

GUIDE FOR UPDATING DONC DETACHMENT BYLAWS

Section One

NATIONAL BYLAWS CHANGES

The following are changes to the National Bylaws approved at National Conventions between 2018 and 2025 that are applicable to the Detachments:

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:

d. To hold sacred the history and memory of **all** who have given their lives to the Nation;
(Rev 2025)

Section 515. Categories of Membership

a. Regular Membership. Only the following may be regular members of the MCL:

(1) Marines who are serving or have **served honorably*** in the United States Marine Corps or the United States Marine Corps Reserve;

(2) U.S. Navy Personnel (a) who are serving or have **served honorably*** in the United States Navy

Note * - **“Served Honorably”** is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable. An Entry Level Separation (ELS) or Uncharacterized Discharge is not acceptable. **(Rev 2025)**

Section 515. Categories of Membership

b. Associate Member.

... (1) Enrollment Criteria

... (c) Individuals who are serving or have served honorably* in other branches of the armed forces of the United States;

Note * - **“Served Honorably”** is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable. An Entry Level Separation (ELS) or Uncharacterized Discharge is not acceptable. **(Rev 2025)**

Section 520. Ineligible for Membership

- a. No detachment, may accept as a regular, associate, or any honorary member any person: (1) who is currently incarcerated or **on supervised probation*** for any felony conviction or any misdemeanor conviction; or

...

Note * - **“Supervised Probation”** includes Veterans who have entered into the system with the Veterans Treatment Court. Applications from Veterans who are in the Veterans Treatment Court shall not be accepted under the NBL and NAP. The primary goal with the Veterans Treatment Court is for Veterans to get the help they need. Once the Veteran successfully fulfilled the requirements from the Veteran’s Treatment Court, the Veteran’s application may be accepted for membership in accordance with the National Bylaws (NBL) and Administration Processors (NAP) of the Marine Corps League. **(Rev 2025)**

Section 925. Vacancies

- a. Detachment Elected Officers

...

(6) Causes for Vacancy. In addition to death, resignation, or incapacity:

(c) An elected or appointed officer vacancy shall occur when the offending officer is no longer a member in good standing. **(Rev 2021)**

Section 930. Meetings. A detachment shall meet at a date, time and frequency of its choosing. Once a month is recommended. The detachment charter or a copy, the National Colors, and a Bible shall be displayed at all business meetings. The “Ritual” of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible. **(Rev 2024)**

a. Capturing of Minutes – All meetings where detachment business is conducted, regular membership, Board of Trustees, and Detachment Staff, where a quorum is required and met shall be properly recorded: **(Rev 2024)**

(1) The minutes at a minimum shall include but not limited to: **(Rev 2024)**

(a) Date, Time, & Location of the meeting **(Rev 2024)**

(b) Purpose of the meeting. **(Rev 2024)**

(c) Members attending. **(Rev 2024)**

(d) Issues discussed. **(Rev 2024)**

(e) Action(s) taken; especially so, if motions for financial authorizations are made and approved. **(Rev 2024)**

(2) The minutes of the detachment meetings serve as backup when the detachment financial audit occurs showing all detachment member authorizations of expenditures. **(Rev 2024)**

b. Paymaster Report – The detachment paymaster should provide a report to the membership of all financial transactions occurring since the last detachment meeting, to include reporting of transmittal of dues, monies received from fund raising, as well as expenditures and their authorization (the current detachment budget or approval at detachment meetings supported in the respective minutes). Lastly, a motion to accept the Paymaster report, subject to audit is made, seconded and when approved, is documented in the minutes. **(Rev 2024)**

Section 935. Detachment Board of Trustees. The elected officers of a detachment shall be its board of trustees. However, a detachment is authorized to appoint the outgoing junior past commandant or a past detachment commandant to serve a one-year term as a member of the detachment board of trustees. No member of the detachment shall serve in more than one (1) position on the detachment board of trustees. **(Rev 2021)**

