



**Department of Iowa
Marine Corps League
Administrative Procedures**

DATE: 06/27/2020

From Department of Iowa : MCL
To: Distribution List

Subj: **MCL Department of Iowa Administrative Procedures:**

Ref: (a) 6/27/2020 Edition of the Department Bylaws and Administrative Procedures

1. **Purpose.** These Administrative Procedures are to provide guidance concerning the function and organization of the Department of Iowa MCL. The primary goal of these Administrative Procedures is to ensure that the Department of Iowa MCL is operated in accordance with the Marine Corps League’s structure and to follow all local, state, and national laws. All previous editions of the Department of Iowa Bylaws and Administrative Procedures are hereby cancelled this date.

2. **Background.** These Department of Iowa Administrative Procedures state the responsibilities incumbent upon all Department of Iowa Marine Corps League members and state the requirements that will ultimately facilitate the mission of this Department.

3. **Goal.** The goal of the Marine Corps League Department Administrative Procedures is to provide the Department leadership effective resources and guidance to ensure that this Department is successful and relevant to the membership. These Department Administrative Procedures and Bylaws set the specific guidelines and requirements for the Department of Iowa Marine Corps League members to follow.

4. **Ratification.** These Department Administrative Procedures were presented to all members at the Department of Iowa MCL Department Convention on 06/27/2020. There was a motion and a second by qualified members to accept and approve the Department Administrative Procedures. Discussion phase was opened, and all questions or changes were made. The Department Administrative Procedures were ratified/approved by majority vote of all members present at the Department’s convention on 06/27/2020.

5. **Effective:** Date of Department of Iowa Bylaws. These Bylaws were effective on 06/27/2020.

X

Commandant Department of Iowa

X

Adjutant Department of Iowa

X

Judge Advocate Department of Iowa

Distribution: Department of Iowa MCL, Department BOT, Department ADJUTANT

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**ARTICLE I:
Name, Statement, and Policy**

Section 100: Name and Purpose. The name of the body corporate is The Department of Iowa Marine Corps League. This Department is affiliated with and has been chartered by the National organization of the Marine Corps League. The Department of Iowa is a non-profit corporation incorporated in the State of Iowa.

Section 110: Policy

- a. The supreme power of the Department of Iowa Marine Corps League shall be vested always in its membership functioning through Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League.
- b. The Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
- c. Nothing in the preceding subsection shall prohibit the Marine Corps League or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

Section 120: Goal

- a. The goal of the Department of Iowa marine Corps League Administrative Procedures is to provide the Department of Iowa Marine Corps League leadership effective resources and guidance to ensure that Detachments, the Department and the Marine Corps League are successful and relevant to the membership. These Department of Iowa Administrative Procedures and the Department of Iowa Bylaws set the specific guidelines and requirements for all Marine Corps League members to follow.

ARTICLE II **Detachments**

Section 200: Any Detachment, as defined in the National By-Laws organized and located in the State of Iowa, will be a member of this Department.

Section 205: Any person eligible to membership in the Marine Corps League desiring to organize a Detachment in the Department of Iowa will make application in writing, to the Department Adjutant-Paymaster, The Adjutant-Paymaster will provide the necessary forms, and along with all Department Officers will give such aid and assistance as is necessary to accomplish the organization of said new Detachment, and upon the granting of a charter by the National Office, it will be the duty of the Department Commandant to either deliver the said Charter in person or to designate a representative who will duly deliver said charter to the New Detachment's Commandant at ceremonies befitting the occasion.

- (a) To be eligible of consideration for a Detachment charter the names of 20 or more eligible members must appear on the application for a charter.
- (b) Under special consideration a Detachment charter may be issued to 15 applications if so recommended by the Department Commandant and Staff and approved by the National Vice-Commandant of the Division, and approved by the National Commandant.
- (c) The names of all persons who sign an application for a Detachment Charter will appear on the charter as charter members.

