



# MARINE CORPS LEAGUE

National Headquarters

20 September 2015

## **CHANGE 21**

From: National Headquarters

To: Distribution List

Subj: NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES CHANGES APPROVED AT THE  
2015 NATIONAL CONVENTION IN SCOTTSDALE, ARIZONA

Ref: 1987 Edition of the National Bylaws and Administrative Procedures  
Reprinted February 2010

Encl: (1) Instructions and New Page Inserts  
(2) 2015 Effective Page Checklist

1. **Background.** At the 2015 National Convention held at Scottsdale, Arizona there were seven (7) proposed Bylaw changes, six (6) of which were approved, and one (1) was withdrawn. There were six (6) proposed Administrative Procedure changes, two of which were approved and four (4) were rejected. Four (4) changes to Enclosure Three (3) were proposed, two (2) of which were approved and two (2) were rejected. There were six (6) changes to Enclosure Four (4) proposed, two (2) of which were approved, three (3) were rejected and one (1) was withdrawn.

## 2. **Summary of Changes**

- a. Proposed Bylaw Change 1 (Include Assistant NVC in all Board Meetings) was adopted as amended.
- b. Proposed Bylaw Change 2 (Add March to the months for the Mid-Winter) was approved as amended
- c. Proposed Bylaw Change 3 (Similar to Proposal 2) was withdrawn.
- d. Proposed Bylaw Change 4 (Bonding Certificates for Departments) was approved.
- e. Proposed Bylaw Change 5 (Disbursement of PLM Fees) was approved.
- f. Proposed Bylaw Change 6 (Prohibit Re-Issue of Membership Numbers) was approved.
- g. Proposed Bylaw Change 7 (Bonding Certificates for Detachments) was approved.
- h. Proposed Administrative Procedure Change 1 (Correct Registration Details) was approved.
- i. Proposed Administrative Procedure Change 2 (Change Procedure for setting Registration Fees) was rejected

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j. Proposed Administrative Procedure Change 3 (Require Extensive Fee to File Grievance or Disciplinary Charge) was rejected.

k. Proposed Administrative Procedure Change 4 (Assign Grievance Determination to Detachment) was rejected.

l. Proposed Administrative Procedure Change 5 (Add Stolen Valor to Chapter 9) was rejected.

m. Proposed Administrative Procedure Change 6 (Major Re-Write of large Portions of Chapter 9) was approved as amended

n. Proposed Enclosure Three (3) Change 1 (White Duty Belt) was adopted.

o. Proposed Enclosure Three (3) Change 2 (Enclosure Revised and Reformatted) was adopted as amended.

p. Proposed Enclosure Three (3) Change 2 A (Eliminate MODD Patch on Undress uniform) was rejected.

q. Proposed Enclosure Three (3) Change 3 (Add additional Miniature Ribbons to Uniforms) was rejected.

r. Proposed Enclosure Four (4) Change 1 (Rewrite of Enclosure Four (4)) was rejected.

s. Proposed Enclosure Four (4) Change 2 (Wear MOY Medallion on Undress Uniform) was rejected.

t. Proposed Enclosure Four (4) Change 3 (Add Ceremonial Guard Ribbon) was approved.

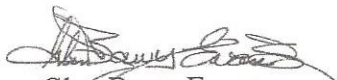
u. Proposed Enclosure Four (4) Change 4 (Add Ceremonial Guard Medal) was rejected.

v. Proposed Enclosure Four (4) Change 5 (Rewrite Enclosure Four (4)) was withdrawn.

w. Proposed Enclosure Four (4) Change 6 (Insert New Standard Form) was approved.

3. Enclosures (1) and (2) detail the action required to complete Change 21.

Submitted

  
Glen Barry Evans

Reviewed and Approved

  
Johnny B. Baker  
National Judge Advocate

DISTRIBUTION:

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

## **CHANGE 21 - ENCLOSURE 1**

### **INSTRUCTIONS AND NEW PAGE INSERTS**

#### **DISCUSSION**

There are several Formatting Initiatives in Change 21. None of these changes any the text of the National Bylaws and Administrative Procedures and their Enclosures. The only changes to the text are those Amendments approved at the 2015 National Convention in Scottsdale, AZ. The Formatting Initiatives are:

- A. All previous Change Documents in the front of the book are to be removed. Only the Documents for the last change will be retained in the book. The Documents for the previous Changes may be retained in a separate History File.
- B. The designation of the Change Numbers for the Sections and/or Paragraphs which have been modified is now a small box on the left margin and is less intrusive on the text. This will be uniformly applied on the Complete Version posted on the MCL National Web Site.
- C. In addition to the page numbers at the bottom of the page, the latest change to that page is also listed. The page number will be at the outer margin, and the change number will be on the inner margin, i.e.

Odd Numbered pages:

CH 17

BL 4-1

Even Numbered Pages

BL 4-2

CH 21

- D. A separate Table of Contents has been added for each of the three divisions; Bylaws, Administrative Procedures and Enclosures.
- E. A List of Effective Pages has been added to allow the holder to verify that their book does have all the correct pages. It is laid out in sets three columns, the first column being the page number, the second shows the last (latest) change applied to that page and the third is blank for the holder to put their mark when verifying the pages.

Note that each page number and change is unique. In the example above, page BY 4-1 only has Change 17 applied while page BY 4-2 has Change 21. This will not be uncommon even though the pages may be back-to-back.

For the immediate use, the pages that are retained in your book will not have the last change listed at the bottom, so you will have to look through the text to see what the last change is. If no changes have been applied to a particular page, it will show CH 0. When the complete version is placed on the National MCL Web Site it will be in this format. Any reprinting of the book will also follow this format.

#### **ACTION REQUIRED TO EFFECT THIS CHANGE**

1. Remove the Documents for Change 1 through Change 20 in the front of the Book. Retain these in a separate History File. Only the Documents for the latest Change will be retained in the National Bylaws and Administrative Procedures.

2. Replace the following pages in the Bylaws.
  - A. Remove pages BL 2-5 and BL 2-6 and replace with BL-2-5 and BL2-6 in this Enclosure.
  - B. Remove pages BL 4-1 and BL 4-2 and replace with BL-4-1 and BL 4-2 in this Enclosure.
  - C. Remove pages BL 5-3 and BL 5-4 and replace with BL-5-3 and BL 5-4 in this Enclosure.
  - D. Remove pages BL 6-9 through BL 6-12 and replace with BL 6-9 through BL 6-12 in this Enclosure.
3. Replace the following pages in the Administrative Procedures.
  - A. Remove pages AP 2-1and AP 2-2 and replace with AP 2-1and AP 2-2 in this Enclosure.
  - B. Remove pages AP 9-1 through AP 9-22 and replace them with AP 9-1 through AP 9-32 in this Enclosure.  
Retain Attachment 1 through 8 of Chapter 9 behind Page AP 9-32.
4. Replace the following pages in the Enclosures.
  - A. Remove Enclosure Three (3) Pages 1 through 12 and replace them with the pages Enclosure (3)-1 through Enclosure (3)-12 in this enclosure.  
Retain the Enclosure Three (3) Attachment 1 behind page Enclosure (3)-12.
  - B. In Enclosure Four (4) remove pages Enclosure Four (4)-3 and Enclosure Four (4)-4 and replace them with Enclosure Four (4)-3 and Enclosure Four (4)-4 in this Enclosure.
  - C. In Enclosure Four(4) remove pages Enclosure Four (4)-11 and Enclosure Four (4)-12 and replace them with Enclosure Four (4)-11 and Enclosure Four (4)-12 in this Enclosure.
  - D. In Enclosure Four (4) remove pages Enclosure Four (4)-21 through Four (4)-28 and replace them with Enclosure Four (4)-21 and Four (4)-22 in this Enclosure.
5. Insert the three new Table of Contents documents as follows:
  - A. Insert the Table of Contents for the Bylaws immediately behind the Bylaws Cover Page.
  - B. Insert the Table of Contents for the Administrative Procedures immediately behind the Administrative Procedures Cover Page.
  - C. Insert the Table of Contents for the Enclosures immediately behind the Enclosures Cover Page.
6. Utilize the enclosed Effective Page Checklist (Enclosure 2) to verify your copy of the Bylaws and Administrative Procedures is correct and up to date
7. File the CHANGE 21 Cover Letter, these INSTRUCTIONS and the 2015 EFFECTIVE PAGE CHECKLIST behind the outer cover of the BYLAWS AND ADMINISTRATIVE PROCEDURES.

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**CHANGE 21 – 2015**

Use these checklists to insure that your copy of the National Bylaws, Administrative Procedures and Enclosures is up to date.

For the newer printing, the change is at the bottom of the page. For the newer printing, you will have to observe the latest change shown on the page.

Once you have verified the pages, file these checklists according to the Instructions

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(4) The National Judge Advocate may not hold the office of Judge Advocate in either his Department or Detachment. If this be the case, then the resignation from the lower office shall be required upon being sworn into the National Office.

(e) **NATIONAL VICE COMMANDANTS OF DIVISIONS** shall:

(1) Be held accountable to the National Board of Trustees for the care and proper administration of their Division.

(2) Arrange for, convene, and supervise not less than one (1) Division Conference each year for the purpose of discussing Division problems, planning and executing means and methods of strengthening and increasing the effectiveness of the Division.

(3) Arrange for detailed schools of instruction.

(4) Make every continuing effort to establish new detachments and departments within their Division. The National Vice Commandants may institute a PROVISIONAL Department in any State having one or two legally established detachments and appoint a PROVISIONAL Department Commandant and Aides from within those detachment(s), the task of organizing sufficient additional detachment(s) to create a permanent department within one (1) year of the date from the creation of the Provisional Department.

CH 2  
1996

(5) Appoint a Division Adjutant/Paymaster and a Division Sergeant-At-Arms, and a Division Aide-de-Camp in each department within their respective divisions, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the Division.

(6) All National Division and Assistant Vice Commandants handling Division monies shall be bonded. The National Division and Assistant Vice Commandant and the Division Adjutant/Paymaster or Division Paymaster, whichever is applicable, will be covered under a blanket bond, paid for by National Headquarters.

(7) The National Assistant Division Vice Commandant will represent his Division in the absence of the National Division Vice Commandant.

CH 21  
2015

(a) Permitted to attend all National Board of Trustees Meetings to include Executive Sessions, as non-board members, unless representing their Division in the absence of the Division National Vice Commandant.

(b) Perform additional duties as directed by the National Division Vice Commandant.

(c) All authorized expenses of the National Assistant Division Vice Commandant, approved by the National Division Vice Commandant, will be charged against the allocated budgeted amount for that National Division Vice Commandant.

(f) **JUNIOR PAST NATIONAL COMMANDANT** shall be a full voting member of the National Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League. The Junior Past National Commandant shall preside at all Past National Commandant Council Conferences, seeking therein to build membership strength.

**SECTION 215 - VACANCY** - The order of succession to the office of National Commandant shall be (1) National Senior Vice Commandant, and (2) National Junior Vice Commandant. In the event of other vacancies on the National Board of Trustees, the National Commandant, with the advice and consent of the remaining Board members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the National Board of Trustees or in the case of removal from office for cause.