Section 940. Election of Officers

- a. Each detachment shall hold an annual election and installation of officers between September 1 and May 15. Installation must be conducted no later than the last day of the month subsequent to the election. The “Report of Installation - Detachment” form shall be submitted within fourteen (14) days of the installation to ensure that it is received at the National Office by June 30th of each year to establish credentials for the National Convention. A detachment is NOT in good standing if this report is not received. **(Rev 2023)**

Section 1005. Employment Identification Number [EIN] and Incorporation

a. EIN. Each subsidiary organization group in addition to its incorporation, shall obtain and maintain its own EIN under the MCL’s Group Exemption Code “0955” under IRS Code 501c(4), within six months from the charter date. Subsidiary organizations in Parent Group 955 must comply with IRS 501c(19) regulations pertaining to composition of membership to maintain their federal tax exempt status and tax deductibility status. The exception is that the Marine Corps League Foundation and Military Order of the Devil Dogs Foundation must maintain their EIN as a 501c(3). If for any reason any subsidiary does not maintain good standing with the Fed IRS as determined by the Fed IRS Database, (EOBMF) and receives a letter of Revocation, that subsidiary shall cease to be in Good Standing effective

as of that date on the letter or the Fed IRS Database (EOBMF). All operations as a non-profit shall cease and the subsidiary shall not receive any compensation, or voting privileges at National Conferences and Conventions until such time their status is returned to normal status. **(Rev 2025)**

b. Incorporation. Any of the foregoing which engage in services or business in their respective state or commonwealth either for profit or non-profit, or which use the name of the MCL, will be incorporated within one year from the charter date unless their state or commonwealth requires incorporation to be completed within a shorter time period. If for any reason any subsidiary does not maintain good standing with the State or Commonwealth incorporation as determined by the Secretary of State Database and receives a letter of Revocation, that subsidiary shall cease to be in good standing effective as of the date on the letter or the State or Commonwealth. All operations as a non-profit shall cease and the subsidiary shall not receive any compensation, or voting privileges at National Conferences and Conventions until such time their status is returned to normal status. **(Rev 2021)**

Section 1100. National Bylaws Amendments. The National Bylaws may be revised, amended, or repealed by a majority vote of the properly registered and approved delegates voting at a National Convention. The proposed revision, amendment, or repeal shall be submitted following the procedures in the Administrative Procedures, Chapter Ten, Section 10020, Amendments. **(Rev 2021)**

Section 1115. Clerical Errors.

a. The National Administrative Review Committee and the NED/COO shall have the authority to identify, and with the advice and consent of the National Bylaws and Administrative Procedures Committee, correct clerical errors in the NBL and the NAP where the error is clearly evident, and the correction shall make no material change to the intent, form, or function of the bylaw(s) or the administrative procedure(s) in question.

b. Any League member who makes notice of a clerical error that meets the criteria detailed in Section 1115.,a., shall email their respective department judge advocate the clerical error. The department judge advocate shall confirm the error and ensue the correction is valid before forwarding the recommended change to the NED/COO or reply to the sender with a reason for not forwarding the recommendation. **(Rev 2022)**

GUIDE FOR UPDATING DONC DETACHMENT BYLAWS

Section Two

NATIONAL ADMINISTRATIVE PROCEDURES CHANGES

The following are changes to the National Administrative Procedures approved at National Conventions between 2018 and 2025 that are applicable to the Detachments:

Section 3060. National Accredited Veterans Service Officer (VSO) (Authorized to wear Gold Cover (Rev 2025)) As a National Accredited VSO, you must have the approval of the VA to gain access to the VA intranet to process claims that are forwarded or presented to you by a Detachment/Department Service Officer. You will be expected to complete all paperwork and follow up with the veteran at all stages of the process and provide quarterly reports of cases you are processing. To serve as a National Accredited VSO, you must: (Rev 2024)

