as permitted below for the National Board of Trustees nor do such transmissions meet time deadlines as set forth in this chapter. Proof of timely service is upon the proponent. A certified mail receipt constitutes proof of the date of service.

(i) **Vote by National Board of Trustees Not in Active Session.** On any vote under this chapter by the National Board of Trustees while not in active session, notice by e-mail directed to the National Adjutant/Paymaster shall be deemed sufficient.

(j) **Oath.** All testimony will be given under oath. The oath will be "I do solemnly affirm to tell the truth, the whole truth, nothing but the truth."

(k) **Timely Appeals.** All appeals must be served in a timely manner. Any appeal not served in a timely manner shall be deemed waived absent a showing of good cause. All appeals of any decision are due no later than 30 days from the date of the decision. A certified mail receipt within such period constitutes proof of service of the appeal.

(l) **Gender.** As used herein the use of a masculine pronoun or designation shall be deemed to include both the male and female gender as may be specifically applicable to the particular party involved.

## **SECTION 901 - GRIEVANCES**

(a) If an individual member, Detachment or Department, considers that there is a material grievance or wrongdoing within a unit, or that a member has a grievance against another member, the following procedure will be followed:

(1) The petitioner shall present the grievance in writing, setting forth as clearly as possible the basis for the grievance to the Department Judge Advocate, with a copy to the respondent, the Department Commandant and the National Judge Advocate. The respondent shall have ten days to respond to the jurisdictional judge advocate in writing concerning his defense to the alleged grievance but need not respond if he so chooses.

(2) The written grievance may be served upon the respondent in person by the Department Sergeant-at-Arms. Upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the respondent was served.

(3) A failure to accept or a refusal to accept certified mail or to sign for the receipt of such mail after due notice from the United States Post Office shall be deemed to be good service.

(b) The Department Judge Advocate shall review the grievance and response (if any) and act as mediator in the dispute. If the Department Judge Advocate is successful in resolving the grievance, he shall inform the petitioner and the respondent in writing that the matter is resolved with a copy of such written notice to the National Judge Advocate. If his efforts fail, he shall so report the same to the Department Commandant.

(c) Upon notice that the grievance is not resolved, the Department Commandant shall then appoint a Hearing Board composed of himself as Chairman, the Department Judge Advocate, and minimum of two (2) other members, none of whom shall be members of the unit involved.

(d) The Hearing Board is empowered to convene a hearing at a time and place of its convenience within the state in which the grievance is alleged to have occurred. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made prior to the start of the hearing or shall be deemed to have been waived.

(e) The Hearing Board may call witnesses. It shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation. The petitioner has the burden of proving his allegations at the convened hearing.

(f) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grounds for the grievance.

(2) If the grievance is not substantiated or proved, the written decision shall so state and the matter shall stand dismissed.

(3) The written decision shall be forwarded within fifteen (15) days to the Petitioner and the respondent, with copies to all of the participating parties and the National Judge Advocate.

(g) The failure of a respondent to take the corrective action found by the Hearing Board to resolve a grievance which has been substantiated and proved may be grounds for disciplinary charges.

(h) Either the petitioner or the respondent may appeal the decision of the Hearing Board

to the National Judge Advocate. Such appeal must be filed in writing within thirty (30) days after receipt of the Hearing Boards decision. The appeal should set forth as clearly as possible the basis for such appeal.

**CH 6-09** (1) The National Judge Advocate shall rule on the appeal and shall so advise all participating parties in writing of his decision either substantiating or denying the appeal within thirty (30) days. The participating parties under this subsection are: the National Commandant; the Department Judge Advocate; the Department Commandant; the Petitioner; and the Respondent.

(2) The National Judge Advocate may make his decision concerning the appeal merely from the records, or he may permit the petitioner and/or the respondent or any other party to make an oral or written argument concerning the appeal before the National Judge Advocate after due written notice to all other participating parties.

(3) If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

(i) Either the petitioner or the respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days to the National Board of Trustees via the National Commandant.

(1) The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.

(2) The National Board of Trustees may make its decision merely from the record, or it may permit the petitioner and/or the respondent or any other party to appear and argue the matter before the National Board of Trustees after due written notice to all other participating parties. It may take, but is not required to take, further evidence relating thereto under such rules and conditions as it may from time to time adopt.

(3) The National Board of Trustees may sustain or reject the decision of the National Judge Advocate.

(4) If the National Board of Trustees fails to sustain the finding of the National Judge advocate, it shall rule on the appeal and issue its own decision thereon in writing to all participating parties through the National Adjutant/Paymaster.

(5) The decision of the Board of Trustees is final and there are no further rights of appeal except as may be specifically granted by this chapter in section 903.

## **SECTION 902 - DEPARTMENT, DIVISION, OR NATIONAL GRIEVANCE**

(a) If a Department, a Division, a Department Officer, a Division Officer or a National Officer is the Petitioner or the Respondent, all matters shall be handled directly by the National Judge Advocate; he and the National Commandant will proceed in accordance with the procedure outlined in paragraphs 901(a), (b), (c), (d), (e) and (f).

(b) Either the Petitioner or the respondent may appeal the Hearing Board's decision to the National Board of Trustees, in writing via the National Commandant.

(1) Such appeal must be filed within thirty (30) days of the decision of the Hearing Board stating as clearly as possible the basis for such appeal.

(2) The National Judge Advocate will distribute copies of all pertinent material to the members of the Board of Trustees.

(3) The Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Judge Advocate will inform the Petitioner of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal with a copy to the National Adjutant/Paymaster.

(4) The decision of the National Board of Trustees shall be final.

### **SECTION 903 - NATIONAL CONVENTION GRIEVANCE**

(a) If a grievance arises during a National Convention, it shall be immediately presented in writing to the National Judge Advocate. The National Judge Advocate shall attempt to mediate the grievance.

If mediation is unsuccessful:

(1) The National Judge Advocate shall petition the National Commandant to immediately convene a Hearing Board of at least three (3) members of the National Board of Trustees or such other members as the National Commandant shall designate. The National Commandant may serve as the Chairman of that Hearing Board or shall appoint a Chairman to serve in his stead.

(2) The Hearing Board may call witnesses. It shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A Hearing Board may also conduct its own independent investigation.

(3) The Hearing Board's decision, which must be affirmed by a majority of the Board shall be served in writing upon the Petitioner and respondent immediately.

(4) If the grievance is substantiated and proved, the Hearing Board shall state in its decision the corrective action necessary to eliminate the grievance.

(5) The Petitioner may appeal the Hearing Board's decision directly to the Convention and has the burden of proving such grievance to the Convention.

(6) A majority vote of the Convention, with the affected member and/or delegation(s) abstaining, will prevail.

(b) If the grievance concerns the seating or voting of a Delegate or Delegation, the Convention shall stand in recess until the matter is resolved.

(c) Any grievance applicable to seating at a National convention shall be filed in writing with the National Judge Advocate, prior to commencement of the Convention; whereupon he shall proceed in accordance with Section 903(a).

**SECTION 904 - DISCIPLINE OF A MEMBER, DETACHMENT, DEPARTMENT OFFICERS AND BOARD OF TRUSTEES**

(a) Whenever an individual member, Detachment, Detachment Officer, Department Officer other than the Commandant, or a member of the Board of Trustees of a Detachment or Department commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or an act which is deemed not in the best interest of the Marine Corps League, said individual member, Detachment, Detachment Officer, Department Officer, or member of the Board of Trustees shall be charged as follows:

(1) A written complaint setting forth in detail the basis of the disciplinary charges shall be served upon the respondent, with copies to the Department Commandant, the Department Judge Advocate, the National Commandant and the National Judge Advocate by certified mail, return receipt requested.

(2) The written complaint may be served upon the respondent in person by the jurisdictional Sergeant-at-Arms. Upon service, the Sergeant-at-Arms shall file a written return of service specifying the date and time the respondent was served.

(3) A failure to accept or a refusal to accept certified mail or to sign for the receipt of such mail after due notice from the United States Post Office shall be deemed to be good service.

(b) Upon receiving the written complaint, the Department Judge Advocate shall have twenty (20) calendar days in which he may conduct a preliminary informal investigation to determine the merit of the disciplinary charge and should explore the possibility of a negotiated settlement.

(c) In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent to such appointment.

(1) The appointed Hearing Board shall be composed of the Department Commandant as chairman, the Department Judge Advocate and a minimum of two (2) other members.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience subject to the limitations as set forth above in paragraph 904(c). Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the petitioner and the respondent, with copies to all of the participating parties, and the National Judge Advocate and National Adjutant/Paymaster.

(e) A written appeal of the Hearing Boards decision may be made to the National Judge Advocate by either the Respondent or Petitioner. Any appeal must be made in writing within thirty (30) days after receipt of the Hearing Board's decision setting forth as clearly as possible the basis for such appeal.

(1) The National Judge Advocate shall rule on the appeal and shall so advise all participating parties in writing of his decision either substantiating or denying the appeal within thirty (30) days.

(2) The National Judge Advocate may make his decision on the appeal merely from the records, or he may permit the petitioner and/or the respondent or any other party to make an oral or written argument concerning the appeal before the National Judge

Advocate after due written notice to all other participating parties by the National Judge Advocate allowing such argument. No oral or written argument or contact should be made to the National Judge Advocate concerning any disciplinary matter or appeal absent his specific request for the same.

(3) If the record of the hearing is insufficient or there exists material irregularities in procedure, the National Judge Advocate may refer the matter back to the Hearing Board to supplement the record or to correct such material irregularity to insure that justice prevails.

(f) Either the petitioner or the respondent may appeal the National Judge Advocate's decision in writing setting forth the basis for such appeal within fifteen (15) days of receipt of the National Judge Advocate's decision to the National Board of Trustees via the National Commandant.

(1) The National Commandant, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board.

(2) The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal.

(3) The National Board of Trustees may make its decision merely from the records, or it may permit the petitioner and/or the respondent or any other party to appear and argue the matter before the National Board of Trustees after due written notice to all other participating parties. It may take, but is not required to take, further evidence including evidence in mitigation or aggravation of such disciplinary charge(s) and/or the punishment awarded relating thereto under such rules and conditions as it may from time to time adopt.

(4) The National Board of Trustees may sustain or reject the decision of the National Judge Advocate.

(5) If the National Board of Trustees fails to sustain the finding of the National Judge Advocate, it shall rule on the appeal and issue its own decision thereon in writing to all participating parties through the National Adjutant/Paymaster.