### **SECTION 220 - BOARD MEETINGS**

(a) The National Board shall meet:

(1) Annually, immediately prior to each National convention to close out the executive administration of the National Board of Trustees from that fiscal year; to finalize preparation for the ensuing convention (Administrative Procedures, Chapter Two, Section 210); and to identify pending and unaccomplished executive actions warranting further action by the Convention or by the National Board of Trustees during the ensuing fiscal year.

(2) Annually, immediately after adjournment of each National Convention for the purpose of selecting appointive National Officers and Standing committees and for the transaction of such other business as may properly come before it.

CH 21  
2015

(3) Annually, during the month of January, February or March (to be known as the Mid-Winter National Staff Meeting) at a location chosen each year by the National Board of Trustees.

(4) At the call of the National Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the conduct of polling by the National Adjutant/Paymaster of the National Board of Trustees prior to the issuance of the call for a special Board meeting.

CH 16  
2010

(b) The conduct of business at all National Board Meetings shall be governed by the National Bylaws and Administrative Procedures, and the parliamentary reference shall be the current edition of *Robert's Rules of Order Newly Revised*, in accordance with Section 150 of these Bylaws.



**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENTS**

**SECTION 400 - BYLAWS** - A Department Convention may adopt Department Bylaws and Administrative Procedures which are not inconsistent with the National Charter or the National Bylaws and Administrative Procedures, provided they have been approved by the National Judge Advocate and provided further that a copy of such approved Bylaws and Administrative Procedures are on file at National Headquarters.

**SECTION 405 - OFFICERS** - A Department may have such elected and appointed officers as required by its Department Bylaws or in the absence of Department Bylaws as its Department Convention desires. Each Department, however, must elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, and a Judge Advocate. The Department shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant, Paymaster or an Adjutant/Paymaster. The standard report of Officers and Installation of Department Officers must be received at National Headquarters **NOT LATER THAN JULY 31 ANNUALLY**. The Department Commandant and the Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a blanket bond held and paid for by National Headquarters (Article 8, Section 815 applies).

**SECTION 407 - ELIGIBILITY AND TERM LIMITS FOR OFFICERS**

CH 5  
1999

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

CH 5  
1999

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

CH 14  
2008

**SECTION 410 - MEETINGS** - Each Department shall hold one convention each year between April 1 and prior to the National Convention, but no later than July 31. Department Staff meetings may be held as desired. The Department Charter or a copy, the National Ensign, and a Bible shall be displayed at all business sessions of the convention.

CH 17  
2011

**SECTION 415 - TRUSTEES** - The elected Officers of the Department shall be the Department Board of Trustees; however, a Department Convention is authorized to appoint the outgoing Department Commandant or a Past Department Commandant to serve a one-year term as a member of the Board of Trustees. No individual member of the Department shall serve in more than one position on the Board of Trustees.

CH 4  
1998

**SECTION 420 - DEFAULT** - When a Department is in default of payment of monies from any source due National Headquarters or fails to submit its Department Officers Installation Report as of July 31, prior to the ensuing National convention, such fact shall be reported by the National Comptroller to the National Convention Credentials Committee. The Department and its officers who do not comply with Article One, Section 10S( c) will not be recognized at the National Convention.

**SECTION 425 - FREEDOM OF ACTION** - Unless expressly forbidden by any section of the National Bylaws and Administrative Procedures a Department Convention and/or a Department Staff meeting shall be free to take such action and engage in such activities as are not in violation with Federal, State, County, or Municipal Law or Ordinances.

**SECTION 430 - CHARTER SUSPENSION, REVOCATION**- When a Department Charter is suspended or revoked, the National Board of Trustees upon written authorization by the National Commandant, certified by the National Adjutant/Paymaster, shall have the authority to assume the custody of all of the affected Department assets, both real and personal. These properties and assets shall be turned over to the National Adjutant/Paymaster. The affected properties and assets will devolve to the control of the National Board of Trustees until a new Department is formed at which time the affected properties and assets revert to the newly formed Department.

**SECTION 435 - QUORUM** - The quorum for Department Conventions and for Department Staff Meetings may be set by the Department Bylaws or in the absence thereof, by the Department Convention.

CH 21  
2015

**SECTION 440 - BONDING** Department Commandants, Department Adjutant/Paymasters or Paymasters, as applicable and Officers authorized by the Department Commandants to handle Department 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. The Department at the expense of the Department shall arrange any additional bonding coverage desired for Department Officers. (Article Eight; Section 815(m) applies).

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 21  
2015

**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. The Detachment at the expense of the Detachment shall arrange any additional bonding coverage desired for Detachment Officers. (Article Eight; Section 815 (m) applies). In accordance with the terms of the League's Commercial General Liability Policy, the "Coverage Territory" includes the United States of America (including its territories and possessions), Puerto Rico and Canada. The same holds true for the Bonding Policy. Existing off-shore Detachments and all newly forming off-shore Detachments will be responsible for securing their own Commercial General Liability Policy and Officer Bonding Policy. The Marine Corps League Inc. must be named as an "Additional Insured" in each policy and must also be "Held Harmless" in an addendum to such policies. A "Summary of Coverage's" and a copy of the policies must be submitted to National Headquarters annually by all off-shore Detachments indicating that the referenced insurance policies are current.

**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  
2008

(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  
2005

**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  
1997

(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  
2002

#### **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

Age Category	MCL 2014
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0-35	\$500.00
36-40	\$400.00
41-50	\$400.00
51-64	\$300.00
65- over	\$200.00

(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

CH 21  
2015

(b) National Headquarters shall retain fifty dollars (\$50.00) of the **LIFE MEMBER** fee, for administrative costs in processing the new **LIFE MEMBER**, to include a metal plate and paper card. For the years, F.Y. 16, F.Y. 17 and F.Y. 18, fifty percent (50%) of all new Life Member fees received after the administrative cost is deducted, will be designated for the General Fund. The remaining sum shall be placed in investments that are secure and are intended to produce maximum income with minimum risk.

CH 10  
2004

(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  
1995

(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  
2004

(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.

(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, or 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 # issued - #173 and prior)

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

(3) Determine the number of NEW PLM PARTICIPANTS: NPLMP

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

(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)

**SECTION 646 - CERTIFICATION OF LIFE MEMBERS**- Each Detachment will 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.

**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.

**SECTION 651- RESIGNATION**

(a) The member will submit his/her resignation from the Marine Corps League to the National Commandant via the Department Commandant and the Division National Vice Commandant with a copy to the Detachment Commandant. In the event that the member has pending Chapter Nine charges against him/her, the member must resign "with prejudice".

(b) After consultation with the Detachment Commandant, the Department Commandant will forward the resignation to the National Commandant via the Division National Vice Commandant within fourteen (14) calendar days, stating:

- (1) The circumstances of the resignation; and
- (2) His/her recommendations, if any.

(c) The Division National Vice Commandant will forward the resignation to the National Commandant within fourteen (14) calendar days with comments, if any.



(d) The National Commandant will:

(1) Accept the resignation and direct the National Adjutant/Paymaster to remove the member from the rolls. He/she will then forward the original resignation to the National Executive Director.

**OR**

(2) Determine alternate administrative action.

(e) If directed by the National Commandant, the National Adjutant/Paymaster will remove the member from the rolls and notify the member by USPS mail that his/her name has been removed from the rolls effective retroactively do the date of the resignation letter, with an e-mail copy to the Division National Vice Commandant and the Department Commandant who will inform the Detachment Commandant.

(f) The member forfeits his/her life membership by resigning. The money paid for the life membership and any remaining "regular membership" dues is not refundable.

(g) Unless the resignation was "with prejudice" - to rejoin the Marine Corps League the member must apply as a new member to a detachment of his/her choice.

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2015

**SECTION 652- MEMBERSHIP NUMBERS** – When a new Member is joined into the Marine Corps League, they shall be assigned a new sequential Membership Number immediately following the Membership Number assigned to the Member immediately preceding them. Once assigned, the Membership Number will be maintained for that particular Member. Membership Numbers once assigned will not be reassigned to another Member even though the original Member may have died, become delinquent and dropped off the Membership Rolls, have Resigned, or have been Expelled from the Marine Corps League. The same stipulation applies to the Paid Life Membership Number.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER TWO**  
**NATIONAL CONVENTION**

**SECTION 200 - MEETINGS** - The National Convention shall be convened once each calendar year during the month of August unless prevented by national emergency or other unpreventable cause.

CH 1  
1995

(a) Effective with 1998, the Convention shall be rotated within four (4) geographic sections of the country as follows:

(1) **Eastern Quadrant** - consisting of New England, Northeast, and Mideast Divisions.

(2) **Western Quadrant** - consisting of Rocky Mountain, Northwest, and Southwest Divisions.

(3) **Southern Quadrant** - consisting of Southeast and Southern Divisions.

(4) **Central Quadrant** - consisting of Central and Midwest Divisions.

CH 1  
1995

(b) The Division in each geographic quadrant can rotate hosting by Division or compete at their choosing. If no bid is submitted by any Division in the designated quadrant for the subject year, the next quadrant in the rotation becomes the host.

**SECTION 205 - TIME AND PLACE** - The time and place of each National Convention shall be decided by the Delegates present and voting at a National Convention two (2) years in advance, provided that, in an emergency, the present and voting Delegates may assign this duty to the National Board of Trustees.

(a) In the event a Detachment which has committed itself to host a convention (between conventions) decides not to host such convention, then the National Board of Trustees shall automatically assume the executive duty of selecting an alternate location, without requirement of above referenced vote; this action is subject to ratification at the next convention.

(b) Each Detachment shall be provided written notification by the National Adjutant/Paymaster of date and location of each pending convention at least sixty (60) days prior to the opening date of the convention. Such notification to include necessary forms for the Detachment's certification of authorized Delegates and Alternates to such convention.

CH 16  
2010

(c) At the time proposed National Convention bids and locations are presented to the Convention body for consideration, the Chairman of the National Convention Committee shall announce to the body whether or not each bid meets all the requirements outlined in Section 240 and announce whether or not the National Convention Committee believes that the proposed locations are acceptable, and if not, why not. If more than one (1) bid is presented, the Committee should offer a ranking based on their site visits, airline accessibility, etc.

**SECTION 210 - PROCEDURES** - Immediately preceding the convening of each National Convention, the National Commandant and National Board of Trustees will determine and establish the sequence and procedure the business of the Convention shall be conducted, provided such determination is in conformity with the National Bylaws and Administrative Procedures.

CH 16  
2010

**SECTION 215 - RULES OF ORDER** - The National Bylaws and Administrative Procedures shall govern the procedure and conduct of each National Convention. The Parliamentary Authority for Conventions shall be *Robert's Rules of Order Newly Revised*, in accordance with Section 150 of the National Bylaws.

**SECTION 220 - REGISTRATION**

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2015

(a) All approved and certified Delegates, Alternates, Associates, Members and Guests will pay the approved Registration and Advance Registration Fees. Each properly Registered attendee will receive a Convention Program. Advance Registration fees must be accompanied by a properly executed official Credential Form and received at National Headquarters not later than fifteen (15) days prior to the opening of the National Convention.

(b) Registration Fees at the National Convention shall be six (\$6.00) dollars. Advance registration fees shall be five (\$5.00) dollars provided that such fee, accompanied by properly executed official Credential Form is received at National Headquarters not later than fifteen (15) days prior to the opening of the National Convention.