- a. Provide a letter from your department commandant to the National Director of Veterans Service recommending you for the position of National VSO. (Rev 2024)
- b. Be a MCL Regular Member or Associate Member who is a U.S. Armed Forces Veteran with approval from the National Executive Director. Member must be in good standing for not less than 12 months who functions either full-time in veteran's service work or part-time as a MCL volunteer. If not a member of the MCL, is a full-time employee of the MCL National Headquarters or is an employee of a state or county government agency of veteran's affairs whose primary accreditation is to the state or county. The MCL may also cross-accredit a member of another Veterans Service Organization who functions full-time in veteran's service work. (Rev 2025)
- c. Complete VSO training and provide resume of prior experience. (Rev 2024)
- d. Complete VA Form 21, Application for Accreditation as Service Organization Representative. (Rev 2024)
- e. Secure a VA Regional office or consolidated work site to meet with claimants, provide hours and contact information. (Rev 2024)
- f. Send all the above to the National Director of Veterans Service (MCL National Office). (Rev 2024)
- g. Complete Training, Responsibility, Involvement and Preparation of Claims (TRIP) training and provide the certificate of completion to the National Director of Veterans Service. (Rev 2024)

- h. Pass a background check by the U.S. Office of Personnel Management. (Rev 2024)
- i. Provide quarterly reports of contact with veterans and their progress to the department and National Director of Veterans Service to maintain your accreditation. (Rev 2024)
- j. Perform an annual audit/financial review when any grants or monies are received and provide copies of the audit/review to the department and National Director of Veterans Service. (Rev 2024)
- k. Complete all assigned continuing education training every three (3) years and send copies along with a new VA Form 21 to the National Director of Veterans Service. (Rev 2024)
- l. Assist the National Director of Veterans Service in continuing education classes for the detachment/department. (Rev 2024)
- m. Follow the policies and procedures prescribed by the VA and the MCL. (Rev 2024)

Section 3065. Detachment/Department Service Officer (DSO) (Not a National Position)

As a DSO, you have immediate access to a group of qualified veterans who may rate VA Benefits. That group is your detachment: all are honorably discharged (or general under honorable conditions) Marines and FMF Personnel who wear or have worn the Eagle, Globe and Anchor who deserve to have all their benefits explained to them. The DSO is important to the success of the MCL Veterans Service Program, but your role is limited. To serve as a DSO, you must: (Rev 2024)

- a. Provide a letter from your detachment/department commandant to the National Director of Veterans Service recommending you for the position of DSO. (Rev 2024)
- b. Be a member in good standing of a detachment/department. (Rev 2024)
- c. Have a fundamental understanding of both Federal and state benefits for veterans, dependents, and survivors, and the VA claims process. (Rev 2024)
- d. Connect with an MCL, county, or state VSO who holds an accreditation or cross accreditation with the MCL to process your veterans' paperwork. (Rev 2024)
- e. Ensure you are on the mailing list for county and state veterans job fairs, veterans outreach programs and workshops, as well as education and job opportunities for veterans. (Rev 2024)
- f. Create a library of pertinent VA forms and meet regularly with your detachment members to determine their individual needs. (Rev 2024)

- g. Ensure that your detachment/department commandants are aware of your need to maintain a training program and establish a budget that will allow you to complete continuing education to maintain currency in veterans' benefits. (Rev 2024)
- h. Follow the policies and procedures prescribed by the VA and the MCL. (Rev 2024)
- i. Direct VA benefits questions to a MCL National VSO or the National Director of Veterans Service. (Rev 2024)

The following is more for information purposes as the VAVS has been renamed CDCE:

Section 3095. National Center for Development and Civic Engagement (CDCE)

Representative. It shall be the duty of the National CDCE Representative to:

- a. Maintain contact with the VA CDCE staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the CDCE program. (Rev 2024)
- b. Promulgate the objectives of the CDCE program and cultivate the interest of constituent departments, detachments, and subsidiary units in their participation in the CDCE Program at hospitals within their locale.
- c. Receive recommendations from detachments and departments, of members willing to serve in the CDCE Program, and, as appropriate, request CDCE certifications for required representatives and deputies.
- d. Provide written guidance and instructions to department and detachment CDCE Chairmen and CDCE workers in the proper conduct of their functions related to the CDCE program and establish standards for required reports.
- e. Receive and compile comprehensive CDCE program activity reports from the various participating departments and detachments and provide copies to the National BOT and VA. (Rev 2024)
- f. Request each division assign a CDCE representative who in turn will be the liaison for each department and detachment. Provide training material to all MCL CDCE volunteers in each division. Track and follow-up prior to Convention each divisions volunteer hours and with the division liaisons and CDCE committee chairperson select the recipients of the MCL CDCE awards as outlined and prescribed in enclosure four (4) of the NAP. Submit an annual report as described above to the National BOT for each National Convention.
- g. Attend annual CDCE meetings conducted by the VA for the representatives and deputies of participating organizations within the approved budget. (Rev 2024)