(6) The decision of the Board of Trustees is final and there are no further rights of appeal.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher to the paymaster of the appropriate Department.

**SECTION 905 - DEPARTMENT COMMANDANT OR DEPARTMENT**

(a) In the event the respondent is a Department Commandant or Department, the following procedure shall be followed:

(1) Disciplinary Charges shall be submitted in writing to the National Judge Advocate and to the respondent, with a copy to the National Commandant.

(2) Proof of service upon the respondent shall be provided to the National Judge Advocate by the petitioner by either service in hand by the Department Sergeant at Arms or by certified mail, return receipt requested as set forth herein.

(b) The National Judge Advocate may, at his discretion, conduct a preliminary investigation to:

(1) determine the merit of the charge.

(2) explore the possibility of a negotiated settlement.

(c) If the charge appears to be valid, and if it appears to the National Judge Advocate that a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, at his discretion, appoint current or former members of the Board of Trustees.

(2) The Hearing Board shall convene a hearing in the state in which the disciplinary charges arose at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall

so state in its decision its finding relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National Judge Advocate. The National Judge Advocate will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties and the National Adjutant/Paymaster.

(e) The Respondent or Petitioner may appeal the decision of the hearing board in writing within thirty (30) days to the National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board of Trustees.

(2) The Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

(3) Any member of the Board of Trustees who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

(f) The Respondent or Petitioner may appeal the decision of the National Board of Trustees in writing setting forth as clearly as possible the basis for such appeal directly to National Convention via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the commencement of the National Convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

## **SECTION 906 - NATIONAL OFFICERS AND BOARD OF TRUSTEES**

(a) If the Respondent is a National Officer or member of the National Board of Trustees, other than the National Commandant or National Judge Advocate, the procedure shall be as follows:

(1) Charges shall be filed with the National Judge Advocate, who will thereupon cause service of same either in hand by the National Sergeant at Arms or by certified mail, return receipt requested as provided herein upon the respondent, with copies to the National Board of Trustees.

(b) The National Judge Advocate may conduct a preliminary investigation to determine:

(1) The merit of the charge.

(2) The possibility of a negotiated settlement.

(c) If the charge appears to be valid and has merit, and if it appears to the National Judge Advocate that a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate shall proceed to:

(1) Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current or former members of the Board of Trustees. If the charge is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the National Judge Advocate.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made at least ten days prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its finding relative to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant with a copy to the National Judge Advocate. The National Judge Advocate will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

(e) The Respondent or Petitioner may appeal in writing within thirty (30) days to the National Board of Trustees via the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board of Trustees.

(2) Each member of the Board of Trustees shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the Petitioner and the Respondent of the decision of the majority of the National Board of Trustees, either sustaining or denying such appeal.

(3) Any member of the Board of Trustees who shall have served on the subject Hearing Board shall abstain from voting on the appeal.

(f) The Respondent or Petitioner may appeal the decision of the National Board of Trustees in writing setting forth as clearly as possible the basis for such appeal directly to National Convention via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the National Board of Trustees and not less than thirty (30) days prior to the commencement of the National Convention.

(g) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

#### **SECTION 907 - NATIONAL COMMANDANT**

(a) In the event the National Commandant shall be the respondent the following procedure shall be followed:

(1) The National Senior Vice Commandant and the National Judge Advocate shall determine if the charge is serious enough to merit further proceedings. If it is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the National Judge Advocate.

(b) If found to have merit, the disciplinary charges shall be deemed filed with the National Judge Advocate, who will thereupon cause service of same upon respondent, with copies to the National Board of Trustees.

(c) The National Senior Vice Commandant shall immediately convene the entire National Board of Trustees (excluding the National Commandant) to serve as a Hearing Board. A quorum shall consist of at least eight (8) Board members.

(d) If the Hearing Board finds it is in the best interest of the Marine Corps League, it may, by a two-thirds (2/3rds) vote, temporarily suspend the National Commandant from the duties of his office.

(e) The Senior Vice Commandant shall serve as Chairman of the Hearing Board.

(1) The Board shall conduct a hearing at National Headquarters at its own convenience, call witnesses, hear testimony, and it may conduct its own independent investigation.

(f) The Hearing Board's decision, which must be affirmed by a two-thirds (2/3rds) vote, shall be served upon the National Commandant within fifteen (15) days of date of decision.

(g) The National Commandant may appeal within thirty (30) days to the Senior Vice Commandant, via the National Adjutant/Paymaster, who shall appoint an appeals board (Board of Appeals) which shall be comprised of a minimum of five (5) Past National Commandants, none of which shall be current members of the National Board of Trustees. The Board of Appeals shall concern itself only with the appeal and a majority vote by the Board of Appeals is required for a decision.

(h) The National Commandant may further appeal the decision of the Board of Appeals directly to the National Convention in writing, via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

(i) The legitimate travel and lodging expenses of the Hearing Board or Board of Appeals shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

#### **SECTION 908 - NATIONAL JUDGE ADVOCATE**

(a) In the event the National Judge Advocate shall be the respondent the following procedure shall be followed:

(1) The charges shall be filed with the National Commandant, who shall affect service upon the Respondent and all participating parties.

(b) The Junior Past National Commandant and National Senior Vice Commandant shall determine if the charge is serious enough to merit further proceedings. If it is not found to merit further proceedings such charge shall be dismissed and the petitioner shall be so notified by the Jr. Past National Commandant.

(c) If any charge is found to have merit:

(1) The National Senior Vice Commandant as Chairman shall immediately convene a Hearing Board, comprised of himself and four (4) other members of the National Board of Trustees.

(2) The Hearing Board is empowered to convene a hearing at a time and place of its convenience. Any challenge to the composition of the Hearing Board or to the notices given concerning such hearing must be made prior to the start of the hearing or shall be deemed to have been waived.

(3) The Hearing Board may call witnesses but is under no obligation to do so. The petitioner has the burden of proving any and all disciplinary charges against the respondent to the satisfaction of the Hearing Board.

(4) The Hearing Board shall hear appropriate testimony either orally or by affidavit as set forth in this chapter. A hearing board may also conduct its own independent investigation.

(d) If the Hearing Board finds it is in the best interest of the Marine Corps League, it may, by a two-thirds (2/3rds) vote, temporarily suspend the National Judge Advocate from the duties of his office.

(e) The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board.

(1) If any disciplinary charge is substantiated and proved, the Hearing Board shall so state in its decision its findings relating to the evidence and shall also state the punishment awarded by the Hearing Board.

(2) If any disciplinary charge is not substantiated or proved, the written decision shall so state.

(3) The written decision shall be forwarded within fifteen (15) days to the National Commandant who will effect proper service upon the petitioner and the respondent, with copies to all of the participating parties.

(f) The Respondent or Petitioner may appeal in writing within thirty (30) days to the National Commandant setting forth as clearly as possible the basis for such appeal.

(1) Upon appeal, the National Commandant shall appoint an appeal board which shall be comprised of a minimum of five (5) Department Judge Advocates, none of which shall be a current member of the National Board of Trustees. This Appeal Board shall concern itself only with the appeal and a majority vote by the Board is required for a decision.

(g) The National Judge Advocate may further appeal the decision of the Board of Appeals directly to the National Convention in writing via the National Adjutant/Paymaster.

(1) Any appeal to the convention must be made within thirty (30) days of the receipt of the decision of the Board of Appeals and not less than thirty (30) days prior to the commencement of the National Convention.

(h) The legitimate travel and lodging expenses of the Hearing Board shall be charged against National Headquarters and shall be reimbursable upon submission of a voucher to the National Comptroller.

### **SECTION 909 -PROCEDURE**

**CH 7-09** The following procedures will be adhered to in addition to the other provisions of this chapter.

(a) Notice of Composition of Hearing Board

(1) The jurisdictional judge advocate must notify the petitioner and the respondent of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board. No member of an affected unit may be appointed to a Hearing Board.

(2) The petitioner and the respondent will have ten (10) days to object in writing to any or all of the appointed Hearing Board Members. Such written notice shall be directed to the jurisdictional judge advocate. Absent a timely objection, the Hearing Board shall be deemed to be fair and impartial.

(3) The jurisdictional judge advocate is not subject to challenge except for good cause.

(A) Upon receiving a challenge, the jurisdictional judge advocate will petition the appointing authority for replacements and notify the petitioner and respondent of such replacements. Replacements may be subject to challenge only for good cause which challenge must be made before the start of the Hearing.

(B) Potential Hearing Board Members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must recuse themselves from sitting on the Hearing Board.

(C) If the jurisdictional judge advocate must be recused from sitting on the Hearing Board, the appointing authority will appoint a replacement, preferably a Past National or Department Judge Advocate or a Past National or Department Commandant.

(D) In the event an investigator or a committee is appointed to investigate the Circumstances of any allegations, the investigative report must be presented to the Hearing Board and the investigator or members of the committee may be called upon as witnesses by the Hearing Board.

(b) Duties of Petitioner

(1) The petitioner has the burden of proving any grievance or disciplinary charge to the satisfaction of the Hearing Board. Failure to present sufficient evidence may be grounds to dismiss the grievance or disciplinary charge.

(2) The Petitioner will be responsible to invite witnesses to testify on his behalf and to present proper evidence relative to the grievance or disciplinary charge.

(3) A complete list of witnesses, notarized statements from any witness that can not appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional judge advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and/or admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.

**CH 13-07** (4) The Petitioner may have a member of the Marine Corps League act as his counsel, but the representative Counsel must have been a member of the Marine Corps League for at least a year.

(5) The Petitioner or his representative has the right to examine and cross examine witnesses.

(c) Duties of the Respondent

(1) A respondent has the right to but need not file a written response to any grievance or disciplinary charge filed against him. However, failure to appear or to provide evidence shall not prevent the Hearing Board from making appropriate findings.

(2) The Respondent will be responsible to invite witnesses to testify on his behalf and to present proper evidence in his defense relative to the grievance or disciplinary charge against him.

(3) A complete list of witnesses, notarized statements from any witness that can not appear at the hearing in person and copies of all exhibits to be offered into evidence must be submitted to the jurisdictional judge advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits attempted to be introduced but not previously provided may be heard and admitted subject to the sole discretion of the Hearing Board under such terms and conditions as it shall require.

**CH 13-07** (4) The Respondent may have a member of the Marine Corps League act as his counsel, but the representative Counsel must have been a member of the Marine Corps League for at least a year.

(5) The Respondent or his representative has the right to examine and cross examine witnesses.