(c) In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Department Commandant (or duly appointed representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the members in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provision of the National Bylaws and Administrative Procedures.

CH 14  
2008

**SECTION 225 - INSTALLATION** - The installation of National Officers shall be conducted with formal ceremony at the banquet closing the National Convention. The National Commandant elect shall select the Installing Officer who shall be the outgoing National Commandant or a Past National Commandant. The National President elect shall select the Installing Officer who shall be the outgoing National President or a Past National President. The Installing Officers shall select necessary aides.

**ADMINISTRATIVE PROCEDURES**  
**CHAPTER NINE**  
**GRIEVANCE AND DISCIPLINE**

CH 21  
2015

**SECTION 900 - DEFINITIONS**

The goal of this chapter shall be to ensure that matters are expeditiously, fairly and justly heard.

**(a) Petitioner.** The Petitioner is the member or Detachment or Department filing a grievance or disciplinary charge. The Petitioner shall be in good standing (See National Bylaws, Section 615(a)). If the Petitioner is a Detachment or Department, each member of the Board of Trustees shall sign the disciplinary charge and state his office.

**(b) Respondent.** The Respondent is the member or Detachment or Department against whom either a grievance or disciplinary action has been filed.

**(c) Grievance.** A Grievance is an injustice which gives grounds for complaint because it is harmful or unjust.

(1) The written grievance shall specify:  
what is alleged to have occurred,  
when it was alleged to have occurred,  
where it was alleged to have occurred,  
the names of the parties and witnesses,  
and such other supporting information as may be necessary to adequately inform the Respondent so a defense may be prepared.

(2) A Grievance does not subject the Member, Detachment, or Department to punishment. The goal of the grievance is to resolve the injustice.

(3) Prior to the written Grievance being filed with the Jurisdictional Judge Advocate, the Grievance may be considered by the Detachment to attempt to mediate the problem.

(4) When a Grievance is filed with the Jurisdictional Judge Advocate (see Section 900(e) below) by the aggrieved Member in accordance with Section 901 of this chapter, the role of the Detachment is then terminated and the Grievance moves forward in accordance with those procedures.

**(d) Disciplinary Charges.** A Disciplinary Charge is a formal accusation that a member, Detachment, or Department has violated the Bylaws or Administrative Procedures of the Marine Corps League and disciplinary punishment is sought. The Charges shall reference the subsection of Section 913 or section of the National Bylaws violated.

(1) A Disciplinary Charge shall specify:  
what is alleged to have occurred,  
when it was alleged to have occurred,  
where it was alleged to have occurred,  
the names of the parties and witnesses,  
and such other supporting information as may be necessary to adequately inform the Respondent so a defense may be prepared.

(2) Detachments **do not** have **any** disciplinary jurisdiction upon any member.

**(e) File.** A Grievance or Disciplinary Charge is filed by submitting the original of the document with the Jurisdictional Judge Advocate by certified mail return receipt requested. A Grievance or Disciplinary Charge is filed and the Chapter Nine procedures triggered thereby become effective the date it is received by the Jurisdictional Judge Advocate.

**(f) 75 Day Clock.** The time period from the date the Grievance or Disciplinary Charge is filed to the date the Jurisdictional Judge Advocate publishes the written decision of the Hearing Board. Various sections of Chapter Nine have time milestones that must be met during the 75 day period.

**(g) Appointing Authority.** The Department Commandant of the Department where the Grievance or Disciplinary Charge has been filed or the National Commandant in the case of national charges.

**(h) Jurisdictional Judge Advocate.** The Department Judge Advocate or the National Judge Advocate depending on which level has jurisdiction. In the event of disqualification of the Department Judge Advocate or the National Judge Advocate, the member appointed to replace him.

**(i) Counsel.** A member of the Marine Corps League selected by the Petitioner or the Respondent to represent him in prehearing, hearing, and post-hearing procedure under Chapter Nine. The member selected must be:

- (1) in good standing and
- (2) a member of the Marine Corps League for at least a year.

**(j) Party.** Party means the Petitioner or Respondent.

**(k) Member.** Member means a Member of the Marine Corps League.

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

**SECTION 900A-RULES OF EVIDENCE**

(a) **Rules of Evidence.** The rules of evidence prevailing in courts of law and/or equity shall not be controlling in actions under this chapter.

(b) **Admissibility and Credibility.** All questions of admissibility of evidence and the credibility of witnesses and evidence shall be determined by the Hearing Board. The Board's ruling shall not be overturned on appeal unless the ruling is clearly in error.

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

(d) **Burden of Proof.** The Petitioner has the burden of proving his allegations. Any countercharges made by the Respondent must be proved by the Respondent.

(e) **Standard of Proof.** The Petitioner must prove the allegations by a preponderance (51%) of the evidence.

(f) **Admissibility.** To be admissible, evidence must be relevant and trustworthy.

(1) **Relevant:** evidence having any tendency to make the existence of any fact that is of consequence to the determination of the disciplinary charge or grievance more probable or less probable than it would be without the evidence;

(2) **Trustworthy:** there is no compelling reason not to believe the information from the witness or in the exhibit.

(g) **Objections.** Either party or a board member may object to the admission of an exhibit or facts testified to by a witness based on the standard in Section 900A(f) above.

(1) The party will state the basis for the objection and facts to support the objection.

(2) The chairman of the Hearing Board shall rule on the objection as: (i) "overruled"; or (ii) "sustained," in which case the evidence may not be considered by the Hearing Board in deliberations.

**SECTION 900B-RULES OF PREHEARING PROCEDURE.** The rules of procedure prevailing in courts of law and/or equity shall not be controlling in actions under this chapter. All questions as to the regularity of the proceedings shall be determined by the Hearing Board. The Hearing Board's ruling shall not be overturned on appeal unless the ruling is clearly in error. The goal of this chapter shall be to ensure that matters are expeditiously, fairly and justly heard.

## **PART 1. FILING, SERVICE OF COPIES, CORRESPONDENCE**

**(a) Filing by Petitioner and Respondent.** Petitioner and Respondent shall submit all documents required to be filed by this chapter by certified mail return receipt requested.

**(b) Correspondence and Service of Copies by Petitioner and Respondent.** Copies and correspondence from and to the Petitioner and Respondent required by this chapter shall be served by certified mail return receipt requested.

**(c)** 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.

**(d) Electronic Communications.** The use of electronic communications such as email and fax notices:

(1) are not sufficient for filing, copy, or notice purposes except as permitted below for the National Board of Trustees and

(2) do not meet deadlines as set forth in this chapter.

**(e) 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.

**(f) Filing Grievance or Disciplinary Charge.** The Petitioner shall file the Grievance or Disciplinary Charge in writing with the Jurisdictional Judge Advocate by certified mail return receipt requested.

(1) The day after receipt by the Jurisdictional Judge Advocate is Day One on the 75 day clock.

(2) The Petitioner shall serve copies of the Disciplinary Charge or Grievance upon the Respondent, the Department Commandant, the National Commandant, and the National Judge Advocate by certified mail return receipt requested.

(3) A failure to accept or a refusal to accept certified mail or sign for the receipt of such mail after due notice from the U.S. Postal Service shall be deemed to be good service.

(4) When the Disciplinary Charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the Jurisdictional Judge Advocate.

**(g) Respondent's Reply to Grievance or Disciplinary Charge.** The Respondent shall have ten (10) days to respond to the Jurisdictional Judge Advocate in writing concerning his defense to the alleged grievance or disciplinary charge but need not respond if he so chooses.

**(h) 75 Day Clock.** The Jurisdictional Judge Advocate is responsible for ensuring that the time limits of the 75 day clock in the various sections of Chapter Nine are met as closely as possible.



**(i) Computing Time Limits in Sections.**

(1) The day after the date of receipt of a document is counted as Day One (1).

(2) The postmark on USPS mail is considered the date of filing for purposes of computing whether a document has been filed within the time limits stated in the applicable section.

(A) On Certified mail the postmark on the certified receipt is the date of filing.

(B) On first class mail the postmark on the envelope is considered the date of filing.

(C) In the absence of a postmark or an illegible postmark the postmark is presumed to be the date of the document. The presumption may be rebutted.

(3) The day after the date of:

(1) receipt of certified mail return receipt requested as shown on the green card or

(2) refusal to accept certified mail return receipt requested is day one of the period to respond to the enclosed document.

(4) First class mail is presumed to be received four (4) days after the date of postmark and the fifth day is Day One of the time period in effect.

(5) Proof of timely filing or service is on the proponent. A certified mail receipt issued and postmarked by the U.S. Post Office at the time of mailing constitutes proof of date of filing or service.

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**PART 2. PREHEARING DUTIES**

**(j) Counsel.** If a party will be represented by counsel, that party shall notify the Jurisdictional Judge Advocate of the name of the counsel within five (5) days after counsel accepts the party's request.

**(k) Petitioner's Witnesses.** The Petitioner is responsible to invite witnesses to testify on his behalf. The Petitioner may submit notarized statements from any witness that cannot appear at the hearing in person.

**(l) Respondent's Witnesses.** The Respondent is responsible to invite witnesses to testify on his behalf. The Respondent may submit notarized statements from any witness who cannot appear at the hearing in person.

**(m) Notice of Hearing.** The Jurisdictional Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

(1) A request for a change of hearing date or location shall be filed in writing with the Jurisdictional Judge Advocate, who shall immediately forward the request to the Chairman of the Hearing Board. The Chairman shall respond in writing to the request using his best judgment. Copies of the request and the Chairman's ruling shall be attached to the record as a Board exhibit.

(2) With the notice the Jurisdictional Judge Advocate shall enclose copies of Section 900, Section 900A, Section 900B, Section 901 or Section 904, Section 909, and Section 909A.

(3) If the Respondent is absent from the hearing the Jurisdictional Judge Advocate shall make the return receipt (green card) a Board exhibit to document notice.

**(n) Notice of Composition of Hearing Board.** The Jurisdictional Judge Advocate shall notify the Petitioner and Respondent of the names of the members appointed to the Hearing Board no less than twenty (20) days prior to the convening date of the Board.

**(o) Challenges to Members of the Hearing Board.**

(1) Both the Petitioner and Respondent shall have ten (10) days from the date of receipt of the notice to challenge in writing any appointed member. A challenge shall be filed with the Jurisdictional Judge Advocate. Absent a timely challenge, the Hearing Board shall be deemed to be fair and impartial.

(2) Petitioner and Respondent shall each have one preemptory challenge. All other challenges must be for good cause.

(3) The Jurisdictional Judge Advocate is not subject to challenge except for good cause. If the challenge to the Jurisdictional Judge Advocate is sustained, the appointing authority will appoint a replacement, preferably a past National Judge Advocate or Past National or Department Commandant.

(4) After conferring with the Jurisdictional Judge Advocate, the appointing authority shall determine if the challenge(s) is sustained.

(5) The appointing authority will appoint replacements for all sustained challenges and the Jurisdictional Judge Advocate will notify the Petitioner and the Respondent of such replacements. Replacements are subject to challenge for good cause. The challenge shall be made within ten (10) days of receipt of the notification.