Section 6015. Installation of Detachment Officers

- a. The detachment commandant elect shall select an installing officer of his/her choice. Such information shall be forwarded to the department commandant.
- b. The installing officer must be the National Commandant, an elected National Officer, a Past National Commandant, the department commandant, an elected department officer, a past department commandant, the outgoing detachment commandant or a past detachment commandant. **(REV 2021)**
- c. It shall be the responsibility of the installing officer to sign, date and forward the Report of Officer Installation – Detachment Form within fourteen (14) days of the installation and submission within the time frame to their respective department and national offices as specified in NBL Article IX, Section 940. (See Enclosure Six (6) "Report of Officer Installation - Detachment" Form.) **(REV 2023)**

Section 6030. Members

- a. Each detachment shall be the sole judge of its membership, providing said person meets the requirements of National Bylaws Article V, Section 515. No detachment, however, may accept as a member any person who is currently incarcerated or on **supervised probation*** for any felony conviction or any misdemeanor conviction which has resulted in incarceration of more than two years and who is currently incarcerated or serving active probation as a result of a sentence imposed by any court of competent jurisdiction. No detachment may accept for membership any person who has been convicted of a crime where the victim is a child. No detachment shall accept for membership any person whose name has been stricken from the rolls of the MCL. **(Rev 2025)**

Note * - **“Supervised Probation”** includes Veterans who have entered into the system with the Veterans Treatment Court. Applications from Veterans who are in the Veterans Treatment Court shall not be accepted under the NBL and NAP. The primary goal with the Veterans Treatment Court is for Veterans to get the help they need. Once the Veteran successfully fulfilled the requirements from the Veteran’s Treatment Court, the Veteran’s application may be accepted for membership in accordance with the National Bylaws (NBL) and Administration Processors (NAP) of the Marine Corps League. **(New 2025)**

Section 6040. Additional Detachment. When a charter is sought for a detachment which is to be located within the same state and 25 straight-miles from another detachment’s original charter location, 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 BOT for its consideration and action. The action of the National BOT shall be conclusive. **(Rev 2021)**

Section 6045. 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) **regular** members in good standing.

(2) The persistent failure to promptly forward funds due to the National body.

(3) Acts and conduct bringing the MCL into public disrespect.

(4) Willful violation of NBL & NAP.

(5) The violation of federal, state, or municipal laws or ordinances.

(6) Other activities detrimental to the good name of the MCL.

b. The suspension or revocation of charters may be consummated by a department board of trustees and/or the National BOT and shall be implemented in accordance with the provisions of the NBL & NAP 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 Division National Vice Commandant shall upon written authorization of the National Commandant, certified by the NED/COO, 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 BOT upon receiving, from the jurisdictional Division National Vice Commandant, such assets and liabilities which are in his custody.

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 Office 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.

e. The department will perform an audit to determine if members are living. If members are found deceased, the department will perform procedures as found in Section 7010 of this document. The department will ensure the current membership in good standing, suspended members, as well as delinquent members still held on the National Rolls of the detachment will distributed to the closest detachments pending the approval of the accepting detachment. The accepting detachment will have 30 calendar days to approve member(s). Once approved, the members in question will have 30 calendar days to decline the transfer at which point the transfer will be approved or, if declined by either party, the member(s) will then be moved to the National Members at Large roster. If the current department's charter is under suspension or revocation, the National Office along with the Division National Vice Commandant will ensure these transfers take place in accordance with this subsection. **(Rev 2024)**

Section 6050. 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 Division National Vice Commandant in writing of its intent to dissolve and surrender its charter. The detachment shall then:

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

(2) Upon consideration of the voluntary surrender of the detachment charter by the detachment, if it shall be determined that the detachment charter shall be voluntarily surrendered and there is not a minimum of fifteen (15) **regular** members of the detachment who remain ready, willing, and able to carry on the detachment, then: **(Rev 2024)**