(d) Official Record of the Proceedings

(1) The Chairman of the Hearing Board will appoint a recorder, preferably from the local area to keep a record of the proceedings by tape recording.

(A) The duties of the recorder shall be as follows:

(1) The recorder will be the sole operator of the recording device.

(2) Maintain a log of tape activities (See Attachment 9-1)

(3) At the close of the hearing, the recorder shall turn over all tapes to the jurisdictional judge advocate.

(4) The jurisdictional judge advocate will sign the log as custodian of the tapes.

(5) A duplicate of the log will be sent with all requests for copies of tapes.

(6) The recorder will not participate in the Hearing Board's deliberations.

(2) There will be no tape recording or other recording of the proceedings of the Hearing Board other than the official recording taken by the recorder. The Board will make available to the principals, upon written request to the jurisdictional judge advocate a copy of the recording of the hearing. Such request must be made in writing to the jurisdictional judge advocate within ten days of the notice of the decision.

(3) The actual cost of such reproduction of the tape recording will be borne by the party requesting the copy.

**CH 8-09** (4) In a grievance or disciplinary proceeding, as set forth in this chapter, if the Petitioner or Respondent requests a copy of the Hearing Board's proceedings, as is provided in Section 909(d)(2) above, the thirty (30) day appeal period shall commence subsequent to the receipt of the copy of the record.

(e) Jurisdictional Judge Advocate and Appeals

(1) The jurisdictional judge advocate cannot sit on any Appeal Board. The jurisdictional judge advocate may be called as a witness by the party or board hearing the appeal. The National or Department Commandant as is relevant shall appoint an acting Judge Advocate for any recused jurisdictional judge advocate. Such acting Judge Advocate shall preferably be a Past National or Department Judge Advocate, Past National Commandant or Department Commandant.

(f) Duties of Sergeant-at-Arms

(1) The Chairman of the Hearing Board will appoint a Sergeant-at-Arms, preferably from the local area. The duties of the Sergeant-at-Arms are to preserve order and to perform other duties as required by the Chairman of the Hearing Board.

(g) Duties and Responsibilities of Hearing Board

(1) The Hearing Board may but is not obligated to invite additional witnesses other than those designated by the petitioner or the respondent.

(2) The jurisdictional judge advocate will provide the petitioner and respondent with a list of witnesses including witnesses to be called by the Board itself and copies of all exhibits as identified and provided by the petitioner and the respondent or to be introduced by the Hearing Board itself not less than five (5) days prior to the convening of the Hearing Board.

**CH 14-08** (3) The Hearing Board will, in so far as practicable, conduct the hearings as outlined in accordance with Roberts Rules of Order, Newly Revised. Hearings will be held in Executive Session. The Jurisdictional Judge Advocate will write the findings of the Hearing Board and notify all parties concerned.

(4) The petitioner or the respondent or their representative will conduct the examination and/or cross examination of witnesses. If a representative is utilized, principals may not separately interrogate the witnesses. Only one party, either the petitioner or the respondent or their appointed representative from each side will be permitted to examine or cross-examine witnesses.

(5) The Hearing Board Chairman and members of the Board may conduct a separate inquiry of any witness.

**CH 9-09 (h) Duties and Responsibilities of the National Judge Advocate**

Once all appeals are completed and the punishment is determined to be suspension or expulsion from the Marine Corps League, the National Judge Advocate will notify in writing, the appropriate National Officer in the Military Order of the Devil Dogs of the punishment awarded when it involves a member of that Order.

**SECTION 910 - SUSPENSION PENDING HEARING**

In all disciplinary proceedings brought under Sections 904, 905, and 906 herein, the designated jurisdictional Judge Advocate shall possess the discretionary authority to temporarily suspend the respondent from membership, office or function pending final resolution of the disciplinary charge. The National Judge Advocate and National Adjutant/Paymaster shall be notified in writing of such suspension.

**SECTION 911 - PUNISHMENT**

(a) Following conformance with the procedures outlined in this Chapter, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League into public disrepute, and/or conduct unbecoming a member of the Marine Corps League, or if he has violated any of the applicable provisions of the National, Department or Detachment Bylaws or Administrative Procedures, or any offense set forth in Section 913 hereof, the Respondent shall be subject to the following:

(1) A member, or officer at any level, may be punished by written reprimand, suspension for a specified period of time, or be expelled from the Marine Corps League.

(2) A Detachment or Department may receive a reprimand; its Charter may be temporarily suspended; or its Charter may be permanently revoked.

(3) The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.

(b) When the respondent has been adjudged guilty, and punished by suspension, the respondent is stricken from the roles of the Marine Corps League for the specified period of time. During that time, the respondent is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations or to represent that he is a member of the Marine Corps League. If the respondent is found in violation of a suspension, the respondent is subject to further charges and possible expulsion from the Marine Corps League.

**SECTION 912 - CRIMINAL ACTS**

Should any member of the League, or any subsidiary organization, subordinate group or members thereof, violate any of the criminal laws of the United States, or a State having jurisdiction thereof, the complaint should be made directly to the proper Federal, State or local authority, and not to the League although such conduct may also be the basis for a disciplinary charge under this chapter.

### **SECTION 913 - OFFENSES**

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

- (a) Violation of oath of membership.
- (b) Violation of oath of office.
- (c) Conduct unbecoming a member of the Marine Corps League.
- (d) Any action detrimental to the League.
- (e) Conviction of any crime which constitutes a felony in a County, City, State, or Federal Court in the United States of America.

### **SECTION 914 - CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER-**

In the event a charge stems from a previously heard grievance or disciplinary charge, the failure to take corrective action to resolve a grievance, the failure to comply with a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such finding, suspension or punishment.

(a) A charge filed under this section shall be submitted in writing to the National Commandant and the National Judge Advocate.

(1) If the charge stems from a previously heard matter, the National Judge Advocate will determine and immediately notify the Commandant of the jurisdictional body to reconvene a hearing at a time and place of its convenience at, or near, the place of the previous hearing. It may hear testimony and may conduct its own independent investigation and shall make such additional findings and render such additional punishment, if any, that it finds necessary to enforce the prior decision.

(2) If the charge stems from a violation of a temporary suspension, the National Judge Advocate will determine and immediately notify the jurisdictional Commandant who may, prior to convening a hearing, conduct his own independent investigation, document his findings, and make such findings known to the Hearing Board. If a violation is found the Hearing Board shall render such additional punishment as may be deemed necessary to enforce the prior punishment.

(3) The Hearing Board's decision, which must be agreed to by a majority of the Hearing Board, shall be forwarded to petitioner and the respondent and the National Judge

Advocate within fifteen (15) days, the National Judge Advocate will thereupon effect proper service of the Hearing Board's decision to the National Board of Trustees and the National Adjutant/Paymaster.

(4) The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.



**ENCLOSURE THREE (3)**  
**UNIFORM CODE - MARINE CORPS LEAGUE**

**ADOPTED NATIONAL CONVENTION BOSTON 1986 - EFFECTIVE 1/1/87**  
**Revised National Convention Cherry Hill - 8/94 - Effective 9/1/94**  
**Revised and Re-Formatted Convention Cleveland - 8/05 - Effective 8/12/05**

**PREFACE**

The guidance of this Uniform Code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniforms. The word "uniform" itself is defined as "(1) Always the same, as in character or degree; unvarying (2) Conforming to one principle, standard, or rule; consistent". Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an unmindful public may see that we are the **Marines**; and when today's Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as **one of their own**. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms prescribed in this Uniform Code are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps.

**I. MEDALS AND RIBBONS**

**CH 13-07**

- A. Marine Corps League and Department of Defense medals and/or ribbons should NEVER be mixed on any uniform. The wearer has only the choice of wearing authorized medals and/or ribbons of either, but never both together and mixed.
- B. One, two or three Large (Standard) Marine Corps League medals or Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar.
- C. Miniature Marine Corps League medals **-OR-** miniature Department of Defense medals, wings, and badges may be worn ONLY with the FORMAL DRESS Uniform, either on the Evening Dress Jacket, or on the MCL red blazer when worn as the optional jacket for the FORMAL DRESS UNIFORM.
- D. Enclosure Four (4) should be referenced for proper precedence of Marine Corps League medals and/or ribbons.

- E. Members are expected to know their individual authority to wear Department of Defense medals, ribbons, badges, devices, and awards and the proper way to wear those decorations. Appropriate military uniform directives should be referenced for proper precedence of Marine Corps or other Department of Defense medals and/or ribbons.

## **II. WEARING OF MINIATURE MEDALS**

- A. Miniature medals may be worn on the FORMAL DRESS Uniform ONLY.
- B. Miniature medals worn on the Evening Dress Jacket should be worn centered on the left lapel, and below the tip of the lapel notch.
- C. The following applies only if wearing the red blazer as an optional jacket with the FORMAL DRESS Uniform.**

- Miniature medals may be worn on the left lapel of the Red Blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one (1) inch out from edge of inside of left lapel. In those instances where regulation size holding bar/bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the Red Blazer.
- Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medal count is uneven.

## **III. MOUNTING OF MINIATURE MEDALS**

- A. When more than one (1) medal is worn, they should be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.
- B. When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).
- C. The maximum length of the holding bar for miniature medals should be four (4) inches, (3 ribbon Bar). Although a holding bar of maximum length has room for a maximum of five (5) medals side by side, it can however accommodate ten (10) medals if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.

- D. Mounting of medals by rows:
- One to ten medals, 1 row only
  - Two medals, mounted side by side on a 1-5/16" bar (1 ribbon bar)
  - Three medals, mounted on a 1-5/16" bar (1 ribbon bar) overlapped
  - Four medals, mounted side by side on a 2-5/8" bar (2 ribbon bar)
  - Five medals, mounted on a 2-5/8" bar (2 ribbon bar) overlapped
  - Six to ten medals, mounted on a 4" bar (3 ribbon bar) overlapped
  - Eleven medals, 2 rows - first row (5), second row (6)
  - Twelve or more medals should be tiered on rows as above.
- E. In the case of Marine Corps League issued medals only, in lieu of the above prescribed overlapping mini-medal mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of four [or rows of five, when five, ten, fifteen or twenty are worn], or partial additional rows of one, two or three mini-medals, without overlapping, may be worn.

#### **IV. SHOULDER PATCHES**

Shoulder patches are worn on the UNDRESS Uniform and the CEREMONIAL Uniform ONLY.