ARTICLE III
Officers Duties

In addition to the specific duties of the individual Department Officer, as herein stated, it will also be said officer's duty to acquire a working knowledge of these Administrative Procurers. The specific duty of these elected and appointed officers will be:

Section 300: Department Commandant – It will be the duty of the Department Commandant to preside over all Department Conventions and all Department Staff and Board of Trustees Meetings. In addition, the Department Commandant will:

- a. Observe and enforce the observance of the Department of Iowa and National By-Laws.
- b. Direct all Officers and Members of this Department such orders that are not in conflict with the Department or National By-Laws and are necessary for the proper conduct of business.
- c. With the Department Adjutant-Paymaster, have custody of all funds and properties of this Department, subject to the supervision of the Department Board of Trustees.
- d. Appoint such standing committees as are deemed necessary.
- e. Represent the Department of Iowa at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this organization. If the Commandant is unable to attend any such functions, he/she may appoint a qualified replacement to represent the Department as said function.
- f. Call such meetings of the Department Staff and Board of Trustees as he/she, in his/her sole desecration, deems necessary for the good of the Marine Corps League.
- g. Perform such other duties as directed from time to time by his /her superiors in the Marine Corps League.

Section 305: Department Senior Vice Commandant – It will be the duty of the Department Senior Vice Commandant to:

- a. Give all possible aid and assistance to the Department Commandant, and in the event of a vacancy in the Office of Commandant will assume the duties of that office.
- b. Create and work on such membership incentives and programs that will result in continuous membership growth.
- c. Perform other such duties as directed by the Department Commandant from time to time.

Section 310: Department Junior Vice-Commandant – It will be the duty of the Department Junior Vice-Commandant to:

- a. Aid and assist the Department Commandant and Senior Vice-Commandant in all activities pertaining to continued membership growth of the Department.
- b. To assume the responsibility for the direction of all social activities of the Department of Iowa.
- c. Perform other such duties as directed by the Department Commandant from time to time.

Section 315: Department Adjutant-Paymaster – It will be the duty of the Department Adjutant-Paymaster to;

- a. Keep proper and necessary books to the recording of all business of the Department of Iowa, Marine Corps League, including a correct record of all members.
- b. Keep minutes of all Department Conventions and any other Department meetings, and perform such duties as are usually assigned to recording secretaries.
- c. Be a co-holder with the Department Commandant of the funds and properties of the Department, keeping a correct record of all financial transactions.
- d. Will notify all Detachments of their indebtedness to the Department.
- e. Will deposit all monies and securities in a bank, agreed upon between the Department Commandant and the Department Adjutant-Paymaster, in the name of the Department of Iowa. Expenditures will be only made by check, signed by the Department Adjutant-Paymaster and Counter signed by the Department Commandant.
- f. Will close the Department books on collections of dues for the determination of voting rights at the Department Convention on May 31, of each year.
- g. Perform other such duties as may be assigned to him/her by the Department Commandant from time to time.

Section 320: Department Judge Advocate – It will be the duty of the Department Judge Advocate to:

- a. Advise all Department and Detachment Officers concerning the Department and National By-Laws of the Marine Corps League.
- b. Will render opinions on all questions pertaining aforesaid By-Laws that may arise, upon request.

- c. Will advise all members and Officers of the proper proceeding of each Department Convention.
- d. Perform other such duties as may be assigned to him/her by the Department Commandant from time to time.

Section 325: Department Sergeant-At-Arms – It will be the duty of the Department Sergeant-At-Arms to:

- a. Preserve order at Department Meetings and Conventions.
- b. Will deputize such Deputy Sergeant-At-Arms as may be necessary for the performance of his/her duties.
- c. Perform such duties as may be assigned to him/her by the Department Commandant from time to time.

Section 330: Department Chaplain – It will be the duty of the Department Chaplain to:

- a. Perform such duties of a spiritual nature that are required by the Department and National By-Laws of the Marine Corps League.
- b. Perform such duties as may be assigned to him/her by the Department Commandant from time to time.

Section 335: Department Junior Past Commandant – It will be the duty of the Department Junior Past Commandant to:

- a. Contribute generously and impartially from past experience to the best interests of the Marine Corps League.
- b. To serve as a voting member of the Board of Trustees.
- c. Perform such duties as may be assigned to him/her by the Department Commandant from time to time.

Section 340: Department Staff – It will be the duty of the Department Staff to:

- a. Act as the Auditing Committee, who will audit the books of the Adjutant-Paymaster of the Department, at the Department Convention or not more than one week prior to the Convention.
- b. Act as an Auditing Committee upon call of the Department Commandant and will report their findings to him/her.

- c. May submit recommendations to the Department Convention, which in their opinion, will be for the good of the Department, for its consideration and action.
- d. Perform other such duties assigned to them by the Department Commandant from time to time.

Section 345: Department Board of Trustees – It will be the duty of the Department Board of Trustees to:

- a. Act in observance of Article IV, Section 410, Part c.
- b. Act in observance of Article V, Section 520, Part c.
- c. May submit recommendations to the Department Convention, which in their opinion, will be for the good of the Department, for its consideration and action.
- d. Perform other such duties assigned to them by the Department Commandant from time to time.