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

(b) The department will perform an audit to determine if members are living. If members are found deceased, the department will perform procedures as found

in Section 7010 of this document. The department will ensure the current membership of the detachment will be distributed to the closest detachments pending the approval of the accepting detachment. The accepting detachment will have 30 calendar days to approve the member(s). Once approved the members in question will then have 30 calendar days to decline the transfer at which point the transfer will be approved or, if declined by either party, the member(s) will then be moved to the National Members at Large roster. If the current department's charter is under suspension or revocation, the National Office along with the Division National Vice Commandant will ensure these transfers take place in accordance with this subsection. **(Rev 2024) ...**

Section 7010. Death of a Member of the Marine Corps League

a. Upon notification of the demise of any member, the detachment chaplain shall:

(1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.

(2) Without delay, report the death of the member directly to both the National Chaplain, division chaplain and department chaplain (if applicable). The report will cite the full name of the deceased, name, address, and phone number of next of kin (if applicable), and any known funeral arrangements.

(3) Utilize the "Notice of Death" form. See NAP Enclosure (8) as an example. The form is available from the Member Library in the MCL National website. This form will be filled out and the detachment chaplain shall print out four copies. The detachment should retain a copy. If mailed, the detachment chaplain should send three copies to the department chaplain. The department chaplain will retain a copy and forward a copy to the division chaplain and a copy to the National Chaplain. If e-mailed, the detachment chaplain should e-mail the Notice of Death Form to the department chaplain, the division chaplain, and the National Chaplain. One copy of the Notice of Death should be e-mailed as an attachment to each chaplain as listed. **(REV 2021)**

(4) The chaplain or other designated officer will email the notice of death form to the detachment paymaster and the Membership Manager at National Headquarters. **(REV 2025)**

Section 7015. Membership

a. Honorary Active Duty Member. Detachments, departments and the National Office may, at the discretion of the respective commandant, issue honorary membership to active duty Marines or FMF qualified Navy personnel, free of charge, for the entire

tour of their active military duty. These honorary active duty members will be entitled to the rights, privileges and benefits available to a regular member, except for receipt of the official printed publication but will be eligible to obtain a copy of the official publication on line at no charge. These members will not be listed in the database and will not show up on the detachment roster. In addition, members in this category will not be counted as an eligible voting delegate member in accordance with these Admin Procedures, Chapter Two, Section 2025. Nor will this category of membership be eligible to hold an elected office in the MCL. **(Rev 2021)**

Section 7020. Membership Application. Any person eligible for membership in the MCL under the provisions of the NBL & NAP of the Marine Corps League may initiate application for membership by completing a standard application form to include the signature and presenting the application to a sponsoring member of the League with all required dues and fees. As an alternative, the applicant may mail a completed and signed standard application form to the National Office with all required dues and fees.

a. The standard application form shall be designed and approved by the National BOT and published by the National Office. **(Rev 2022)**

b. Departments and Detachments are authorized to modify the Standard Application by incorporating specific information to identify their organization, such as their Name, Mailing Address, and the amount of their Dues. However, such modification(s) will be consistent with the form on the National MCL Web Site, and Detachments will not change the intent of any of the information provided in the Standard Application posted on the National Marine Corps League Web Site. **(Rev 2024)**

Section 7025. Membership Dues and Fees. The payment of annual national membership dues entitles all members in good standing an automatic subscription to the MCL publication, and enrollment privileges in any national group insurance programs that may be in effect.

a. The national annual per capita dues and fees shall be recommended and published by the budget and finance committee at the Mid-Winter National Staff Meeting and will require approval by the delegates at the National Conventions, provided that the general membership has been advised, in writing, of the proposed dues amount not less than one hundred (100) days prior to the convening of the convention. An announcement in the MCL Magazine, Spring Issue, will suffice as written notification. **(Rev 2022)**

...

d. The membership year and the dues for members paying annually shall expire on 31 August of each year.

(1) New members joining between 1 September and 28/29 February pay the full current national dues + \$5.00 initiation fee, and their membership expires on August 31 of the current year.