- A. The Marine Corps League shoulder patch will be worn on the left sleeve, centered on the sleeve and 1-1/2" below the shoulder seam.
- B. The United States flag patch (2"x 3 1/2") will be worn on the right sleeve, centered on the sleeve and 1-1/2" below the shoulder seam. The United States flag patch will have a white border, and will have the Field of Blue to the right (to the wearer's front).
- C. If a member of the Military Order of Devil Dogs, the MODD patch may be worn in place of the United States flag patch, centered on the sleeve and one 1-1/2" below the shoulder seam.
- D. No Service or Unit patches are to be worn on the Marine Corps League Uniform.

#### **V. MARINE CORPS LEAGUE COVERS**

- A. All members of the Marine Corps League are authorized the Red cover. Members elected to National office, or appointed to National Staff/Committees are authorized to wear Gold covers. The National Commandant will wear a White cover. Members elected to, or appointed on the Department (State) level are authorized to wear Red with Gold crown

covers.

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- B. The Past National Commandants are authorized to wear a Gold with White crown cover. The Past Chief Devil Dogs are authorized to wear a Gold with Black crown cover. Past National Division Vice Commandants, Past National Executive Directors, Past National Directors of Young Marines, Past Department Commandants, Past Pack Leaders, and Past Detachment Commandants, with the years displayed for holding that office, are the only members who are authorized to wear their respective cover after their tour of duty is completed. All other members will revert back to the appropriate cover for their current elected or appointed office, removing their prior officer identification strips.

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- C. The only insignia authorized for wear on Marine Corps League covers is the anodized solid gold color or polished brass Marine Corps emblem on the left side. The Devil Dog patch, if authorized, will be worn up front on the right side of the cover. The identification strips, i.e., Department or Detachment strip, or embroidering, will be centered on the right side. If the "LIFE" strip is worn, it will be to the rear of the right side. The "LIFE MEMBER" strip will be worn the same as the identification strips are worn, and should be worn above other strips. **NO DIVISION PINS OR OTHER PINS/ORNAMENTS ARE AUTHORIZED ON MARINE CORPS LEAGUE COVERS.**

## **VI. SPECIAL UNIFORM AUTHORIZATION**

The standard Marine Corps League cover is the minimum uniform item worn by members to be considered "in uniform". Although clothing and apparel worn with the standard cover may or may not have a Marine Corps or Marine Corps League theme, and may be appropriate attire, that attire is not a uniform of the League. **ONLY** those uniforms that are outlined under "**UNIFORM - MALE**"; "**UNIFORM - FEMALE**"; "**ASSOCIATE MEMBER UNIFORM**"; and "**CEREMONIAL UNIFORM**" are approved uniforms of the Marine Corps League. No variation(s) of the prescribed uniforms are authorized. In case of inclement weather (rain, snow, sleet, or cold), the local detachment or department commandants may authorize appropriate outer wear to be worn over the Marine Corps League Uniform. Proposed changes to the Uniform Code must be submitted through the Bylaws and Administrative Procedures amendment process.

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## **VII. MARINE CORPS LEAGUE CREST**

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the blazer pocket, or it may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest, with the Marine Corps Emblem, Marine Corps League Seal permanently set onto the plastic sleeve, or the embroidered Marine Corps League crest that is permanently

embroidered on the pocket itself, may also be worn as optional wear.

**CH 13-07**    **VIII. LAPEL PINS**

The following lapel pins may be worn only on the red blazer or the Evening Dress Jacket. The Past National Commandant Pin may be worn inboard with the National Marine of the Year outboard. National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant Pin (only one past commandant pin. Kennel Devil Dog of the Year Pin may be worn outboard of National Marine of the Year. The Chapel of Four Chaplains, MCL Membership, or Retired Marine lapel pins may also be worn. (Although there are several types of MCL Membership pins, i.e. Past Commandant, Life Member, Five Year Membership, Ten Year Membership, etc., only one MCL Membership pin should be worn.) Ordained Ministers or Chaplains may wear a symbol of their religion, of the size approved by D-O-D. Whatever pins are approved for wear, **only two pins may be worn at any time** – wearer's choice. Only one (1) miniature ribbon of individual choice may be worn above the lapel pin on the red blazer or evening dress jacket, provided miniature medals are not worn on the evening dress.

**IX. NAMETAG**

The UNDRESS Uniform and CEREMONIAL Uniform provide that an optional nametag may be worn. A nametag should not be worn with other uniforms.

**CH 13-07**    **X. MEDALLIONS**

The medal and ribbon presented by the Chapel of Four Chaplains or the National, Division, Department or Detachment Marine of the Year Medallion may be worn with the CASUAL or FORMAL Uniform (male and female) in lieu of the Military Order of Devil Dog collar at the option of the awardee. Only one of these devices, medallions or collar, may be worn at any time.

**UNIFORM - MALE**

**UNDRESS - (Long Sleeve)**

- Standard Cover (Paragraph V)
- Devil Dog collar, if authorized (optional)
- Nametag (optional) (Paragraph IX)
- White shirt, with military creases (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets)
- Marine Corps League Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck
- Shoulder patches as authorized (Paragraph IV)
- Marine Corps League ribbons **-OR-** Department of Defense authorized

ribbons, wings, badges. (MCL AND DoD CANNOT BE MIXED)(NO MEDALS on this uniform)

- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DoD awards and decorations should be worn as authorized to the individual.
- Tie, Black, with Marine Corps or Marine Corps League gold tie bar (No open collar).
- Trousers, blue dress (with NCO "red" stripe) with Belt, Marine Corps khaki web, with web belt brass buckle
- Shoes, black, plain toe (military style, highly glossed)
- Socks, black
- OPTIONAL: Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem may be worn as an option to the blue dress trousers and khaki web belt.

### **UNDRESS - (Short Sleeve)**

The short sleeve UNDRESS Uniform is the same in every way to the long sleeve UNDRESS Uniform with the following exceptions:

- The shirt shall be the same Airline pilot style, but short sleeves instead of long.
- The shirt shall be worn with an open collar and no tie or tie bar is worn.

### **CASUAL (Red Blazer)**

- Standard Cover (Paragraph V)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White shirt, plain collar (No button-down collars. **No sunburst insignias** on collar)
- Tie, black, with Marine Corps or Marine Corps League gold tie bar
- Blazer, Red, with two (2) Marine Corps League buttons on front and three (3) Marine Corps League buttons on each sleeve cuff
- Marine Corps League Crest (Paragraph VII)
- Lapel pin(s) (optional) (Paragraph VIII)
- Trousers, black, dress
- Belt, black leather, with Marine Corps emblem on square gold buckle
- Shoes, black, plain toe (military style, highly glossed)
- Socks, black
- OPTIONAL: A black leather dress belt may be worn as a substitute to the black leather belt with Marine Corps emblem on square gold buckle. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- One, two or three Large (Standard) Marine Corps League medals or

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Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. Sunburst insignias are not worn on the shirt collar and the Marine Corps dress blue trousers are NOT WORN with the CASUAL Uniform.

### **FORMAL DRESS**

- Standard Cover (Paragraph V) (recommended not worn at indoor formal events/ceremonies)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- Military bow tie – black
- White shirt, formal (standard collar), pleated front. (NO RUFFLES)
- Gold cuff Links and gold studs
- Cummerbund, gold **-OR-** Gold vest front (only approved design)
- Trousers, black tux; **-OR-** trousers, black, with black dress belt (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- Marine Corps League Red Evening Dress Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pin(s) (optional) (Paragraph VIII)
- Shoes, black plain toe (military style, highly glossed)
- Socks, black
- Miniature medals, wings, badges (Paragraph I, II, and III).
- **OPTIONAL:** The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the FORMAL DRESS Uniform. If the red blazer option is chosen, the following applies.
  - The Marine Corps League Crest (Paragraph VII) is optional if miniature medals are worn.
  - Medals may be worn per Paragraph(s) I, II & III.

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**OPTIONAL:** In addition to the Black Tuxedo Trousers worn with the Evening Dress (Mess) Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers w/NCO Red Stripe in place of the Black Tuxedo Trousers.

**NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME!**

### **UNIFORM - FEMALE**

#### **UNDRESS - (Long Sleeve)**

- Standard cover, male or female style (Paragraph V)
- Devil Dog Collar, if authorized (optional)

- Nametag (optional) (Paragraph IX)
- White shirt, with military creases (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets).
- Marine Corps League Sunburst insignias on collar, centered 1/2" inside the collar tip, with wings on the emblem parallel to the deck
- Shoulder patches as authorized (Paragraph IV)
- Marine Corps League ribbons **-OR-** Department of Defense authorized ribbons, wings, badges. (MCL AND DoD CANNOT BE MIXED)(NO MEDALS on this uniform)
- MCL ribbons should be centered over the left breast pocket, 1/8" above the pocket flap. DoD awards and decorations should be worn as authorized to the individual.
- Tie, black, cross over (Marine Corps style) **-OR-** Tie, Black, with Marine Corps or Marine Corps League gold tie bar
- Skirt, black, straight (length should be 1-2" below knees) **-OR-** Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem.
- Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers).
- Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
- Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.
- OPTIONAL: Trousers, blue dress (with NCO "red" stripe) with Belt, Marine Corps khaki web, with web belt brass buckle (when in color guard)

### **UNDRESS - (Short Sleeve)**

The short sleeve UNDRRESS Uniform is the same in every way to the long sleeve UNDRRESS Uniform with the following exceptions:

- The shirt shall be the same Airline pilot style, but short sleeves instead of long **-OR-** White blouse, women's, (USMC style worn with the Dress Blues)
- The shirt or blouse shall be worn with an open collar and no tie or tie bar is worn.

### **CASUAL**

- Standard cover, male or female style. (Paragraph V)
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White blouse, women's, (USMC style worn with the Dress Blues) **-OR-** White shirt, long sleeve, plain collar (No button-down collars. No sunburst insignias on collar)
- Tie, black, cross over (Marine Corps style), **-OR-** Tie, Black, with Marine

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- Corps or Marine Corps League gold tie bar
- Blazer, Red, (women's style) with two (2) Marine Corps League buttons on front and three (3) Marine Corps League buttons on each sleeve cuff
  - Marine Corps League Crest (Paragraph VII) (optional)
  - Lapel pin(s) (optional) (Paragraph VIII)
  - Skirt, black, straight (length should be 1-2" below knees) **-OR-** Trousers, black, dress, with the black leather belt and square gold buckle with Marine Corps emblem, or black dress belt. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
  - Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers)
  - Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
  - Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.
  - One, two or three Large (Standard) Marine Corps League medals or Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Red Blazer Uniform. Medals must be mounted on a single ribbon bar. Sunburst insignias are not worn on the shirt collar and the Marine Corps dress blue trousers are NOT WORN with the CASUAL Uniform.