Section 350: Department Quadrant Vice Commandants:

(Northeast, Southeast, Southwest, and Northwest)

- a. Interstate 35 will be the east and west dividing line and Highway 30 will be the north and south dividing line for the Vice Commandants territories.
- b. Make every continuing effort to establish new detachments within their area.
- c. To follow upon any leads for new members in their area.
 - 1 to personally follow – up on prospective member if feasibly possible.
 - 2 or to give information on perspective member to closest Detachment.
 - 3 To represent the Department of Iowa at any functions in their area at the Department Commandant’s request.

Section 355: Department Service and Legislative Officer:

- a. To chair the Department Legislative Committee.
- b. To maintain contact with Representatives in the Iowa Legislature in regard to Legislative matters affecting the interest and welfare of Marines and Veterans.
- c. To keep Department Staff informed of recent and currently pending actions related to veteran affairs in the legislature.

- d. To present resolutions, emanating from National Legislative Committee, prepared for the Marine Corps League for submission to the Legislature.
- e. To become acquainted with Federal and State Laws, with their Interpretations and applications within the framework of service to veterans.
- f. To assist Marine Veterans, and Veterans of all U.S. Military Services upon request, and their widows or widowers, in securing the benefits provided by law and regulations.
- g. to be in charge of Veterans Administration Activities related to the Department of Iowa Marine Corps League.
- h. To perform such other duties as may prescribed from time to time by the Department Board of Trustees or the Department Commandant.

Section 360: Department VAVS Representatives duties are as follows:

- a. Maintain close contact with Veterans Administration VAVS Staff for purpose of keeping abreast of the changes in policies and procedures pertaining to VAVS Programs.
- b. Compile comprehensive VAVS Program activity reports and provide copies to the Department of Iowa and the National Board and Veterans Administration.
 - c. Attend VAVS meetings conducted by the Veterans Administration for the representatives and Deputies of participating organizations.

ARTICLE IV
Officer Qualifications and Vacancy

Section 400: Qualifications of Officers.

- a. No person(s) will be eligible to hold an elective or appointive office in this Department unless he/she is a paid-up member in good standing of a Detachment within the Department for at least one year.

Section 410: Vacancy in Office:

- a. In the event of a vacancy in the office of Commandant, the Senior Vice-Commandant will automatically succeed to the office of Commandant.

- b. In the event of a vacancy in any other elective office, the Department Commandant will appoint a member from the membership roster of the Department for the remainder of the term of office so vacated. Said appointment is subject to approval by the Board of Trustees.
- c. In the event of the office of Commandant and Senior Vice-Commandant becoming vacant simultaneously, the Board of Trustees will meet in a special session as soon as possible thereafter, and elect from the membership roster of the Department a member to fill the said vacancies for the remainder of the term of office so vacated. The presiding officer at such meeting will be the senior officer present. In the event of a tie, the Junior Past Commandant will cast the deciding ballot.

Section 415: Removal of Officers:

- a. When a Department Elected or Appointed Officer fails to carry out the duties of his/her office or by his/her actions brings discredit to the Department, said officer may be removed by a vote of a simple majority of Board of Trustees.

ARTICLE V
Conventions, Conferences, Staff Meetings

Section 500: National Convention:

- a. It is encouraged that the Department Commandant attend the National Convention or at least send a representative for the Department of Iowa to attend. National convention usually held in August.
- b. The Department Commandant or his/her representative may receive a sum of monies not to exceed fifteen (15) percent of the Department's financial assets, including savings accounts, up to \$800.00 Said monies shall be used to help defray expenses accrued for attending the Marine Corps League National Convention.

Section 505: Midwest Conferences:

- a. It is strongly encouraged for the Department Commandant and his/her officers attend the two Midwest Division Conferences usually held in April and September.
- b. At this time there is no reimbursements for these conferences **This will be discussed further at the Department Convention of 2020.**

Section 510: Department Staff Meetings:

- a. The Department Commandant will set the time and place for his/her spring and fall staff meetings. Usually held in March or April for the Spring and September or October for the fall staff meetings.

- b. Though personal attendance is encouraged for Department meetings, remote meetings such as video conferencing or conference calls are allowed. It is the responsibility of those in remote locations to ensure that only Members in Good Standing are allowed to attend these events remotely.