(2) New members joining between 1 March and 30 June pay one-half the current national dues + \$5.00 initiation fee, and their membership expires on 31 August of the current year.

(3) New members joining between 1 July and 31 August pay the full current national dues + \$5.00 initiation fee, and their membership expires on 31 August of the following year. The department and the detachment's portion are added to the national dues to determine the total amount of initial dues to be paid by the new member to the detachment. **(Rev 2023)**

Section 7030. Good Standing. All members shall be considered in good standing in the MCL.

a. Except when:

(1) Indebted to or required dues are not paid and transmitted on or before the membership expiration date to the member's primary detachment*. **(Rev 2022)**

(2) A member is indebted, other than dues, to a detachment other than their primary detachment*, a department or to National Office. **(Rev 2022)**

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of these Admin Procedures. *Member's primary detachment is the detachment in which their voting rights are held. **(Rev 2022)**

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

Section 7032. Not in Good Standing. Remaining as a member in good standing is what all activities of the League rely upon and paramount to the success of a detachment. All members shall be considered not in good standing in the MCL if they meet any of the criteria set forth in Section 7030 above. It is the member's responsibility to pay their dues in a timely manner in order to remain as a member in good standing. It is the responsibility of the commandant to inform the members that this procedure is in place and do everything possible to have all members remain in good standing. It is desirable that any responsible elected or appointed officer submit their resignation to that office if they do not intend to remain a member in good standing.

a. Members not in good standing are subject to the restrictions defined in the detachment's and department's bylaws, and unless stated therein otherwise:

(1) No longer have the right to participate in any detachment meeting of any MCL organization. At the discretion of the commandant, they could be allowed to attend as a guest and thus be "authorized to attend" as stated by the SAA at the opening of every meeting.

(a) The paymaster will provide a list of the members not in good standing to the SAA.

(b) The SAA will make note of members who attend the meeting who are named on the list provided by the paymaster.

(2) At the discretion of the commandant or presiding officer of the meeting, when the member provides full dues payment to the paymaster prior to the meeting's opening, they become a member in good standing.

b. Elected or appointed officers not in good standing shall relinquish their title. At the opening of the meeting, the commandant or presiding officer shall announce after chaplain's prayer before any other business transpires, that the elected or appointed office is now vacant. Furthermore, the commandant or presiding officer:

(1) Shall announce that during this meeting a member in good standing shall be appointed to fill that vacated office as prescribed in the detachment's bylaws and or administrative procedures.

(2) Shall authorize the SAA or adjutant to acquire within three (3) days any and all books, records, and other property of the detachment for which the office of being vacated. These items shall then be delivered to the newly appointed member to that vacated office. At the successful completion of the transfer of items, the SAA or adjutant shall report to the commandant at the next meeting of the organization when these actions took place.

c. The SAA, when reporting that all present are qualified to remain will add the number of members who cannot participate in any detachment deliberations.

d. If the member subsequently regains their membership in good standing before being taken off the national rolls, they will have all their member rights reinstated. The vacated elected or appointed office position will not be automatically reinstated. Detachment procedures for electing or appointing officers are then to be followed. **(New 2021)**

Section 7035. Delinquent Member. A member shall be identified as delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date.
(Rev 2023)

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

b. Should the affected member remain in the delinquent status in excess of one year, such member shall be dropped from all membership rolls. The member may be restored to "good standing" status by:

(1) Submitting a transmittal accompanied by a standard application and ALL past dues which have accumulated during the entire period of the applicant's delinquent status, or **(Rev 2023)**

(2) Submitting a standard application and standard transmittal form with a code of R/I and the applicable renewal fee as currently established, or

(3) Submitting the following:

(a) A statement from the detachment commandant verifying the member has been informed and understands that their original enrollment date will be deleted, and all past dues removed. This effectively creates a new join date for MCL tenure*; and.