### **FORMAL DRESS**

- Standard Cover – NOT WORN BY WOMEN
- Devil Dog collar, or other, if authorized (optional) (Paragraph X)
- White shirt, formal (standard collar), pleated front. (NO RUFFLES)
- Gold cuff Links and gold studs
- Tie, black, cross over (Marine Corps style) **-OR-** black military bow tie.
- Cummerbund, gold **-OR-** Gold vest front (only approved design)
- Skirt, black, straight, ankle length, with slit on left side no higher than mid-knee or bottom of kneecap **-OR-** Trousers, black, dress, with black dress belt. (The dress leather belt with a ratcheting gold Marine Corps emblem buckle is an approved optional dress belt.)
- Marine Corps League Red Evening Dress Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain, and sunburst insignias at locating holes in jacket collar.
- Lapel pin(s) (optional) (Paragraph VIII)
- Shoes, black, plain closed toe, pumps, (with skirt) **-OR-** Shoes, black, plain toe, Women's Oxford, (with trousers)
- Hose, nylon, black, (with pumps) **-OR-** Socks, black, (with trousers).
- Earrings, (optional) Small white pearl (or pearl like) **-OR-** gold ball, not to exceed 9mm. When worn, earrings will fit tight against the ear and will not extend below the ear lobe.

- Miniature medals, wings, badges (Paragraph I, II, and III).
- OPTIONAL: The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the FORMAL DRESS Uniform. If the red blazer option is chosen, the following applies.

- The Marine Corps League Crest (Paragraph VII) is optional.

- Miniature medals may be worn per Paragraph I, II & III.

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OPTIONAL: In addition to the Black Straight Skirt or the Black Dress Trousers worn with the Evening Dress (Mess) Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers w/NCO Red Stripe in place of the Black Straight Skirt or the Black Dress Trousers.

NOTE: THE MARINE CORPS DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME!

### **ASSOCIATE MEMBER UNIFORM**

The Uniform Code for both male and female apply to all Associate Members with the following exceptions:

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- The Associate member is to wear the Marine Corps League sunburst insignia in lieu of the Marine Corps Emblem on the cover. The 1/2" x 1/2" gold "MCL" insignia will be worn on the shirt collars.
- The Marine Corps League "Associate" shoulder patch will be worn in lieu of the standard Marine Corps League shoulder patch. (Paragraph IV, A)
- Flag patch, on right shoulder, may be worn (Paragraph IV, B)
- No Blazer Crest/Bullion Seal will be worn unless one is designed and approved by a National Convention.
- Marine Corps Dress Blue trousers may be worn, but without the NCO "red" stripe.

### **CEREMONIAL UNIFORM**

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Regular and Associate male and female members of Departments and/or Detachments having "COLOR GUARDS" may wear the "CEREMONIAL Uniform" (see Associate Member Uniform), when participating in a Color Guard or Ceremonial Rifle Honor Squad.

- Standard Cover (Paragraph V)
- Devil Dog collar (optional)
- Nametag (optional) (Paragraph IX)
- Uniform
  - UNDRESS (long sleeve), UNDRESS (short sleeve), CASUAL or ASSOCIATE as appropriate
- Shoes, black, plain toe (military style, highly glossed)
- Socks, black

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**Order of Precedence (Large Medals)**

1. Distinguished Citizen Medal - Gold (Old and Current)
2. Distinguished Citizen Medal - Silver (Old and Current)
3. Distinguished Citizen Medal - Bronze (Old and Current)
4. Distinguished Service Medal
5. National Recruiter - Gold
6. National Recruiter - Silver
7. National Recruiter - Bronze
8. Past National Commandants Medal
9. National Staff Medal Elected
10. National Staff Medal Appointed
11. Department Commandant Medal
12. Department Staff Medal Elected
13. Department Staff Medal Appointed
14. Department Recruiter - Silver
15. Detachment Commandant Medal
16. Detachment Staff Medal Elected
17. Detachment Staff Medal Appointed
18. Detachment Recruiter - Bronze
19. Pack Dog of the Year
20. Pound Dog of the Year
21. Past Pack Leader Medal
22. Past Pound Keeper Medal
23. Marine Corps League Medal (Membership)
24. 50th National Convention Medal (Elected/Appointed/Selected) Silver
25. 50th National Convention Medal (Those in attendance) Bronze
26. 50th Department of California Convention Medal (see NOTE 2)
27. 50th Department of Illinois Convention Medal (see NOTE 2)
28. 50th Department of Wisconsin Convention Medal (see NOTE 2)
29. 50th Department of Michigan Convention Medal (see NOTE 2)
30. Department of Ohio 60<sup>th</sup> Convention Medal (see NOTE 2)
31. Department of New Hampshire 60<sup>th</sup> Convention Medal (see NOTE 2)
32. Department of Oregon 60<sup>th</sup> Convention Medal (see NOTE 2)
33. Department of New York 75<sup>th</sup> Convention Medal (see NOTE 2)
34. State Commendation Medal (individual States' award) (NON-MCL)

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**Order of Precedence (Miniature Medals)**

1. Distinguished Citizen Medal - Gold (Old and Current)

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

2. Distinguished Citizen Medal - Silver (Old and Current)
3. Distinguished Citizen Medal - Bronze (Old and Current)
4. Distinguished Service Medal
5. National Recruiter - Gold
6. National Recruiter - Silver
7. National Recruiter - Bronze
8. Past National Commandants Medal
9. National Staff Medal Elected
10. National Staff Medal Appointed
11. Department Commandant Medal
12. Department Staff Medal Elected
13. Department Staff Medal Appointed
14. Department Recruiter – Silver
15. Detachment Commandant Medal
16. Detachment Staff Medal Elected
17. Detachment Staff Medal Appointed
18. Detachment Recruiter - Bronze
19. Kennel Dog of the Year Medal
20. Pack Dog of the Year Medal
21. Pound Dog of the Year Medal
22. Past Chief Devil Dogs Medal
23. Past Pack Leader Medal
24. Past Pound Keeper Medal
25. Marine Corps League Medal (Membership)
26. 75th National Convention Medal - Gold (Elected & Selected)
27. 75th National Convention Medal - Silver (Those in Attendance)
28. 50th Department of Pennsylvania Convention Medal (see NOTE 2)
29. 50th Department of Virginia Convention Medal (see NOTE 2)
30. 50th Department of Michigan Convention Medal (see NOTE 2)
31. 50th Department of Missouri Convention Medal (see NOTE 2)
32. 50<sup>th</sup> Department of Florida Convention Medal (see NOTE 2)
33. 60<sup>th</sup> Department of Ohio Convention Medal (see NOTE 2)
34. 60<sup>th</sup> Department of Oregon Convention Medal (see NOTE 2)
35. 75<sup>th</sup> Department of New Jersey Convention Medal (see NOTE 2)
36. 60<sup>th</sup> Department of New Hampshire Convention Medal (see NOTE 2)
37. 75<sup>th</sup> Department of New York Convention Medal (see NOTE 2)
38. 75<sup>th</sup> Department of California Convention Medal (2007) (see NOTE 2)
39. 60<sup>th</sup> Department of Washington Convention Medal (2007) (see NOTE 2)
40. State Commendation Medal (NON-MCL)

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**Order of Precedence (Ribbons)**

1. National Marine of the Year Ribbon
2. Distinguished Citizen Ribbon - Gold (Old and Current)
3. Distinguished Citizen Ribbon - Silver (Old and Current)
4. Distinguished Citizen Ribbon - Bronze (Old and Current)
5. Division Marine of the Year Ribbon – Gold
6. Department Marine of the Year Ribbon – Scarlet and Gold
7. Detachment Marine of the Year Ribbon - Scarlet
8. Distinguished Service Ribbon
9. National Recruiter - Gold
10. National Recruiter - Silver
11. National Recruiter - Bronze
12. Past National Commandants Ribbon
13. National Staff Ribbon Elected
14. National Staff Ribbon Appointed
15. Department Commandant Ribbon
16. Department Staff Ribbon Elected
17. Department Staff Ribbon Appointed
18. Department Recruiter - Silver
19. Detachment Commandant Ribbon
20. Detachment Staff Ribbon Elected
21. Detachment Staff Ribbon Appointed
22. Detachment Recruiter - Bronze
23. Marine Corps League Community Service Ribbon
24. Board of Trustees Commendation (Victor T. Fisher Award)
25. Meritorious Unit Commendation - National
26. Meritorious Unit Commendation – Department
27. Meritorious Individual Commendation
28. Kennel Dog of the Year
29. Chief Devil Dogs Meritorious Commendation (Individual)
30. Pack Dog of the Year
31. Pack Leaders Meritorious Commendation (Individual)
32. Pound Dog of the Year
33. Pound Keepers Meritorious Commendation (Individual)
34. Past Chief Devil Dogs Ribbon
35. Past Pack Leader Ribbon
36. Past Pound Keeper Ribbon
37. Marine Corps League Ribbon (Membership)
38. 50th Nat'l Convention Ribbon (Elected/Appointed/Selected) Silver
39. 50th Nat'l Convention Ribbon (Those in attendance) Bronze
40. 75th National Convention Ribbon (Elected & Selected\_ - Gold

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

41. 75th National Convention Ribbon (Those in Attendance) – Silver
42. 50th Department of California Convention Ribbon (see NOTE 2)
43. 50th Department of Illinois Convention Ribbon (see NOTE 2)
44. 50th Department of Pennsylvania Convention Ribbon (see NOTE 2)
45. 50th Department of Wisconsin Convention Ribbon (see NOTE 2)
46. 50th Department of Virginia Convention Ribbon (see NOTE 2)
47. 50th Department of Michigan Convention Ribbon (see NOTE 2)
48. 50th Department of Missouri Convention Ribbon (see NOTE 2)
49. 50<sup>TH</sup> Department of Florida Convention Ribbon (see NOTE 2)
50. 60<sup>th</sup> Department of Ohio Convention Ribbon (see NOTE 2)
51. 60<sup>th</sup> Department of Oregon Convention Ribbon (see NOTE 2)
52. 75<sup>th</sup> Department of New Jersey Convention Ribbon (see NOTE 2)
53. 60<sup>th</sup> Department of New Hampshire Convention Ribbon (see NOTE 2)
54. 75<sup>th</sup> Department of New York Convention Ribbon (see NOTE 2)
55. 75<sup>th</sup> Department of California Convention Ribbon (2007) (see NOTE 2)
56. 60<sup>th</sup> Department of Washington Convention Ribbon (2007) (see NOTE 2)
57. State Commendation Ribbon (individual States' award) (NON-MCL)

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**NOTE 1**

For each additional medal award, a bronze star will be worn. A silver star will be worn in place of five (5) bronze stars and a gold star will be worn in place of five (5) silver stars unless otherwise noted. The exceptions are: Distinguished Citizens Medal – Gold; Distinguished Citizens Medal – Silver; Distinguished Citizens Medal – Bronze; and Distinguished Service Medal. On each of the aforementioned Distinguished Service Medals a 5\16” gold star will be worn to indicate additional awards and a 5/16” silver star will be worn in place of five (5) gold stars.