Section 515: Department Convention:

- a. The Department Convention is usually held in June. Location and dates are voted on at the previous year Department Convention
 - 1. The host Detachment usually gives the Commandant a complimentary room, hospitality room pass and banquet meal.
- b. Delegates
 - 1. Each Detachment reserves the right to appoint Delegates and Alternates to represent them at the Department Convention.
 - 2. Delegates must have current membership card and properly executed and signed credentials, and must be registered with and approved by the Convention Credentials Committee.
 - 3. Detachment voting strength will be determined by National roster of members in good standing 30 days prior to the convention.
 - 4. Delegate voting strength is one delegate per ten full members in good standing and one vote for any part of ten members in good standing.
 - 5. Associate and Honorary members do not count toward detachment's voting strength.
 - 6. Alternate delegates may be selected but may only vote if a standard delegate is unable to vote.
- c. Fees
 - 1. Delegate and Alternate fees will be \$5.00, Advance Registration will be \$3.50 such fee will be accompanied by official, properly executed credential form and received by the Department Paymaster no later than 30 April. Monies collected from these fees will be given to the host Detachment of the Convention.

Section 520: Quorum for Department Convention and Staff Mtg:

- a. The minimum number required to transact the regular and legal business of a Department Convention will be Majority of Elected officers and a Majority of Detachment's represented with one or more members present.

- b. The minimum number required to transact the regular and legal business of a Department Staff Meeting will be a majority of all Detachments in good standing within the Department represented.
- c. The minimum number required to transact the business of a Board of Trustees Meeting will be a simple majority of elected Department Officers.

ARTICLE VI **Finance**

Section 600: Dues:

- a. The Department of Iowa collects \$4.00 dues per person each annual renewal from the membership, and a small endowment which varies from year to year from National for each Life Member.
- b. The Department also collects an assessment of \$500.00 from each detachment every year to pay for the Marine of the Year awards that are given out.

Section 605: Fundraising:

- a. Fund raising will not violate and Federal, State or Municipal Law or Ordinance or reflect discredit upon the Marine Corps League.
- b. Department members must receive approval from the Department Commandant prior to engaging in any fund-raising activities on behalf of the Department of Iowa Marine Corps League. All funds raised in such activities must be turned into the Department of Iowa Paymaster.
- c. If in any metropolitan area, there is more than one Detachment and it is desired by a Detachment to conduct a fund-raising project, said Detachment will advise all other Detachments in the area of its intentions and request approval. Any Detachment opposing the project must first file objections within 15 days to the Detachment proposing the project and with the Department Commandant. The Department Commandant's decision will stand unless appealed higher through the chain of command.

ARTICLE VII **Uniforms**

Section 700: Uniforms. The minimum Marine Corps League uniform is the Basic Cover. While wearing the Basic Cover, you are considered in uniform and under arms. The cover is always worn indoors and out, even in church, and is removed only during prayer. Ownership of any uniform is not required as a condition of membership in the Department. The Department encourages all members to obtain and maintain in good repair, the approved uniforms of the Department and the Marine Corps League. Uniform regulations and policies of the Department shall conform to the policies of the National Uniform Committee, as approved by National and Department policies.

ARTICLE VIII
Amendments

Section 800: Department Administrative Procedures Amendments. The Department Administrative Procedures may be revised, amended, or repealed by a majority vote of the members at Department Convention. The proposed revision, amendment, or repeal shall be submitted to the Department Judge Advocate once approved by the general membership. The Amended Administrative Procedures will take affect at the close of current Convention.

Section 810: National and Department Administrative Procedures. In the event any issue arises that is not covered by these bylaws, the Department shall seek the advice of the National Judge Advocate.

Section 815: Distribution.

- a. The current edition of the Department of Iowa Administrative Procedures with any published changes shall be posted on the Department website OR if no website is available, sent by e-mail or USPS for access and review by all members of Department.
- b. Any member of the Marine Corps League may request a copy of the Departments Administrative Procedures.

Section 820: Clerical Errors and Revision History.

The Board of Trustees shall have the authority to identify, and correct clerical errors in the Department Administrative Procedures where the error is clearly evident, and the correction shall make no material change to the intent, form, or function of the bylaws.

Marine Corps League Department of Iowa Administrative Procedures will not have revision numbers. Instead, the Revision Date is used to identify current edition of the Bylaws.

ARTICLE IX
Dissolution

Section 900: Dissolution. Upon the dissolution of the organization, assets shall be distributed For one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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Judge Advocate Department of Iowa MCL