(b) A statement from the detachment commandant that the member has not committed a felony during the delinquency period. If a felony was committed, a signed statement from the delinquent member that he/she agrees to waive their rights under the privacy act and disclose the nature of the felony conviction for consideration of reinstatement in the MCL; and

(c) A statement from the detachment commandant that the member does not have a pending Chapter 9 case or is currently suspended by the MCL or has been expelled by the MCL; and

(d) A standard transmittal form with a code of R/I; and

(e) The applicable renewal fee as currently established. **(REV 2021)**

c. No delinquent member may be transferred.

NOTE: * A new join date for tenure applies to only rejoin date and the time when dropped from the MCL rolls. It would not impact awards, ribbons, medals previously earned, but all that time spent in a delinquent status would not count for overall service awards – 5, 10 or 20 year membership recognition would have to be appropriately adjusted. **(Rev 2023)**

Section 7045. Members-at-Large (MAL). Any person desirous of joining the Marine Corps League may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Office or by presenting the application to a regular member of the MCL. All applicants who submit applications on line or via mail for regular membership as a MAL must include a DD-214 that includes nature of discharge, establishing their eligibility for regular membership as set forth in the NBL, Article V, Section 500. Applications for MAL will not be accepted for associate membership; however, current associate members in a detachment may make a transfer request to MAL.

The NED/COO at National Office shall be the sole judge of the membership classification of MAL. Once he/she is in receipt of and has verified the appropriate documentation (outlined above; if it is determined that the applicant is eligible for regular membership, the NED/COO will cause the member to be processed in as a regular member. If it is determined the applicant is not eligible, the NED/COO will notify the applicant they do not qualify. Applications for MAL regular membership submitted "in person" to National Office or to any regular member of the League will be treated in the same manner as any applicant seeking to join a detachment. Proof of eligibility should be requested in any instance where uncertainty exists.

a. Effective on the renewal date, subsequent annual dues of MAL as established by the delegates all the National Convention, shall be remitted to National Office.

b. A member who is in good standing in a detachment may become a MAL in the following manner;

(1) The member submits a request for transfer (see Enclosure Seven (7)) with section 1 completed, and instead of a desired detachment, the "or to MAL status" will be checked.

(2) The detachment paymaster (or adjutant/paymaster) submits the request for transfer with section 2 completed by the detachment commandant, on a Dues Transmittal via the jurisdictional department paymaster (or adjutant/paymaster), who forwards the request to National Office.

(3) Upon approval at National Office of the request for transfer to MAL status, the department and National Office shall remove the name of the member from the detachment membership roster. National Office shall carry the member on its membership roster as a MAL.

(4) A detachment from which a paid life member resigns shall no longer be eligible to participate in the life interest distribution on behalf of said paid life member; however, should the paid life member thereafter become affiliated with a detachment, such detachment shall be eligible to participate in the life interest distribution of said life member.

(5) For the purpose of this subsection, a "member in good standing" shall mean a member as described in these Admin Procedures, Article Six, Section 6030.

c. A MAL is eligible to affiliate with a detachment or sign the application for a charter without further payment of a fee or dues; provided said member is in good standing at the time of affiliation or the charter is issued.

(1) A MAL is carried on the MCL roles only at the National level and does not appear on any detachment, department or division rosters. As such, they are not a member and they cannot be nominated, elected or appointed to serve in any position or capacity within those organizations. Nothing precludes MAL from attending MCL meetings as long as they are in "good standing", but they cannot represent a detachment, department, or division in any formal capacity until such time as they request transfer to and are accepted by the respective detachment and appear on their rolls.

(2) A detachment which accepts a MAL shall submit a request for transfer attached to a dues transmittal via the jurisdictional department paymaster (or adjutant/paymaster) to the National Office requesting that said member be transferred from MAL status to member status of the detachment. (Rev 2023)

d. In any case in this section where a jurisdictional department does not exist, the detachment will submit the forms directly to National Office.