**DESCRIPTION OF MEDALS, RIBBONS, AWARDS AND WHO MAY AUTHORIZE**

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**1. National Marine of the Year Ribbon**

The National Marine of the Year Ribbon to be worn around the neck (White with Gold Stripe 1/8” Gold stripe along inside and outside edge of ribbon. Medallion will remain the same. The ribbon is to be 2 ¼ inches wide. This medal and ribbon should be number one in order of precedence.

**Awarded by:** National Marine of the Year Society

**2a. Distinguished Citizen Medal - Gold (Old)**

**Medal** - Gold

**Ribbon** - Green, Gold and Silver with five (5) Gold Stars

**NOTE:** This was the original Distinguished Citizen Medal - Gold. There are no more, but those who have received them, may wear them in front of the current issue.

**2b. Distinguished Citizen Medal - Gold (Current)**

(see NOTE 1)

**Medal** - Gold

**Ribbon** - Blue, gold, white, green and red stripe

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

**Awarded by:** National Commandant  
**Recommended by:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department \National Division Vice Commandant  
National Awards Committee

\* Shall be awarded by National Commandant ONLY. This medal is automatically presented to the National Marine of the Year with the FMF device (Eagle, Globe & Anchor) signifying National Marine of the Year (see Note 3). Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded **only** to Marines who, in the opinion of the Awards Committee, have answered to the call of "Above and Beyond" the principles upon which the Marine Corps League was founded. A 3/16" gold star will be worn to indicate additional awards.

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**3a. Distinguished Citizen Medal - Silver (Old)**

**Medal** - Silver  
**Ribbon** - Green, Gold and Silver with five (5) Silver Stars

**NOTE:** This was the original Distinguished Citizen Medal - Silver. There are no more, but those who have received them may wear them in front of the current issue.

**3b. Distinguished Citizen Medal - Silver (Current)** (see NOTE 1)

**Medal** - Silver  
**Ribbon** - Red center flanked by gold and black stripes

**A- Awarded by:** National Commandant  
**Recommended By:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department\National Division Vice\National Commandant  
National Awards Committee

**B- Awarded by:** Department\National Division Vice Commandant  
**Recommended By:** Detachment\Department\National Division Vice Commandant  
**For Approval:** Department\National Division Vice Commandant

**4a. Distinguished Citizen Medal - Bronze (Old)**

**Medal** - Bronze  
**Ribbon** - Green, Gold and Silver

**NOTE:** This was the original Distinguished Citizen Medal - Bronze. There are no more, but those who have received them, may wear them in front of the current issue.

**4b. Distinguished Citizen Medal - Bronze (Current)** (see NOTE 1)

**Medal** - Bronze  
**Ribbon** - White center flanked by maroon stripes

**A- Awarded by:** National Commandant  
**Recommended By:** Detachment\Department\National Division Vice Commandant

**For Approval:** Department\National Division Vice\National Commandant  
National Awards Committee

**B- Awarded by:** Department\National Division Vice Commandant

**Recommended By:** Detachment\Department\National Division Vice Commandant

**For Approval:** Department\National Division Vice

**C- Awarded by:** Detachment Commandant

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**5. Division, Department and Detachment Marine of the Year Medallion**

The Marine Corps League authorizes the creation of a "Marine of the Year" medallion for Division, Department and Detachments only. This medallion will be worn around the neck suspended by the appropriate color ribbon depending on the level of the award.

**A- Division Medallion** Standard Marine of the Year **medallion**  
**Medallion Ribbon** Gold  
**Ribbon** Gold  
**Awarded By:** Division Vice Commandant

**B - Department Medallion** Standard Marine of the Year medallion  
**Medallion Ribbon** Red and Gold  
**Ribbon** Red and Gold  
**Awarded By:** Department Commandant

**C - Detachment Medallion** Standard Marine of the Year medallion  
**Medallion Ribbon** Red  
**Ribbon** Red  
**Awarded By:** Detachment Commandant

The Marine of the Year Medallion is authorized for wear with the Casual and Formal Uniform only as set forth in enclosure three (3) of these bylaws. While wearing the Marine of the Year medallion no other medal or devices shall also be suspended from the neck. No pins or other devices shall be attached to the suspension ribbon. In the event the person authorized to wear the Marine of the Year Award has been selected at more than one level for such an honor, the senior medallion and suspension ribbon will be worn.

**CH 11-05**

**6. Distinguished Service Medal (God, Country and Corps)** (see NOTE 1)

**Medal** - Bronze

**Ribbon** - Maroon center flanked by dark blue stripes

**Awarded by:** Detachment\Department\National Division Vice\National  
Commandant

**Recommended By:** Detachment\Department\National Division Vice\National  
Commandant

**7. National Recruiter Medal - Gold**

**Medal** - Gold  
**Ribbon** - Green\White\Gold  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** National Recruiter of the Year.

**8. National Recruiter Medal - Silver**

**Medal** - Silver  
**Ribbon** - Red\White\Green  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** 2nd Place National Recruiter of the Year.

**9. National Recruiter Medal - Bronze**

**Medal** - Bronze  
**Ribbon** - Green\White\Green  
**Awarded by:** National Jr. Vice Commandant  
**Awarded to:** 3rd Place National Recruiter of the Year.

**10. Past National Commandants Medal - Gold**

**Medal** - Gold  
**Ribbon** - White  
**Awarded by:** National Commandant

**CH 8-02**

**11. National Staff Medal (Elected)**

**Medal** - Silver  
**Ribbon** - Gold and white stripe

To be worn by present and past elected National Officers (see NOTE 1).

**CH 8-02**

**12. National Staff Medal (Appointed)**

**Medal** - Bronze  
**Ribbon** - Gold and white stripe flanked by red stripes

To be worn by present and past appointed National Officers (see NOTE 1).

**CH 8-02**

**13. Department Commandant Medal (Commandant Samuel Nicholas)**

**Medal** - Bronze  
**Ribbon** - Red and gold stripe

To be worn by present and past elected Department Commandant (see NOTE 1).

**CH 8-02**

**14. Department Staff Medal (Elected)**

**Medal** - Silver  
**Ribbon** - Blue, Red, White, Blue, White, Red, Blue

To be worn by present and past elected Department Officers (see NOTE 1).

**CH 8-02**

**15. Department Staff Medal (Appointed)**

**Medal** - Bronze

**Ribbon** - Blue, Red, White, Red, White, Red, Blue

To be worn by present and past appointed Department Officers (see NOTE 1).

**16. Department Recruiter Medal - Silver**

**Medal** - Silver

**Ribbon** - Green, Gold, Green

**Awarded by:** Department Commandant

**Awarded to:** Department Recruiter(s) of the Year

**CH 8-02**

**17. Detachment Commandant Medal (Commandant John A. Lejeune)**

**Medal** - Bronze

**Ribbon** - Maroon and Dark blue stripes

To be worn by present and past elected Detachment Commandant (see NOTE 1).

**CH 8-02**

**18. Detachment Staff Medal (Elected)**

**Medal** - Silver

**Ribbon** - Blue, White, Red, White, Blue

To be worn by present and past elected Detachment Officers (see NOTE 1).

**CH 8-02**

**19. Detachment Staff Medal (Appointed)**

**Medal** - Bronze

**Ribbon** - White, Blue, White

To be worn by present and past appointed Detachment Officers (see NOTE 1).

**20. Detachment Recruiter Medal - Bronze**

**Medal** - Bronze

**Ribbon** - Gold, Green, Gold

**Awarded by:** Detachment Commandant

**Awarded to:** Detachment Recruiter(s) of the Year

**CH 10-04**

**CH 8-02**

**21. Past Pack Leader Medal**

(See NOTE 1)

**Medal** - Bronze Cross on Ribbon with wide gold Center Stripe

**Ribbon** - Red with wide Gold Center Stripe.

**Awarded to:** Pack Leaders upon completion of a term of office.

**CH 10-04**

**CH 8-02**

**22. Past Pound Keeper Medal**

(See NOTE 1)

**Medal** - Bronze Cross on Ribbon with equal Red, Gold and Black stripes.

**Ribbon** - Red, gold and black stripes (worn with Red to wearer's right)  
**Awarded to:** Pound Keepers upon completion of a Term of Office

**CH 12-06**

**23. Marine Corps League Medal (Membership)**

(see NOTE 1)

**Medal** - Marine Corps Emblem on gold sunburst

**Ribbon** - Blue, khaki, olive stripes flanked by gold and pink stripes

To be worn by a member of the Marine Corps League who is a member in good standing. A bronze star may be worn for each period of five (5) years of continuous membership and there has not been a break in membership service. (See NOTE 1)

**24. State Commendation Medal**

**Medal** - Bronze/Silver

**Ribbon** - Depends on individual State awarding

**Awarded by:** States' Governor and/or Adjutant General

**Past National Commandant Pin**

Oval-shaped pin with Marine emblem and a diamond. Presented to the outgoing National Commandant at the completion of his tour as National Commandant at the National Convention. It will be worn centered on the left lapel, one inch below the lapel notch.

**National Marine of the Year**

Gold pin in the shape of the United States. Awarded at the National Convention to the Marine selected by the Marine of the Year Society as the National Marine of the Year. It will be worn centered on the left lapel one inch below the lapel notch, left of the Past National pin if so awarded.

**Kennel Dog of the Year** (See Section 417 of the MODD Bylaws)

(See NOTE 1)

This is the most prestigious award given by the Order. Presented at each National Convention to the Marine selected as the Kennel Dog of the Year.