(6) When challenges are made to the composition of the Hearing Board, it may cause the process to be more lengthy than would fit into the normal timing of the sample chronology suggested in Attachment 3. In such case, the appointing authority will have the authority to adjust the timeline accordingly and will ensure that all parties are notified on a timely basis.

(7) Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board.

**(p) Parties Lists of Exhibits and Witnesses to Jurisdictional Judge Advocate.** Not less than fifteen (15) days before the hearing, the Petitioner and the Respondent shall mail to the Jurisdictional Judge Advocate a complete list of witnesses and copies of

(1) notarized statements from any witness who cannot appear at the hearing in person and

(2) all exhibits to be offered into evidence.

Any witness not listed or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

**(q) Jurisdictional Judge Advocate Lists to Petitioner and Respondent.** The Jurisdictional Judge Advocate will mail to the Petitioner and Respondent:

(1) A list of witnesses to be called by the Board;

(2) Copies of all exhibits with exhibit numbers to be introduced by the Board;

(3) A list of all witnesses to be called by the parties; and

(4) Copies of all exhibits with exhibit numbers or letters provided by the Petitioner and the Respondent not less than five (5) days prior to the convening of the Hearing Board.

**(r) Motion of Failure to Follow Procedure.**

(1) A complaint of failure to comply with the prehearing procedure required in Chapter Nine shall be made in writing with supporting exhibits attached and filed with the Jurisdictional Judge Advocate not later than five days prior to the date of the hearing.

(2) The motion shall state: (a) the procedure allegedly not followed and pertinent section, (b) the facts supporting the allegation of failure and (c) the remedy asked.

(2) The proponent shall serve the other party a copy at the time of filing.

(3) Allegations of failure of Jurisdictional Judge Advocate to comply with Section 900B(q) above may be presented in writing at the hearing.

(4) The motion shall be argued at the hearing prior to evidence being taken and ruled on by the Chairman.

(5) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

## **SECTION 901-GRIEVANCES**

**(a) Written Grievance.** If a member, detachment, or department has a grievance against another member, detachment, or department, the following procedure will be followed:

(1) Prior to the grievance being filed with the Jurisdictional Judge Advocate, the grievance may be considered by the Detachment to mediate the problem. When a grievance is filed with the Jurisdictional Judge Advocate by the aggrieved member, the role of the Detachment is then terminated and the grievance moves forward in accordance with Section 901.

(2) The Petitioner shall file the grievance in writing with the Jurisdictional Judge Advocate clearly stating the basis for the grievance. The grievance shall specify: what is alleged to have occurred, when it was alleged to have occurred, where it was alleged to have occurred, the names of the parties and witnesses, and such other supporting information as may be necessary to adequately inform the Respondent so a defense may be prepared.

(3) The Petitioner shall serve a copy of the grievance upon the Respondent, the Department Commandant and the National Judge Advocate by certified mail return receipt requested.

(4) A failure to accept or a refusal to accept certified mail or sign for the receipt of such mail after due notice from the USPO shall be deemed to be good service.

(5) The Respondent shall have ten (10) days to file a written response with the Jurisdictional Judge Advocate by certified mail return receipt requested stating his defense to the alleged grievance but need not respond if he so chooses.

**(b) Jurisdictional Judge Advocate Action.**

(1) Upon receiving the grievance, the Department Judge Advocate shall have twenty days in which he shall review the grievance and response (if any) and act as mediator in the dispute.

(2) If the Department Judge Advocate is successful in resolving the grievance, he shall in writing report the settlement to the Department Commandant and serve a copy of the report on the parties and the National Judge Advocate.

(3) If the grievance is not settled, the Department Judge Advocate may conduct an informal investigation to determine the merit of the grievance.

(4) If the Department Judge Advocate determines that the grievance does not have merit, he may dismiss the grievance. The Petitioner may appeal the dismissal to the National Judge Advocate as provided in Section 909A (d).

**(c) Appointment of Hearing Board.** Upon receiving the report from the Jurisdictional Judge Advocate that the grievance is not resolved, the Department Commandant shall then appoint a Hearing Board composed of himself as chairman, the Jurisdictional Judge Advocate and a minimum of two other members. No member of the Petitioner's detachment or the Respondent's detachment may be appointed to a Hearing Board, including the Jurisdictional Judge Advocate and Department Commandant. Appointed Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves from sitting on the Hearing Board. Any challenge to the composition of the Board shall be made in accordance with Section 900B (m) of this chapter.

**(d) Convening the Hearing Board.** The Hearing Board shall convene a hearing at a time and place of its convenience within forty (40) days of the appointing order.

**(e) Notice of Hearing.**

(1) The Jurisdictional Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

(2) The Jurisdictional Judge Advocate shall enclose copies of Section 900, Section 900A, Section 900B, Section 901, Section 909, and Section 909A with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.

**(f) Change of Location or Date.** A request for a change of the hearing date shall be made in accordance with Section 900B (m).

**(g) Notice of Composition of Hearing Board.** The Jurisdictional Judge Advocate shall notify the Petitioner and Respondent of the names of the members appointed to the Hearing Board not less than twenty (20) days prior to the convening date of the Board. The notice is normally sent with the notice of hearing.

**(h) Challenges to Members of the Hearing Board.** A challenge to a member of the Hearing Board shall be made in accordance with Section 900B (o) of this chapter.

**(i) The Hearing.** The hearing shall be conducted in accordance with Section 909 - HEARING PROCEDURE of this chapter.

**(j) Written Summary of the Hearing.** The Jurisdictional Judge Advocate shall write a summary of the hearing as required in Section 909 (u) of this chapter.

(1) If the grievance is 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 proved, the written decision shall so state and the matter shall stand dismissed.

(3) The Jurisdictional Judge Advocate shall serve the written summary within fifteen (15) days of the hearing on the Petitioner and Respondent with copies to the National Commandant, the National Judge Advocate, the Department Judge Advocate, and the Department Commandant.

**(k) Failure to Take Corrective Action.** The failure of a Respondent to take the corrective action directed by the Hearing Board to resolve the grievance which has been proven may be grounds for disciplinary charges filed by the Petitioner or any member not on the Hearing Board.

**(l) Appeal to National Judge Advocate.** Either the Petitioner or the Respondent may appeal the decision of the Hearing Board to the National Judge Advocate. See Section 909A (a) of this chapter for procedure.

**(m) Appeal to National Board of Trustees.** Either the Petitioner or Respondent may appeal the National Judge Advocate's ruling to the National Board of Trustees. See Section 909A (d) of this chapter for procedure.

**(n) Hearing Board Member Expenses.** 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 Department.

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## **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.

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## **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).

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

(a) **Violation of the National bylaws or the National Administrative Procedures.** Whenever a Member, Detachment, Detachment Officer, Department Officer other than the Commandant, or a Member of the Board of Trustees of a Detachment or Department violates the National bylaws or the National Administrative Procedures of the Marine Corps League, a Petitioner may file a disciplinary charge(s) against said Member, Detachment, Detachment Officer, Department Officer, or a Member of the Board of Trustees of a Detachment or Department.

(b) **No Detachment Jurisdiction.** Detachments **DO NOT** have disciplinary jurisdiction over any member.

### **(c) Filing Disciplinary Charge(s)**

(1) A Petitioner shall file a written disciplinary charge(s) setting forth in detail the basis for the disciplinary charges (See Section 900(d)) with the Department Judge Advocate by certified mail return receipt requested.

(2) When a disciplinary charge is filed, the Chapter Nine procedures triggered thereby become effective when it is received by the Department Judge Advocate.

(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.

(d) **Response to Disciplinary Charge.** The Respondent shall have 10 days to file with the Department Judge Advocate his written response to the disciplinary charge. He shall serve a copy of the defense on the Petitioner. The Respondent need not respond if he so chooses.



**(e) Department Judge Advocate Action.**

(1) Upon receiving disciplinary charge, the Department Judge Advocate shall have twenty calendar days in which he:

(A) May conduct an informal investigation to determine the merit of the disciplinary charge; and

(B) Should explore the possibility of a negotiated settlement.

(2) If the Department Judge Advocate determines that the disciplinary charge does not have merit, he may dismiss the charge. The Petitioner may appeal the dismissal to the National Judge Advocate as provided in Section 909A (a).

(3) If a settlement is negotiated, the Department Judge Advocate shall in writing report the settlement to the Department Commandant with a copy to the parties and the National Judge Advocate.

(4) If there is merit and no settlement has been negotiated, the Department Judge Advocate shall in writing so inform the Department Commandant.

**(f) Appointment of Hearing Board.** Upon receiving the Department Judge Advocate's report that the disciplinary charge has merit and a settlement has not been reached, the Department Commandant shall immediately appoint a Hearing Board.

(1) The Hearing Board shall be composed of the Department Commandant as chairman, the Department Judge Advocate and a minimum of two other members. No member of the Petitioner's detachment or the Respondent's detachment may be appointed to a Hearing Board, including the Department Commandant and Department Judge Advocate. Hearing Board members who may have a conflict of interest through friendship, marriage, family relationship or prejudice shall recuse themselves.

(2) A challenge to the composition of the Board shall be made in accordance with Section 900B (m) of this chapter.

**(g) Convening of Hearing Board.** The Hearing Board shall convene at a time and place of its convenience within forty days from its appointment.

(1) The Department Judge Advocate shall notify the parties of the date and location of the hearing not less than twenty days prior to the convening date of the Board.

(2) The Department Judge Advocate shall enclose copies of Section 900, Section 900A, Section 900B, Section 904, Section 909, and Section 909A with the notice, which shall state (1) the right to counsel and (2) the requirement to submit a list of witnesses and copies of exhibits.



(3) A request for a change of hearing date or location shall be filed in writing with the Department Judge Advocate within ten days of the receipt of the notice(s). The Department Judge Advocate shall immediately forward the request to the Chairman of the Hearing Board, who shall respond in writing to the request using his best judgment.

**(h) Conducting the Hearing.** The hearing shall be conducted in accordance with Section 909 of this chapter.

**(i) Findings of the Hearing Board.** The findings of the Hearing Board shall be a section of the written summary of the hearing. See Section 909(u)-Hearing Procedure.

(1) The Department Judge Advocate shall write the findings of the Hearing Board within 15 days of the hearing.

(2) The Board shall make a finding of “guilty” or “not guilty” on each charge and specification;

(3) A finding of “guilty” requires a vote for “guilty” by a majority of the Board members;

(4) The findings shall also state the punishment awarded by the Board;

(5) If any disciplinary charge is not proved, the findings shall state “not guilty”; and

(6) A copy of the written summary of the hearing shall be served on the Petitioner, the Respondent, the Department Commandant, the Department Judge Advocate, the National Judge Advocate, and National Adjutant/Paymaster (less exhibits).

**(j) Appeal to National Judge Advocate.** An appeal of the Hearing Board’s decision may be made to the National Judge Advocate by either the Respondent or Petitioner. See Section 909A of this chapter.

**(k) Appeal to National Board of Trustees.** Either the Petitioner or Respondent may file an appeal of the National Judge Advocate’s ruling to the National Board of Trustees. See Section 909A of this chapter.

**(l) Expenses.** The legitimate travel and lodging expenses of the members of the Hearing Board shall be a charge against the Department, which shall reimburse the members upon submission of a voucher to the paymaster of the 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 affect 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 affect 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 (2/3) 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 (2/3) 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, by a two-thirds (2/3) vote, it may 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 affect 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 - HEARING PROCEDURE**

### **PART 1. DUTIES AND RIGHTS AT THE HEARING**

#### **(a) Duties and Rights of Petitioner.**

(1) The Petitioner has the burden of proving the grievance or disciplinary charge by a preponderance (51%) of the evidence. Failure to meet the burden is grounds for dismissing the grievance or disciplinary charge.

(2) The Petitioner is responsible for inviting witnesses to testify on his behalf.

(3) The Petitioner is responsible to present admissible evidence relevant to the grievance or disciplinary charge.

(4) The Petitioner shall file a complete list of witnesses, notarized statements from any witness that cannot appear at the hearing in person, and copies of all exhibits to be offered into evidence with the Jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.



(5) The Petitioner may have a member of the Marine Corps League act as his counsel but the counsel must have been a member of the Marine Corps League for at least a year.

(6) The Petitioner or his counsel has the right to examine and cross examine witnesses.

**(b) Duties and Rights of Respondent**

(1) A Respondent has the right to file a written response with the Department Judge Advocate to a grievance or disciplinary charge filed against him, but need not do so at his choice.

(2) The Respondent is responsible for inviting witnesses to testify on his behalf and to present admissible evidence in his defense relevant to the grievance or disciplinary charge against him.

(3) The Respondent's failure to appear or provide evidence shall not prevent the Hearing Board from making appropriate findings.

(4) The Respondent shall file a complete list of his witnesses, notarized statements from any witness that cannot appear at the hearing, and copies of all exhibits to be offered into evidence with the Jurisdictional Judge Advocate fifteen (15) days prior to the convening of the Hearing Board. Any witness not listed or exhibits offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require.

(5) The Respondent may have a member of the Marine Corps League act as his counsel but the counsel must have been a member of the Marine Corps League for at least a year.

(6) The Respondent or his counsel has the right to examine and cross examine witnesses.

**(c) Duties of the Recorder: Official Recording of the Proceedings**

(1) The chairman of the Hearing Board will appoint a recorder, preferably from the local area, to record the proceedings by audio tape or digital recording. The recorder shall:

(A) Be the sole operator of the recording device;

(B) Maintain a log of audio tape or digital recording activities  
(See Attachment 9-1);

(C) At the close of the hearing, turn over all audio tapes or digital recordings to the Jurisdictional Judge Advocate, who will sign the log as custodian. The recording shall be filed with the written summary of the hearing. See Section 909(u);

(D) A duplicate of the log will be sent with all requests for copies of audio tapes or digital recordings; and

(E) Not participate in the Hearing Board's deliberations.



(2) There will be no audio tape or digital recording of the proceedings other than the official recording taken by the recorder.

(3) The Board will make available to the parties upon written request filed with the Jurisdictional Judge Advocate a copy of the recording of the hearing. The request shall be made in writing within ten (10) days of receipt of the copy of the summary of the hearing.

(4) The cost of reproduction of the audio tapes or digital recordings will be paid by the party requesting the copy.

(5) If the Petitioner or Respondent requests a copy of the recording of the hearing, the thirty (30) day appeal period in Section 909A (a) shall commence upon receipt of the copy of the recording.

**(d) Duties of Sergeant at Arms.** 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.

**(e) Duties of Hearing Board.**

(1) Hearing shall be held in executive session.

(2) The Hearing Board shall conduct the hearing following Section 909 Part 2 below.

(3) The Hearing Board may but is not obligated to invite witnesses and obtain exhibits other than those designated by the Petitioner and the Respondent.

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**PART 2. CONDUCTING THE HEARING**

**(f) Preliminary Events.** The Chairman calls the hearing to order and:

(1) Announces that the hearing will be held in executive session;

(2) Directs the Sergeant at Arms to:

(A) Secure the hearing room: only the members, parties, counsel, and recorder may be present and

(B) Lead the pledge of allegiance.

(3) States who is present and the billet of each person.

(4) Directs the Jurisdictional Judge Advocate to enter the exhibits in the record.

**(g) Exhibits**

(1) Prior to the hearing the Jurisdictional Judge Advocate marks exhibits as follows:

(A) Board Exhibits. At a minimum the following exhibits are marked as board exhibits:

B-1 Appointing and Convening Order;

B-2 Grievance or Disciplinary Charge\*; and

B-3 if Respondent is absent a copy of the Notice of Hearing sent to the Respondent with a copy of certified receipt with postmark and the return receipt (green card) attached.

**NOTE.** \*If the charge(s) or grievance filed does not number or letter the clearly different actions alleged, the Jurisdictional Judge Advocate shall make such designations on the charges filed or on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

(B) Petitioner's Exhibits. The Petitioner's exhibits are marked: P-1, P-2, etc.

(C) Respondent's Exhibits. The Respondent's exhibits are marked: A, B, C, etc.

**NOTE.** The exhibits shall be marked before copies are mailed to the parties.

(2) On the record the Jurisdictional Judge Advocate announces the list of exhibits.\_

(3) On the record the Jurisdictional Judge Advocate asks in turn if Petitioner or Respondent has an objection to any exhibit. See Section 900 A (f) for basis for objection.

(4) The Chairman of the Board shall rule on each objection that the exhibit is:

(a) admitted;

(b) not admitted; or

(c) admitted subject to conditions.

(5) On the record the Jurisdictional Judge Advocate announces which exhibits have been admitted in evidence.

**(h) Motions on Failure to Follow Prehearing Procedure.** (See Section 900B(q)).

(1) The proponent shall offer his written motion of failure to comply with the prehearing procedure required in Chapter Nine, which has been filed with the Jurisdictional Judge Advocate not later than five days prior to the date of the hearing. The Chairman may allow a written or oral motion submitted at the hearing if the proponent has good cause for not filing timely.

(2) The Jurisdictional Judge Advocate shall mark a copy of the motion as the party's exhibit next in order.

(3) The proponent of the motion shall argue his case and present relevant exhibits.

(4) The Jurisdictional Judge Advocate shall respond to the proponent's case.

(5) The Chairman shall rule on the motion: granted or denied.

(6) A complaint of failure to follow procedure not raised at the hearing is deemed waived.

**(i) Witnesses Sworn.**

(1) **Oath.** All testimony will be given under the oath: “I do solemnly affirm to tell the truth, the whole truth nothing but the truth.”

(2) The Jurisdictional Judge Advocate shall administer the oath to the witnesses:

(A) as a group prior to opening statements; or

(B) individually as called.

**(j) Opening Statements.** Each party may give an opening statement. The Petitioner is first and the Respondent is second.

**(k) Petitioner’s Case.** The Petitioner calls his witnesses. Any witness called but not listed or exhibit offered but not previously provided may be heard or admitted at the discretion of the Hearing Board under such terms and conditions as it shall require. The sequence of questioning of each witness is:

(1) **Direct examination.** Either Petitioner **or** his counsel, but not both, shall examine a witness by question and answer. At the Board’s discretion a witness may read a statement into evidence.

(2) **Cross-Examination.** Either Respondent **or** his counsel, but not both, may cross-examine the witnesses on topics covered during the direct examination. The Board may permit questions into additional topics.

(3) **Redirect.** Either Petitioner **or** his counsel, but not both, may ask questions on topics covered in cross examination.

(4) **Recross.** Either Respondent **or** his counsel, but not both, may ask questions on topics covered in redirect.

(5) **Board Questions.** Board members may ask questions

(a) at any time during direct, cross, re-direct or re-cross and

(b) after the parties have no further questions.

**(l) Respondent’s Case.** Respondent is not required to present a defense. The case the Respondent does present follows the same format outlined for Petitioner in Section 909 (k) above.

**(m) Rebuttal.** Petitioner may present evidence in rebuttal to evidence presented by Respondent.

**(n) Surrebuttal.** Respondent may present evidence in surrebuttal to evidence presented by Petitioner in rebuttal.

**(o) Board Evidence.** The Board may invite additional witnesses to testify and introduce additional exhibits. The Chairman shall designate a member of the Board to conduct the direct examination of the Board witness. Each party or his counsel may cross examine the witness.

**(p) Additional Session.** If the hearing cannot be concluded on the scheduled day, the hearing may be continued to another day.

**(q) Closing Arguments.** Each party may give a closing argument. Because the Petitioner has burden of proof he has the last word. The Petitioner closes first and the Respondent is second. The Petitioner may offer rebuttal.

**(r) Adjourn the Hearing.** Before declaring the hearing adjourned the Chairman states that:

**NOTE.** It is advisable to keep the parties and witnesses present until deliberations have been completed in case questions arise during deliberations.

(1) the findings will be made within 15 days;

(2) the findings will be in writing; and

(3) copies will be mailed to:

the parties,

the National Judge Advocate,

the National Commandant,

The National Adjutant, and

the MODD if applicable.

**(s) Deliberations on Findings.** The Board shall close (go off the record with only Board members present) to deliberate on findings.

**(1) Charges and specifications.**

(A) A finding shall be made on each charge and specification.

**NOTE.** If the charge(s) or grievance filed does not number or letter the clearly different actions alleged to be violations, the Jurisdictional Judge Advocate shall make such designations on the charges or grievance on a separate page submitted as a Board Exhibit for purposes of taking evidence and making findings.

(B) Findings of guilty shall be made by a majority vote.

(C) Less than a majority vote for “guilty” is a finding of “Not Guilty.”

**(2) Punishment in the case of a finding of guilty in a disciplinary hearing**  
(See Section 911-Punishment).

(A) A finding for punishment shall be by a majority vote.

(B) The Board may make a finding of “No punishment.”

(C) A member at any level may be punished by:

(1) Written reprimand;

(2) Suspension for a specified period of time; or

(3) Expulsion from the MCL.

(D) A Detachment or Department:

- (1) May receive a reprimand;
- (2) Charter may be suspended; or
- (3) Charter may be revoked.

(E) A punishment more than a reprimand and less than suspension that is reasonable, e.g. letter of apology, restitution, is authorized by this section.

**(3) Corrective action in the case of a finding of Guilty in a grievance hearing.**

(A) Any corrective action necessary to eliminate the grounds for the grievance shall be directed by a majority vote.

(B) The Board may find “no corrective action is necessary.”

**PART 3. RESULTS OF THE HEARING**

**(t) Written Summary of the Hearing.** Within 15 days of the hearing, the Jurisdictional Judge Advocate shall write a summary of the hearing to include: (See Attachment 4, Sample of a Written Summary.)

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- (1) Date and times convened and adjourned of each session;
- (2) The names and billets of those present;
- (3) A list of the exhibits of the Board, Petitioner, and Respondent with each exhibit attached to the original summary of the hearing;
- (4) A summary of each witness’s testimony;
- (5) The findings of the Hearing Board:
  - (A) Each charge and Specification: guilty or not guilty and
  - (B) Any punishment in a disciplinary hearing; or
  - (C) Any corrective action directed in a grievance hearing; and
- (6) Appeal rights of the parties.
- (7) The summary shall be signed by all members of the Board.