**Medal** Bronze Cross on Gold Ribbon with small Devil Dog affixed

**Ribbon** Gold with small Devil Dog affixed

**Pack Dog of the Year** (See Section 417 of the MODD Bylaws)

(See NOTE 1)

**Medal** Bronze Cross on Red Ribbon with small Devil Dog affixed

**Ribbon** Red with small Devil Dog affixed

**Pound Dog of the Year** (See Section 417 of the MODD Bylaws) (See NOTE 1)

**Medal** Bronze Cross on Black Ribbon with small Devil Dog affixed

**Ribbon** Black with small Devil Dog affixed

**Past Chief Devil Dog Medal**

(See NOTE 1)

**Medal** Bronze Cross on White Ribbon with Gold, Red, Black stripes in the center

**Ribbon** White with Gold, Red, Black Stripes in the center (ordered to wearer's right)

**Awarded to:** Chief Devil Dogs upon completion of a Term of Office

**COMMENDATION AWARDS:**

**CH 13-07**

**CH 10-04**

**New 3-97**

**Marine Corps League Community/VAVS Service (Nat'l.\Div.\Dept.\Detachment)** (see NOTE 1)

**Ribbon** - Green, Yellow, Green

**Awarded by:** National\Division\Department\Detachment Commandant

**Presented to:** An Individual

**Detachment Award Approval:** Detachment Commandant

**Department Award Approval:** Department Commandant

**Division Award Approval:** Division Vice-Commandant

**National Award Approval:** National Commandant

To be awarded to a Marine Corps Leaguer who in the opinion of the awarding Commandant has exemplified him or herself in their communities and/or National, including VAVS, but not necessarily both, helping all they have come in contact with. The recommendation MUST be in writing and have the appropriate endorsements when making the submission.

**CH 12-06**

**Marine Corps League Community Service(JROTC)**

**Ribbon/Medal** - Green, Yellow, Green

**Presented by:** A local member of the Marine Corps League or the Senior Instructor

**Presented to:** An Individual

**Award Selection:** The Senior Instructor will select the eligible cadet in accordance with the criteria below.

**Sponsor:** Marine Corps League (contact the Detachment closest to the school)

Presented annually to a cadet, not previously a recipient, who:

- a. Has demonstrated exemplary service above and beyond the service activities performed by the unit of which the cadet is a member.
- b. Must have held a key leadership position and/or directly contributed to the planning, coordination and implementation of high profile community service/volunteer project(s).
- c. Must be in the top 25 percent of their class in all subjects, including JROTC.

**CH 13-07**

**Marine Corps League Community Service (Scout Leader)**

**Ribbon** - Green, Yellow, Green

Authorized for wear by a Scout Leader currently engaged in Scouting.

**CH 8-02**

**Board of Trustees Commendation (Victor T. Fisher Award) (National\Department)**

**Ribbon:** - Red, White, Blue

**Awarded by:** National\Division Vice\Department Commandant

**Presented to:** National\Department Board of Trustees member  
**Recommended by:** National\Division Vice\Department\Detachment Commandant  
**Department Award Approval:** Department Commandant  
**Division Award approval:** Division Vice Commandant  
**National Award approval:** National Commandant

This can be awarded by ANY National, Division Vice or Department Commandant to a member of their Board of Trustees who best exemplifies the principles of the United States Marine Corps, Marine Corps League and Marine Fisher.

**Meritorious Unit Commendation (National) for a Detachment\Department** (see NOTE 1)

**Ribbon** - Red, white and gold striped  
**Streamer** - Gold with Red lettering  
**Awarded by:** National Commandant  
**Presented to:** A Department or a Detachment  
**Recommended by:** Detachment\Department\National Division Vice Commandant  
**Detachment Award approval:** Detachment\Department\Nat'l Division Vice Commandant  
National Awards Committee  
**Department Award Approval:** Department\National Division Vice Commandant  
National Awards Committee  
**National Award approval:** National Awards Committee\National Commandant

**Meritorious Unit Commendation - Department** (see NOTE 1)

**Ribbon** - White center flanked by gold  
**Streamer** - White with Red lettering  
**Awarded by:** Department Commandant  
**Presented to:** A Detachment  
**Recommended by:** Department\National Division Vice Commandant  
**Detachment Award approval:** Detachment\Department\Nat'l Division Vice  
Commandant\National Awards Committee  
**Department Award Approval:** Department\National Division Vice Commandant  
National Awards Committee  
**National Award approval:** National Awards Committee\National Commandant

**CH 10-04**

**Meritorious Individual Commendation (Detachment\Department\National)** (see NOTE 1)

**Ribbon** - Gold center flanked by white  
**Awarded by:** National\Department\Detachment Commandant  
**Presented by:** An individual designated by National\Department\Detachment Commandant.  
**Detachment Award approval:** Detachment Commandant  
**Department Award Approval:** Department Commandant  
**National Award approval:** National Commandant\National Division Vice Commandant

**Chief Devil Dogs Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Red, Gold, Red, Green

**Awarded by:** Chief Devil Dog  
**Recommended by:** Chief Devil Dog\Kennel Staff Member to Chief Devil Dog

**Pack Leaders Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Green, Yellow, Green, Red  
**Awarded by:** Pack Leader

**Pound Keepers Meritorious Commendation (Individual)** (see NOTE 1)

**Ribbon:** - Blue, White, Red, Gold  
**Awarded by:** Pound Keeper

**CERTIFICATES:**

**New 8-02**

**Distinguished Citizen Award Certificate**

The only notation on the bottom left corner will be "Authorized to Wear – Gold (Silver or Bronze)

**Distinguished Service Award (Certificate only)**

This award may be presented by the National, Department, or Detachment Commandant to Leaguers and non-League members who have distinguished themselves.

**Certificate of Appreciation**

This award may be presented by the National, Department, or Detachment Commandant for appreciation of loyalty and patriotism to country and the Marine Corps League. This may be awarded to Leaguers and non-League members.

**Certificate of Appreciation (For Displaying the United States Flag)**

This award may be presented by the National, Department or Detachment Commandant.

**CH 2-96**

**MARINE OF THE YEAR**

This award shall be presented to a regular member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year shall originate **only at the Detachment level**. No individual member of the Marine Corps League, or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee shall be a **regular member** of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination shall be allowed to submit documentary proof, or affidavits on behalf of the nominee they submitted. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has been a deed(s) of courage or valor without regard for his/her own safety. (See National Administrative Procedures Section 300, Subsection One (1))

**“ESPIRITE de CORPS” AWARD**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Superintendent of the U.S. Merchant Marine Academy. This award was conceived to extend recognition by presenting a Marine Corps Officers sword to the Marine Option Cadet, who best demonstrates the qualities of leadership sought by the Marine Corps, from the U.S. Merchant Marine Academy at Kings Point, NY. The presentation will be made by the National Commandant at the Commencement ceremonies.

**GENERAL JOHN A. LEJEUNE WRITING AWARD**

National Headquarters of the Marine Corps League will accept nomination of the individual from the Marine Corps Command and Staff College. This award was conceived to extend recognition by presenting a plaque and cash award to the outstanding writer in the graduating class. The presentation will be made by the National Commandant at the Commencement ceremonies.

**12-06**

**IRON MIKE AWARD**

National Headquarters of the Marine Corps League will accept nominations for the annual Iron Mike Award prior to 1 June annually. This award was conceived to extend recognition to the man who has contributed the most to the United States of America and the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nomination should be forwarded directly to: National Executive Director, Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

**12-06**

**DICKEY CHAPELLE AWARD**

National Headquarters of the Marine Corps League will accept nominations for the annual Dickey Chapelle Award prior to 1 June annually. This award was conceived to extend recognition to the woman who has contributed most to the morale, welfare and well-being of the officers and men of the United States Marine Corps. While not limited to the immediate past 12-month period, nominations should stress accomplishments during that period. Nominations should be forwarded directly to: National Executive Director, Marine Corps League, Post Office Box 3070, Merrifield, Virginia 22116-3070.

**NEW CH 3-97**

**Heroism Medal**

Shall be awarded by National Commandant or his\her representative. This medal is presented to a civilian for an act of heroism. Recommendation(s) for this medal must be in writing and sent to the National Commandant via the National Awards Committee for their recommendation for approval or disapproval. The medal will be awarded **only** to civilians who, in the opinion of the Awards Committee, have answered to the call of “Above and Beyond” the principles upon which the Marine Corps League was founded.

**NEW CH 13-09**

**Marine Corps League Unit Commendation Ribbon Award (MLR)**

Shall be awarded to a Young Marines Unit, Battalion, Regiment or Division for outstanding performance of duty to the community over an extended period of time, or for a single act when the Unit has performed under great competition with other Units or organizations.

This award is initiated at the request of the Marine Corps League National Commandant, Vice Commandant of a Division, Department Commandant or Detachment Commandant to the National Executive Director of the Young Marines of the Marine Corps League.

The Ribbon shall be blue with a ¼ inch white stripe 1/8 inch from each side. The National Executive Director of the Young Marines of The Marine Corps League shall provide the ribbon and any authorized devices. The respective Commandant or Vice Commandant of the Marine Corps League shall provide the appropriate streamer in the colors of the ribbon for the Unit Colors. Devices for subsequent awards shall be the responsibility of the National Executive Director of the Young Marines of The Marine Corps League.

### **NEW CH 7-01**

**VAVS AWARDS.** The National VAVS Representative and Deputy Representatives will select at the National convention the recipients of the Detachment VAVS awards and individual award as prescribed below:

Plaques categorized by membership strength of the detachment as reflected on the current 30 June strength report roster.

Category 1: 15 to 50 members. First, Second and Third Place Plaques.

Category 2: 51 to 100 members. First, Second and Third Place Plaques.

Category 3: 101 members and up. First, Second and Third Place Plaques.

### **Past National Commandant's VAVS Award**

Nominees for the PNC's VAVS Award must be a member in good standing of the Marine Corps League and must have served on a regular basis in the VAVS Program at a VAMC for a minimum period of at least three years. Recommendations for the PNC's VAVS Award must be made by the detachment and approved at a regular scheduled detachment meeting. Recommendations to be submitted to the National VAVS Representative to be received no later than July 1<sup>st</sup> prior to the national Convention. Recipient of the PNC's VAVS Award is entitled to wear the Marine Corps League's Community/VAVS Service ribbon.

Detachment VAVS award recommendations should also be submitted to the National VAVS Representative to be received no later than July 1<sup>st</sup> prior to the national convention, outlining the activities of the detachment VAVS program to include total hours volunteered and monetary donations to the VAVS program.