**(u) Original and Service of Copies of the Written Summary of the Hearing.**

(1) The original of the written summary of the hearing and the official recording of the hearing shall be retained in the Department Headquarters files or National Headquarters files for at least five years with the Jurisdictional Judge Advocate as custodian.

(2) Upon obtaining all members’ signatures, the Jurisdictional Judge Advocate shall serve a copy of the written summary of the hearing on the parties, the Department Commandant, the National Judge Advocate, and the National Adjutant (less exhibits).

**(v) Duties of National Judge Advocate and National Adjutant.**

(1) If no appeal is filed and the punishment is suspension or expulsion from the Marine Corps League, the National Judge Advocate shall request in writing by first class U.S. mail that the National Adjutant/Paymaster strike or suspend Respondent from the roles.

(2) The National Adjutant/Paymaster shall strike or suspend the Respondent from the roles and inform the National Judge Advocate of the action taken by first class U.S. mail and email.

(3) The National Judge Advocate shall serve a copy of the notice that the Respondent's name has been stricken or suspended from the roles on:

(A) The parties by certified mail return receipt requested; and

(B) The National Commandant; the National Division Vice Commandant, the Department Commandant, the Department Judge Advocate, and if appropriate a National Officer in the MODD by U.S. mail or by email.

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**SECTION 909A - APPEALS**

**PART 1. APPEAL TO NATIONAL JUDGE ADVOCATE**

**(a) Appeal to National Judge Advocate.** Either the Respondent or Petitioner or the counsel of either may file a written appeal of the Hearing Board's decision to the National Judge Advocate. The appeal shall clearly state the basis for the appeal.

**(b) Filing the Appeal.**

(1) The appeal shall be filed with the National Judge Advocate by certified mail return receipt requested within thirty (30) days after receipt of the Hearing Board decision. A certified mail receipt postmarked within such period constitutes proof of filing of the appeal. Any appeal not filed timely shall be deemed waived absent a showing of good cause, which shall be decided by the National Judge Advocate.

(A) If the appeal is not timely the National Judge Advocate shall notify the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

(B) If the appealing party (a) contests the National Judge Advocate's decision that the appeal is untimely or (b) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and serve a copy on the National Judge Advocate.

(C) If the National Commandant grants the request, the National Commandant shall direct the National Judge Advocate to decide the appeal on the merits.

(2) A complete copy of the appeal shall be served on the other party (Respondent or Petitioner) and to the Jurisdictional Judge Advocate concurrent with the filing of the appeal to the National Judge Advocate. All copies shall be served by certified mail return receipt requested.

(3) If the Petitioner or Respondent requests a copy of the recording of the hearing, as provided in Section 909(c)(3), the thirty (30) day appeal period in Section 909A(b)(1) above shall commence upon receipt of the copy of the recording.

**(c) National Judge Advocate Ruling.**

(1) The National Judge Advocate shall rule on the appeal in writing within thirty (30) days of receipt of the appeal either granting or denying the appeal.

(2) The National Judge Advocate shall serve copies of his ruling on:

(A) The parties by certified mail return receipt requested, and

(B) The National Commandant, the Division National Vice Commandant, the Department Commandant, and the Department Judge Advocate by email.

(3) The National Judge Advocate may make his decision from the official recording and the written summary of the hearing, or he may permit the Petitioner or Respondent or the counsel of either to make an oral or written argument concerning the appeal after written notice to the other party. No oral or written argument to or contact with the National Judge Advocate should be made concerning the appeal absent his specific request for the same.

(4) 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 correct such material irregularity.

(5) Questions of admissibility of evidence, the regularity of the proceedings, and the credibility of witnesses and evidence determined by the Hearing Board shall not be overturned on appeal unless the Hearing Board is clearly in error.

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**PART 2. APPEAL TO NATIONAL BOARD OF TRUSTEES**

**(d) Appeal to National Board of Trustees.** Either the Petitioner or Respondent or the counsel of either may appeal the National Judge Advocate's ruling to the National Board of Trustees. The appeal shall be in writing and state the basis for the appeal.

**(e) Filing the Appeal.** The appeal shall be filed with the National Judge Advocate, copy to the National Commandant and to the other party, by certified mail return receipt requested within thirty (30) days after receipt of the National Judge Advocate's ruling. A certified mail receipt postmarked within such period constitutes proof of filing the appeal.

(1) Any appeal not filed timely shall be deemed waived absent a showing of good cause.

(2) The National Judge Advocate shall determine if an appeal is timely.

(A) If the appeal is timely, the National Judge Advocate shall inform the National Commandant in writing.

(B) If the appeal is not timely the National Judge Advocate notifies the appealing party in writing stating the reasons for the decision with a copy to the National Commandant.

(3) If the appealing party

(A) contests the National Judge Advocate's decision that the appeal is untimely  
or

(B) asserts good cause, he shall file a written request with the National Commandant to reinstate his appeal and place it on the agenda of the National Board of Trustees.

(C) The party shall serve a copy of the appeal on the National Judge Advocate.

**(f) Agenda of National Board of Trustees.** If the appeal is timely or good cause is shown, the National Commandant shall:

(1) place the appeal on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board and

(2) notify the National Judge Advocate that the appeal is on the Board's agenda for a certain date.

**(g) Preparing the Appeal for the Board.** The National Judge Advocate shall

(1) Inform the appellant by written notice that:

(A) The appeal will be on the National Board of Trustees agenda on a certain date.

(B) He has until the date certain to submit seventeen copies of his appeal to the National Judge Advocate for distribution to the National Board of Trustees members.

(2) Draft a brief for the Board:

(A) stating the charges and specifications and findings and pertinent evidence,

(B) commenting on each basis for the appeal, and

(C) attaching a copy of his ruling denying the appeal to the National Judge Advocate.

(3) Prepare the appeal for distribution to Board members.

**(h) The National Judge Advocate** shall not sit as a member of the National Board of Trustees to hear the appeal. The National Commandant shall appoint an acting National Judge Advocate while the appeal is before the National Board of Trustees.

**(i) Basis for the Board Ruling.** The Board may

(1) Make its decision based on the official recording and the written summary of the hearing;

(2) Permit the Petitioner and/or the Respondent or the counsel of either to appear and argue the matter before the National Board of Trustees after written notice to the other party.

(3) Permit the National Judge Advocate to present his brief orally to the Board.

(4) Take further evidence including evidence in mitigation or aggravation under such rules and conditions as it may adopt.



**(j) The Board Ruling.** The National Board of Trustees may sustain or reject the ruling of the National Judge Advocate. If the National Board of Trustees fails to sustain the ruling of the National Judge Advocate, it shall issue its own decision in writing. The acting National Judge Advocate shall draft the ruling of the Board. The National Adjutant/Paymaster shall serve a copy of the Board ruling on the Petitioner, Respondent, Department Judge Advocate, Department Commandant, the National Division Vice Commandant, and the National Judge Advocate.

**(k) No Further Appeal.** The decision of the Board of Trustees is final and there is no further right of appeal.

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#### **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.

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#### **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.

(See Section 909, Paragraph (s) (2) (D))

(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.

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(b) When the Respondent has been adjudged guilty, and punished by suspension, or expulsion the Respondent is stricken from the roles of the Marine Corps League for the specified period of time specified by the adjudication. 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.

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(c) The administrative procedures for Suspension and Reinstatement are delineated in Attachment Six (6). The administrative procedures for Expulsion are delineated in Attachment seven (7). The administrative procedures for Resignation in Lieu of Hearing are delineated in Attachment Eight (8).

## **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 re-convene 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.

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#### **SECTION 915 - ADMINISTRATIVE EXPULSION OF A MEMBER**

In the case wherein a Member is convicted of a crime which constitutes a felony in a County, City, State or Federal Court in the United States of America, the Detachment or Department in which the member is in good standing, may file appropriate charges in accordance with the guidelines set forth in Chapter Nine. However, the Member may be given the opportunity to resign from the Marine Corps League with prejudice, in lieu of filing of charges under Chapter Nine.

In the event the convicted felon Member does not wish to resign and the Detachment or Department does not desire to retain the convicted felon as a Member, the Detachment or Department may obtain the applicable court documents wherein the Member was convicted of the felony and submit the certified court documents to the Department Judge Advocate with a request to approve the Administrative Expulsion from the rolls of the Marine Corps League with prejudice.

If the Department Judge Advocate approves the Administrative Expulsion request, the Member will be notified by Certified Mail, copies being provided to the National Headquarters, Marine Corps League and to the Detachment. The Member may appeal the decision of the Department Judge Advocate in accordance with Section 904 (e) within 30 days.

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# **UNIFORM CODE-MARINE CORPS LEAGUE**

## **ENCLOSURE THREE ( 3 )**

**REVISED AND RE-FORMATTED AT THE NATIONAL CONVENTION SCOTTSDALE - 8/15**  
**EFFECTIVE 8/22/15 - INCORPORATED IN CHANGE 21**

### **PREFACE**

The guidance of this Uniform code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniform. 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**

- 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.
- 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. MEDALS MAY BE OF THE WEARER'S CHOICE.
- C.** Miniature Marine Corps League or Miniature Department of Defense Medals 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, 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 for the Formal Dress Uniform.

Miniature medals may be worn In 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 the edge of the inside of the 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 medals 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 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. When there is an uneven number of medals the rows 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 the Miniature medals by rows;

One to ten (10) medals, one (10) row only

Two medals, mounted side by side on a 1-5/16" (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 tired on rows as above.

- E. In case of Marine Corps League issued medals only; in lieu of the above prescribed overlapping mini-medals mounting, the commercially available mini-medal mounting bars, which display the mini-medals in rows of (4) or (5), when five (5), ten (10), fifteen (15) or twenty (20) are worn, or partial additional rows of one (1), two (2), or three (3) mini-medals, without overlapping, may be worn.

#### IV SHOULDER PATCHES

Shoulder patches are worn on the undress uniform white aviator shirt, short sleeve or long sleeve, and the female white USMC style shirt 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") 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 a field of BLUE to the right (to the wearer's front).
- C. At the Wearer's Choice; if a member is a Member of the Military Order of Devil Dogs, the MOOD patch may be worn in place of the United States Flag patch, centered on the sleeve and 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 COVER

- A. The basic uniform of the Marine Corps League is the unique cover that identifies the members of the Marine Corps League. Because all other parts of the uniform that are designated in this enclosure are optional, the cover remains as the only consistent identifier for Marine Corps League members, which is why the cover is worn indoors at appropriate Marine Corps League functions. When Marine Corps League Members are wearing the appropriate cover, as listed below, they are considered to be in uniform. **NO OTHER TYPE OF COVER MAY BE WORN AT A MARINE CORPS LEAGUE FUNCTION OR MEETING.**
- B. All members of the Marine Corps League are authorized to wear the RED COVER.

Members Elected or Appointed at the Department Level are authorized to wear the RED COVER with a GOLD CROWN.

Members Elected to a National Office or Appointed to a National Staff/Committee are authorized to wear GOLD COVERS.

The National Commandant will wear a WHITE COVER.



- C. The Past National Commandants are authorized to wear a GOLD COVER with WHITE CROWN.

The Past Chief Devil Dogs are authorized to wear a GOLD COVER with a BLACK CROWN.

Past National Vice Commandants of Divisions, Past National Directors, and Past National Directors of Young Marines are authorized to wear a GOLD COVER with a GOLD CROWN.

Past Department Commandants and Past Pack Leaders are authorized to wear a RED COVER with a GOLD CROWN.

Past Detachment Commandants and Past Pound Keepers are authorized to wear a RED COVER with a RED CROWN.

All Past Officers listed above will identify their Past Office with a title strip or embroidery, and will display the years that they held that office.

With the exception of Past National Commandants and Past Chief Devil Dogs, they all will also display the organization where they held that office. (i.e. Southeast Division, Department of Ohio, Chattanooga Detachment, etc.)

Only the officers listed in this paragraph are authorized to retain the Cover for their previous office after they leave that office. All other members will revert back to the appropriate cover for the elected or appointed office currently held, and if any, removing the officer identification STRIP(S) for prior offices no longer held.

- D. The only insignia authorized for wear on the Marine Corps League Covers is the 1-1/2" X 1-1/2" Anodized Solid Gold Color or Polished Brass Marine Corps Emblem (Enlisted Style Only) 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.

(See diagram Enclosure Three (3) Attachment 1-1)

## **VI SPECIAL UNIFORM AUTHORIZATION**

The standard Marine Corps League cover is the minimum uniform item worn by members to be considered "IN UNIFORM". Members who are participating in Memorial Services and who are in MCL Uniform may wear "WHITE GLOVES" of the same type as worn by the Uniformed Services. Wearing of White Gloves will be at the discretion of the Senior Officer in charge of the detail. 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"; and "ASSOCIATE MEMBERS 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 Commandant may authorize appropriate outer wear to be worn over the Marine Corps League Uniform,

**(ALL UNIFORMS AND CLOTHING "MUST" BE THE SAME).** Proposed changes to the Uniform Code must be submitted through the Bylaws and Administrative Procedures amendment process.

## **VII MARINE CORPS LEAGUE CREST**

The metallic embroidered Marine Corps League Crest has clutch pins on the reverse and pins directly to the Red Blazer pocket, or may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The commercially sold pocket crest, with Marine Corps Emblem, Marine Corps League Seal permanently set into the plastic sleeve, or embroidered Marine Corps League crest that is permanently embroidered on the pocket of the Red Blazer itself, may also be worn as optional wear.

## **VIII LAPEL PINS**

The following lapel pins may be worn only on the Red Blazer or 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 MAY BE WORN AT A TIME, WEARER'S CHOICE.) Kennel Devil Dog of the Year Pin may be worn outboard of the 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 DOD. Whatever pins are approved for wear **ONLY TWO (2) PINS MAY BE WORN AT ANYTIME, WEARER'S CHOICE.** Only ONE (1) miniature ribbon of the individual's choice may be worn above the lapel pins on the Red Blazer or Evening Dress Jacket, provided miniature medals are not worn on the Evening Dress Jacket.

### **APPROVED LAPEL PINS**

1. PAST NATIONAL COMMANDANT
2. NATIONAL MARINE OF THE YEAR
3. PAST DEPARTMENT COMMANDANT
4. PAST DETACHMENT COMMANDANT
5. DEVIL DOG OF THE YEAR
6. CHAPEL OF FOUR CHAPLAINS
7. MCL MEMBERSHIP PIN
8. RETIRED MARINE/NAVY PIN

**NOTE:** There are many styles of most pins but only ONE (1) may be worn at a time.

## **IX NAMETAGS**

A nametag may be worn on the UNDRESS UNIFORM (Short Sleeve White, Long Sleeve White or Women's USMC White Blouse) as optional wear. A nametag will NOT BE WORN ON ANY OTHER UNIFORM.

## **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 RED BLAZER CASUAL or FORMAL UNIFORM, THE EVENING DRESS UNIFORM {MALE AND FEMALE} ONLY in lieu of the Military Order of Devil Dogs collar at the option of the wearer. Only one of these devices, medallions or collars, may be worn at any one time.

## **XI WHITE DUTY BELTS**

- A. White Duty Belts may be worn by a member while performing the duty as Sergeant-at-Arms or as a member of a Color Guard or Honor Guard, and only with the Undress Uniform Short Sleeve White or Long Sleeve White Shirt.
- B. The Duty Belt should be the standard Plain White Cotton Belt 2-1/2" with brass Marine Corps waist plate 3-1/2" x 2-1/2" { DRILL INSTRUCTOR STYLE} or White Web Belt with Gold (in color) Marine Corps Buckle, either highly shined brass or Hamilton gold plated anodized brass with the EGA. AN ASSOCIATE MEMBER MAY WEAR THIS BUCKLE WHILE PREFORMING THE DUTIES OF SERGEANT-AT-ARMS OR DURING AN HONOR GUARD DETAIL CEREMONY ONLY. **THE ASSOCIATE MEMBER MAY NOT WEAR THIS BUCKLE AT ANY OTHER TIME.**

## **UNIFORM MALE**

### **UNDRESS UNIFORM - 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 the wings of 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 RIBBONS CANNOT BE MIXED - NO MEDAL OR MARINE OF THE YEAR, OR OTHER MEDALLIONS ARE WORN 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 Plain with Marine Corps or Marine Corps League gold tie bar' ENLISTER STYLE ONLY (no open collar).
- Trousers, Dress Blue (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 Dress Blue trousers and khaki web belt.

## **UNDRESS UNIFORM - 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.
- The shirt shall be worn with an open collar and **NO TIE OR TIE BAR IS WORN WITH THE UNDRRESS SHORT SLEEVE SHIRT.**

## **CASUAL UNIFORM - RED BLAZER**

- Standard Cover (Paragraph V)
- Devil Dog collar, or other Medallions or Collars, Chapel of the Four Chaplains Medallion, Legion of Merit, Humanitarian Award of the Bronze Medallion Award may be worn, if authorized (optional) (Paragraph X)
- White shirt, plain collar (no button down collars, NO SUNBURST INSIGNIAS on the collar)
- Tie, plain black, with Marine Corps or Marine Corps League (ENLISTED STYLE) 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 Department of Defense medals may be worn centered over the left breast pocket of the Marine Corps League Casual Uniform - Red Blazer. Medals must be mounted on a single ribbon bar (PARAGRAPH III a.)

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 UNIFORM**

- Standard Cover (Paragraph V) ( RECOMMENDED not to be worn at indoor formal events / ceremonies)
- Devil Dog collar, MARINE OF THE YEAR MEDALLION, OR CHAPEL OF FOUR CHAPLAINS MEDALLION, LEGION OF MERIT, HUMANITARIAN AWARD OF THE BRONZE MEDALLION AWARD may be worn if authorized (optional) (Paragraph X)
- Military bow tie, black
- White shirt, formal (Standard collar), pleated front - NO RUFFLES
- Gold cuff links with EGA 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 I, II and III and 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 Paragraphs I, II and III

**OPTIONAL:** In addition to the Black Tuxedo Trousers worn with the Evening Dress Jacket, the wearer may opt to wear the Marine Corps Dress Blue Trousers with 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 UNIFORM - LONG SLEEVE**

- Standard cover, Male or Female style with 1-1/2" x 1-1/2" (ENLISTED STYLE) anodized solid gold color or polished brass EGA (Paragraph V, V (D) )
- Devil Dog collar, if authorized (optional)
- Nametag (optional) (Paragraph IX)
- White Shirt, (to be Airline pilot style with two (2) pockets with button down flaps and shoulder epaulets or Women's White USMC Shirt)
- 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 RIBBONS CANNOT BE WORN TOGETHER: (NO MEDALS, MARINE OF THE YEAR MEDALLION OR LEGION OF MERIT, HUMANITARIAN AWARD OF THE BRONZE MEDALLION AWARD .IS TO BE WORN 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. on the AIRLINE PILOT STYLE WHITE SHIRT.
- Tie, plain black with Marine Corps gold (enlisted) or Marine Corps League gold tie bar or women's USMC black neck tab. (no open collar)
- Skirt, black, straight (length should be 1" to 2" below the knees} or trousers, black, dress, with the black leather belt and square gold buckle with EGA, or female dress blue trousers to match male uniform regulations, dress blue trousers with NCO red stripe with Marine Corps khaki web belt with web belt dress buckle.

**NOTE:** Women's Dress Blue Trousers do not have belt loops and cannot be altered to have belt loops. When wearing the Female Dress Blue Trousers, you must wear the women's white USMC shirt (shirt is worn outside of the trousers)

- When wearing the Male Dress Blue Trouser you must wear the men's white shirt as authorized under the male undress long sleeve regulations.
- Shoes, black oxford patent leather with trousers. patent leather flats or pumps with skirt. Heels for pumps will measure up to 2" in height.
- 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.

## UNDRESS UNIFORM - 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 will be the same Airline pilot style. but Short Sleeve instead of Long Sleeve, or Women's USMC white blouse, style worn with Dress Blue Trousers.
- The Female USMC style white shirt can be worn with either Female Dress Blue Trousers or with black trousers, open collar.

**NOTE:** ALSO, MEN'S.WHITE SHORT SLEEVE SHIRT CANNOT BE ALTERED TO WEAR ON THE OUTSIDE OF THE FEMALE DRESS BLUE TROUSERS.

## CASUAL UNIFORM – RED BLAZER

- Standard cover, Male or Female style WITH 1-1/2" X 1-1/2" (ENLISTED STYLE) anodized gold color or polished brass EGA (Paragraph V, V(D))
- Devil Dog collar, (if authorized) ( optional )
- White blouse, long or short sleeve plain collar (no button down collars and no sunburst insignias on the collar)
- Tie, plain black with Marine Corps Gold (Enlisted) or Marine Corps League Gold Tie Bar or Women's USMC Black Neck Tab.
- Red Blazer, {Male or Female Style} with two (2) Marine Corps League buttons on the front and three (3) Marine Corps League buttons on each sleeve cuff.
- Marine Corps League Crest (Paragraph VII) (optional)
- Lapel Pin(s) (Paragraph VIII) (optional)
- Skirt, black, straight (length should be 1" to 2" below the knees) or Trousers, black, dress, with black leather belt and square gold buckle with Marine Corps emblem (EGA) or black dress belt (the black leather belt with a ratcheting gold Marine Corps emblem [EGA] is an approved optional dress belt.)
- SHOES, BLACK OXFORD PATENT LEATHER WITH TROUSERS. PATENT LEATHER FLATS OR PUMPS WITH SKIRT. HEELS FOR PUMPS WILL MEASURE UP TO 2" IN HEIGHT.
- 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 ( Paragraph IIIa.)
- **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 UNIFORM

- Standard Cover (Paragraph V) NOT WORN AT INDOOR FORMAL EVENTS / CEREMONIES
- Devil Dog collar, Marine of the Year Medallion, or Chapel of Four Chaplains Medallion, Legion of Merit, Humanitarian Award of the Bronze Medallion Award may be worn if Authorized (OPTIONAL)
- White Shirt, formal (standard collar) pleated front. NO RUFFLES
- Gold cuff links with EGA and gold studs.
- Tie, Women's USMC black neck tab
- Cummerbund, Gold or Gold Vest front (only approved design)
- Skirt, Long Women's USMC Evening Dress Uniform Skirt of Women's Tuxedo Skirt, Black Straight Ankle Length with slit on left side, no higher than bottom of knee cap
- Skirt - Short Black Straight (Length should be 1" to 2" below the knees) When wearing this Skirt, it is to be worn with the Red Blazer, White Shirt, Tie, Plain Black with Marine Corps Gold (Enlisted) or Marine Corps League Gold Tie Bar or Women's USMC Black Neck Tab.
- Marine Corps League Red Evening Dress Jacket, with Marine Corps League Buttons, Gold Waist Chain and Sunburst Collar Devices at locating Holes in the Jacket Collar. The Red Blazer may be worn as an option to the Red Evening Dress Jacket with the Formal Dress Uniform.
- Lapel Pin(s) (optional) (Paragraph III).
- SHOES, BLACK OXFORD PATENT LEATHER WITH TROUSERS. PATENT LEATHER FLATS OR PUMPS WITH SKIRT. HEELS FOR PUMPS WILL MEASURE UP TO 2" IN HEIGHT.
- 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:** If the Red Blazer is worn as an option to the Red Dress Evening Jacket, the following applies:

- The Marine Corps League Crest is optional (Paragraph VII)
- Miniature medals may be worn per Paragraph I, II and III.