### **CH 3-97**

#### **National Junior Vice Commandant's Awards**

### **CH 7-01**

#### **100% Membership Citations**

(a) 100% Membership Streamers will be given to those Detachments, Departments, and Divisions, who have achieved 100% membership during the period of 1 July through 30 June and will be Red in color with Gold lettering.

### **INCREASED MEMBERSHIP CITATIONS AND PLAQUES**

(a) Increased Membership Citations will be awarded to all Detachments, Departments, and Divisions that exceed their membership strength from 1 July through 30 June. The Citations will be presented during the National Convention each and every year.

(b) Increased Membership Plaques will be awarded to all Detachments, Departments, and Divisions that exceed 100-percent membership by percentage in the following manner:

(1) Detachment Membership from 15 to 50 members, four (4) plaques; 1st, 2nd, 3rd, and 4th place.

(2) Detachment Membership from 51 to 100 members, four (4) plaques; 1st, 2nd, 3rd, and 4th place.

(3) Detachment Membership from 101 to 200 members, four (4) plaques; 1st, 2nd, 3rd, and 4th place.

(4) Detachment Membership from 201 plus, four (4) plaques; 1st, 2nd, 3rd, and 4th place.

(5) Department - four (4) plaques; 1st, 2nd, 3rd, and 4th place.

(6) Division - three (3) plaques; 1st, 2nd, and 3rd place.

### **INDIVIDUAL MEMBERSHIP RECRUITING AWARDS**

Each and every year, a special form (see Enclosure Four (4)) must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster, then mailed to the National Junior Vice Commandant.

### **RECRUITING AWARDS WILL BE ISSUED AS FOLLOWS:**

#### **RECRUITING AWARDS**

(a) A Citation will be given to those members who have recruited 5 - 24 members during the year.

(b) A National Recruiters Medal - Bronze and a Distinguished Service Award Citation (signifying the accomplishment) will be presented to those members who have recruited 25 -49 members during the year.

(c) A National Recruiters Medal - Silver and a Distinguished Service Award Citation (signifying the accomplishment) and a plaque will be presented to those members who have recruited 50 plus members during the year.

(d) The top Recruiter of the Year, the one individual member that has recruited the most members through his/her individual efforts will be presented the National Recruiters Medal - Gold

(appropriately engraved), and a plaque in the shape of the United States with his/her name engraved thereon and the Distinguished Service Award Certificate (signifying the accomplishment).

**NATIONAL CONVENTION STREAMERS** - These will be awarded to those Detachments, Departments and Divisions who display the League standards at the National Convention and will be in the color of the state in which the National Convention is being held with appropriate lettering.

**NOTE 2**

When Departments celebrate their 50th or more Anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Conventions to **only those who attended**.

**CH 11-05**

**NOTE 3**

National, Division, Department and Detachment "Marines of the Year" are eligible to wear the FMF device (Eagle, Globe & Anchor) signifying National, Division, Department and/or Detachment Marine of the Year. This device will be centered on the respective ribbon for each award. National Marine of the Year will wear it centered on the National Marine of the Year ribbon, Division Marine of the Year will wear it centered on the Division Gold ribbon, Department Marine of the Year will wear it centered on the Red and Gold ribbon, and Detachment Marine of the Year will wear it centered on the Red ribbon. **Prior and subsequent awards (Gold, Silver or Bronze, not necessarily Marine of the Year) will be worn with the proper stars affixed.**

**CH 3-97**

**RECOMMENDATIONS**

(a) When a Marine is elected to the National Staff, it is suggested that the Marine be honored by the Department and presented with the National Staff Medal (Elected). When a Marine is appointed to the National Staff, it is suggested that the Marine be honored by the Department and presented with the National Staff Medal (Appointed).

(b) When a Marine is elected to the Office of Department Commandant, the Department should present the Marine with a Department Commandant Medal.

(c) When a Marine is elected to the Department Staff, it is suggested that the Marine be honored by the Detachment and presented with the Department Staff Medal (Elected). When a Marine is appointed to the Department Staff, it is suggested that the Marine be honored by the Detachment and presented with the Department Staff Medal (Appointed).

(d) When a Marine is elected to the office of Detachment Commandant, the Detachment should present the Marine with a Detachment Commandant Medal.

(e) When a Marine is elected to the Detachment Staff, it is suggested that the Marine be honored by the Detachment and presented with the Detachment Staff Medal (Elected). When a Marine is appointed to the Detachment Staff, it is suggested that the Marine be honored by the Detachment and presented with the Detachment Staff Medal (Appointed).

**MEDAL CHANGE(S)**

The **Distinguished Citizen Medals - Gold, Silver & Bronze** were originally issued with a Green, Gold and Silver ribbon. The Gold ribbon was adorned with five (5) 5\16" Gold stars; the Silver ribbon was adorned with five (5) 5\16" Silver stars and the Bronze had NONE. These ribbons have been eliminated. Those who have been awarded the Gold, Silver and Bronze medals are eligible to wear them as well as the NEW issue in the order reflected on Page 1 of Enclosure four (4).

The **Marine Corps League Medal** was formerly the only medal the League presented and was awarded for **Distinguished Service**. Those members who were awarded the medal for Distinguished Service are authorized to wear the Distinguished Service Medal in lieu thereof.

The **Distinguished Service Medal** was previously used for continuous years of membership in the Marine Corps League. The **Marine Corps League Medal** is now the **Membership** medal.

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ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

Date \_\_\_\_\_

**MEMBERSHIP RECRUITMENT PROGRAM**

This is to certify that the following Marine Corps league member has met the criteria (National Jr. Vice Commandant's Awards, Enclosure Four (4), Page 13, (National Bylaws and Administrative Procedures) by recruiting five (5) or more new members between 1 July \_\_\_\_ and 30 June \_\_\_\_.

Year

Year

Detachment \_\_\_\_\_ Number \_\_\_\_\_ Department \_\_\_\_\_

Recruited by \_\_\_\_\_ Membership Card # \_\_\_\_\_

Names of New Members

- |            |            |
|------------|------------|
| (1) _____  | (11) _____ |
| (2) _____  | (12) _____ |
| (3) _____  | (13) _____ |
| (4) _____  | (14) _____ |
| (5) _____  | (15) _____ |
| (6) _____  | (16) _____ |
| (7) _____  | (17) _____ |
| (8) _____  | (18) _____ |
| (9) _____  | (19) _____ |
| (10) _____ | (20) _____ |

(List additional names on the back of this form)

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

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

All forms must be in by 15 July \_\_\_\_.

Year

**MAIL TO:**

NATIONAL JR VICE COMMANDANT  
MARINE CORPS LEAGUE

**NAME AND ADDRESS ON NATIONAL ROSTER**

If more forms are needed this may be reproduced.

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

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### **National Award Criteria**

When submitting a request for a National award, the request **must** include all the information regarding what the person has accomplished, not just that of serving in the Marine Corps league, but what they have accomplished within their communities, etc.

The request **must** be accompanied by form (NA-897) which reflects the required endorsements which are part of the approval process for a National award. Without the proper endorsements, the request will be returned to the submitter.

All requests for National Awards must be submitted directly to: Chairman, National Awards Committee at the address listed on the National Roster.

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**NATIONAL  
MARINE CORPS LEAGUE  
AWARD RECOMMENDATION FORM**

**From:** Detachment/Department/National Vice/National Commandant;

\_\_\_\_\_ **State Your Name and Full Title**

**To:** National Commandant \_\_\_\_\_  
Name

**Via:** (1) Department Commandant  
(2) National Division Vice Commandant  
(3) National Awards and Citations Committee

I \_\_\_\_\_ recommend \_\_\_\_\_ for the  
Name and Title, if any Recipient's Name

following award \_\_\_\_\_ based upon  
Be Specific on Award Type

the reason(s) attached.

**From:** Department Commandant  
**Subject:** Award

**Recommendation for** \_\_\_\_\_  
Recipients Name

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

\_\_\_\_\_  
**Signature: Department Commandant** Department Date  
**1st Endorsement**

-----  
**From:** National Division Vice Commandant  
**Subject:** Award

**Recommendation for** \_\_\_\_\_  
Recipients Name

**Approved** \_\_\_\_\_ **Disapproved** \_\_\_\_\_

\_\_\_\_\_  
**Signature: National Division Vice Commandant** Division Date  
**2nd Endorsement**

-----

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

**From:** National Awards and Citations Committee  
**Subject:** Award

**Recommendation for** \_\_\_\_\_  
**Recipients Name**

**We, the National Awards and Citations Committee hereby:**

**Approved** \_\_\_\_\_ **Disapprove** \_\_\_\_\_ **receiving of this award in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).**

\_\_\_\_\_  
**Chairman**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
**Committee Members**

\_\_\_\_\_  
**Date**

### **Anniversary Medal Criteria**

When submitting a request for an Anniversary medal, the request **must** include the design for the proposed medal and the anticipated color scheme for the ribbon. This will then be submitted according to the routing as noted on the Anniversary Medal Request Form (AMF-897).

This request **must** be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme after receiving the proper endorsements.

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

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**MARINE CORPS LEAGUE  
ANNIVERSARY MEDAL  
REQUEST FORM**

(Date)

**From:** Department of \_\_\_\_\_  
**To:** National Commandant \_\_\_\_\_  
Name

**Via:** (1) National Division Vice Commandant, \_\_\_\_\_ Division  
(2) National Awards and Citations Committee

**Enclosed:** Picture/Drawing of Medal and/or Ribbon for \_\_\_\_\_ Anniversary

It is requested that the Department of \_\_\_\_\_ be authorized to create and wear an \_\_\_\_\_ Anniversary Medal, as depicted on the attached enclosure, to recognize our \_\_\_\_\_ year of existence. This medal/ribbon will be issued, or sold, to those in attendance in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4). We were chartered the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Department Commandant

-----  
**1st Endorsement**

\_\_\_\_\_  
(Date)

**From:** National Division Vice Commandant

**Subject:** Anniversary Medal

**Approved:** \_\_\_\_\_

**Disapproved:** \_\_\_\_\_

\_\_\_\_\_  
National Division Vice Commandant

-----  
**From:** National Awards and Citations Committee

**Subject:** \_\_\_\_\_ Anniversary Medal

**We, the National Awards and Citations Committee hereby:**

**Approved** \_\_\_\_\_ **Disapprove** \_\_\_\_\_ **the creation of this** \_\_\_\_\_ **Anniversary Medal/Ribbon in accordance with the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).**

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Committee Members

CH 3-97  
Form AMF-897

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