**OPTIONAL:** In addition to the Long Black Evening Skirt, the Black Dress Trousers may be worn with the Evening Dress Jacket. The Wearer may opt to wear Marine Corps Dress Blue Trousers with NCO Red Stripe. The wearer must wear Military Black Bow Tie in place of the Female USMC Black Neck Tab. (Men's Formal Dress)

**NOTE: THE MARINE CORPS DRESS BLUE TROUSERS, OR THE WOMEN'S DRESS BLUE TROUSERS WILL NOT BE WORN WITH THE RED BLAZER AT ANY TIME.**

## **ASSOCIATE MEMBERS UNIFORM**

The Uniform Code for both male and female applies to all ASSOCIATE MEMBERS with the following exceptions

- The Associate member is to wear the Marine Corps League sunburst insignia in lieu of the Marine Corps Emblem on their 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 UNIFORMS**

**NOTE:** There is not a unique Ceremonial Uniform following action at the 2009 National Convention. Whenever Ceremonial Functions are preformed, the Uniform will be the UNDRESS UNIFORM (either Short Sleeve or Long Sleeve) or the CASUAL UNIFORM as determined by the jurisdictional Commandant, and weather conditions



ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

**Order of Precedence (Ribbons)**

1. Distinguished Citizen Ribbon - Gold (Old and Current)
2. Distinguished Citizen Ribbon - Silver (Old and Current)
3. Distinguished Citizen Ribbon - Bronze (Old and Current)
4. Distinguished Service Ribbon
5. National Marine of the Year Ribbon White
6. Division Marine of the Year Ribbon - Gold
7. Department Marine of the Year Ribbon - Scarlet and Gold
8. Detachment Marine of the Year Ribbon - Scarlet
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. Ceremonial Guard Ribbon
29. Kennel Dog of the Year
30. Chief Devil Dogs Meritorious Commendation (Individual)
31. Pack Dog of the Year
32. Pack Leaders Meritorious Commendation (Individual)
33. Pound Dog of the Year
34. Pound Keepers Meritorious Commendation (Individual)
35. Past Chief Devil Dogs Ribbon
36. Past Pack Leader Ribbon
37. Past Pound Keeper Ribbon
38. Marine Corps League Ribbon (Membership)

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ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

39. 50th Nat'l Convention Ribbon (Elected/Appointed/Selected) Silver
40. 50th Nat'l Convention Ribbon (Those in attendance) Bronze
41. 75th National Convention Ribbon (Elected & Selected) - Gold
42. 75th National Convention Ribbon (Those in Attendance) - Silver
43. 50th Department of California Convention Ribbon (see NOTE 2)
44. 50th Department of Illinois Convention Ribbon (see NOTE 2)
45. 50th Department of Pennsylvania Convention Ribbon (see NOTE 2)
46. 50th Department of Wisconsin Convention Ribbon (see NOTE 2)
47. 50th Department of Virginia Convention Ribbon (see NOTE 2)
48. 50th Department of Michigan Convention Ribbon (see NOTE 2)
49. 50th Department of Missouri Convention Ribbon (see NOTE 2)
50. 50<sup>TH</sup> Department of Florida Convention Ribbon (see NOTE 2)
51. 60<sup>th</sup> Department of Ohio Convention Ribbon (see NOTE 2)
52. 60<sup>th</sup> Department of Oregon Convention Ribbon (see NOTE 2)
53. 75<sup>th</sup> Department of New Jersey Convention Ribbon (see NOTE 2)
54. 60<sup>th</sup> Department of New Hampshire Convention Ribbon (see NOTE 2)
55. 75<sup>th</sup> Department of New York Convention Ribbon (see NOTE 2)
56. 75<sup>th</sup> Department of California Convention Ribbon (2007) (see NOTE 2)
57. 60<sup>th</sup> Department of Washington Convention Ribbon (2007) (see NOTE 2)
58. State Commendation Ribbon (individual States' award) (NON-MCL)

**NOTE 1**

CH 7 - 2001

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**

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

CH 14 - 2008

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 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

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

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

CH 13 - 2007

**Ribbon -** Green, Yellow, Green

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

**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

CH 8 - 2002

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 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

ENCLOSURE FOUR (4)  
MARINE CORPS LEAGUE AWARDS

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

<b>Ribbon</b>	Gold center flanked by white	CH 10 - 2004
<b>Awarded by:</b>	National/Department/Detachment Commandant	
<b>Presented by:</b>	An individual designated by National/Department/Detachment Commandant.	
<b>Detachment Award approval:</b>	Detachment Commandant	
<b>Department Award Approval:</b>	Department Commandant	
<b>National Award approval:</b>	National Commandant\National Division Vice Commandant	

**Ceremonial Guard Ribbon**

(See NOTE 1)

CH 21 - 2015

<b>Ribbon:</b>	Thin White, Blue, Red, Blue, Thin White
<b>Awarded by:</b>	National, Department, or Detachment Commandant
<b>Recommended by:</b>	Ceremonial Guard Commander
<b>Criteria for Award:</b>	Must participate in 10 events per year for each award. Events include Color Guard, Funeral/Honor Detail, Rifle Detail or Marching Squad. Riding on a float or just walking or does not qualify

**Chief Devil Dogs Meritorious Commendation (Individual)**

(see NOTE 1)

<b>Ribbon:</b>	Red, Gold, Red, Green
<b>Awarded by:</b>	Chief Devil Dog
<b>Recommended by:</b>	Chief Devil Dog\Kennel Staff Member to Chief Devil Dog

**Pack Leaders Meritorious Commendation (Individual)**

(see NOTE 1)

<b>Ribbon:</b>	Green, Yellow, Green, Red
<b>Awarded by:</b>	Pack Leader

**Pound Keepers Meritorious Commendation (Individual)**

(see NOTE 1)

<b>Ribbon:</b>	- Blue, White, Red, Gold
<b>Awarded by:</b>	Pound Keeper

**CERTIFICATES:**

**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.

**MARINE OF THE YEAR**

CH 2 -- 1996

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.

**NATIONAL MARINE CORPS LEAGUE**  
**AWARD RECOMMENDATION FORM**

**National Award Criteria:** When submitting a request for a National award, the request must include all the information regarding what the person has accomplished, while serving in the capacity as a Marine Corps League member, a member of a subsidiary/subordinate unit or person(s) whom exemplify the principles and purposes to which the Marine Corps League was founded.

Award recommendations must be legible. A blank second sheet in typewritten form is recommended, preferably in at least 12 point times new roman, as a continuation of the award recommendation.

The request must be accompanied by the required endorsements. Without the proper endorsements, the request will be denied and returned to the submitter.

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

<b>From: Name and Title, if any</b>	<b>To: National Commandant</b>	<b>Via:</b> (1) Department Commandant (2) National Division Vice Commandant (3) National Awards and Citations Committee
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**A. Awardee Information**

<b>1. Name of Awardee or (Proposed New or Change to existing Award)</b>	<b>2. Detachment Name and Number</b>	<b>3. Dept</b>
<b>4. Awardee is a/an</b> (Please check one) <input type="checkbox"/> Regular Member <input type="checkbox"/> Associate Member <input type="checkbox"/> Other  If other, specify _____ (Auxiliary, Young Marine, JROTC, etc.)		<b>5. Membership ID</b>
<b>6. Type of Award</b>		<b>7. Anniversary Ribbon</b> chartered _____ (day) (month) (year)

**8. Justification for Award** (Use a blank sheet to continue.):

**B. Authorization**

<p>(1<sup>st</sup> Endorsement) Recommendation for _____ Recipients Name</p> <p>(Please check one)    <b>Approved</b> <input type="checkbox"/>        <b>Disapproved</b> <input type="checkbox"/></p> <p>_____ Signature: Department Commandant                      Department                      Date</p>	<p>(2<sup>nd</sup> Endorsement) Recommendation for _____ Recipients Name</p> <p>(Please check one)    <b>Approved</b> <input type="checkbox"/>        <b>Disapproved</b> <input type="checkbox"/></p> <p>_____ Signature: National Division Vice Commandant                      Division                      Date</p>
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**C. Committee Use Only**

From: National Awards and Citations Committee

Subject: Award

Recommendation for \_\_\_\_\_ We, the National Awards and Citations Committee hereby:

Recipients Name

Approve ☐    Disapprove ☐    \_\_\_\_ to \_\_\_\_.

Recipients Name

receiving of this award in accordance with

the National Bylaws and Administrative Procedures as set forth in Enclosure Four (4).

_____ Chairman	_____ _____ _____	_____ Date
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(If disapproved) recommendation for the recipient to receive \_\_\_\_\_

Change 21Enclosure 4 -21

***Instructions:***

**A.1. Name of Awardee.** If this is a Proposed Change to an existing award or a proposal of a new award, so specify and skip blocks 2-5.

- Identify the name of the existing award or identify the name of proposed award in block 6.
- Skip block 7.

**A.2.** Self-explanatory. If block 4 will be other, provide unit information.

**A.3.** Self-explanatory.

**A.4.** Self-explanatory.

**A.5.** For Identification purposes of Regular and Associate Members only. Failure to provide will not prevent the processing of this award recommendation.

**A.6.** Name of the existing award or if this is a proposed new award, designated name.

**A.7.** If this is an anniversary, skip blocks 1-5. Request must be submitted within a time-frame that will permit the Awards and Citations Committee to review the medal and ribbon color scheme.

- Identify anniversary year in block 6, (eg. 75<sup>th</sup> Anniversary)
- Provide chartered day, month, year in block 7.
- Provide justification in block 8 or attached blank sheet. Identify color scheme of ribbon and design of medal, if any.

Note 2: When Departments celebrate their 50<sup>th</sup> or more Anniversaries, the medals that are struck for those Departments, and issued or sold at their respective Department Convention to *only those who attended*.

**A.8.** Self-explanatory.

**B.** Endorsements of Department Commandant and National Division Vice Commandants. Request will be denied and sent back to submitter if not provided.

- Detachment Commandant forward to your Department Commandant
- Department Commandant forward to your Division Vice Commandant
- Division Vice Commandant forward to the Chairman, National Awards Committee

**C.** Committee Use Only