Section 7050. Life Members. Regular or associate members of the Marine Corps League who are in good standing (as defined in the NAP, Section 7030 (GOOD STANDING)) may become a LIFE MEMBER upon proper payment of the fee, as is required. A LIFE MEMBER shall be subject to the payment of NO further dues to that detachment, department, or National Office. Such member shall have all the privileges, rights, and benefits enjoyed as a member so long as that LIFE MEMBER shall live. Should a MCL member choose to become a member in multiple

detachments, they must become a member in good standing by paying annual dues and then life membership dues in each additional detachment, if they so desire. Effective 1 September 2021 the life membership fee shall be as established by the National Board of Trustees and shall be posted on the National Website. **(REV 2021)**

a. The full life membership fee shall be paid to National Office with no discounts, no rebates, and no installment plan, whether such fee is paid by the individual or awarded.

b. National Office shall retain fifty percent (50%) of the LIFE MEMBER fees received, which 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, defined as the “Blocked Fund”. **(Rev 2023)**

c. An amount of four and one-half percent (4.5%) of the average fiscal year ending balance of the Life Member Fund for the trailing three-year period ending 30 June 2022 for distribution as detailed below in 2023 and increasing to six percent (6%) beginning 1 July 2023 to be distributed beginning in 2024 and subsequent years also as follows: **(REV 2022)**

Section 7055. Certification of Life Members.

a. If a procedural change improves auditing of Life Members (PLM Audit), the National Office is authorized to revise and disseminate the changed procedures to the departments and detachments. The NED/COO is then to propose an amendment to this section that documents the procedure and submit it for review and approval at the next National Convention.

b. If no procedural changes are made:

(1) The National Office shall prepare a Life Interest Check Edit List for each detachment before 1 September each year. This list will be grouped by department and emailed to each respective department. The department will forward the detachments’ list to the respective detachments before 15 September of that year.

(2) The detachment will make the necessary corrections to their list, following the instructions provided by the National Office. Any corrections to their list will include the reason, and whenever possible, will provide supporting documentation (i.e., dues, transmittals, transfer forms, etc.) to assist in correcting the records in National Office.

(3) The corrected audited list will be certified to be correct when signed by the detachment commandant and detachment adjutant/paymaster (or paymaster).

(4) The detachment, having signed the audit listing, will follow the instructions and send (mailed or emailed) the listing together with all referenced documents including any notice of death forms to the designated office(s) by the deadline noted in the instructions.

(5) The department paymaster will follow the instructions from the National Office to get all detachment audit listings and attachments to the National Membership Manager by the defined deadline. c. No funds from the interest on the life member fund will be distributed to a detachment unless the certified listing is received at National Office by the deadline. If a detachment fails to submit the annual Eligible Life Member Audit by the deadline, that detachment's share of the interest distribution shall remain in the Life Member Blocked Fund. **(Rev 2023)**

Section 7060. 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 Office via the jurisdictional department paymaster or adjutant/paymaster if a department exists. The transfer form, (Enclosure (7)) will be utilized for the purpose of transfer of voting rights to another detachment. A regular member with dual membership in more than one detachment, will have all the rights and privileges within each detachment. This includes that they have full voting rights within each detachment to vote on any issue within each individual detachment, to include the ability to hold an elected or appointed office in each detachment. **(REV 2021)**

SECTION 9000 - DEFINITIONS The goal of this chapter shall be to ensure that matters are expeditiously, fairly, and justly heard.

...

c Grievance. A grievance is an injustice, a lack of fairness which gives grounds for complaint because it is harmful, unjust or believed to be wrong. Use the latest version of the Grievance Form, located in the Member Library, to prepare the grievance.

(1) The written grievance shall specify:

(a) what is alleged to have occurred,

- (b) when it was alleged to have occurred,
- (c) where it was alleged to have occurred,
- (d) the names of the parties and witnesses, and
- (e) 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 JA, the grievance must be considered by the detachment to attempt to mediate the problem. **(Rev 2021)**

(a) Where mediation has been attempted at the detachment level, a summary of the actions taken shall be provided to the jurisdictional JA by the detachment commandant. This is merely relevant information to preclude the start again at ground zero. **(Rev 2024)**

(b) Examples might include: the detachment JA initiated an informal fact gathering investigation; obtained an outside, impartial disinterested regular member in good standing from another detachment acceptable to both the petitioner and respondent to serve as mediator; the mediator met with witnesses; had face-to-face meetings with both parties. The summary should exclude personal comment without any perceived assumptions, which could be interpreted as pre-judging an outcome. That will be determined when and if the Hearing Board is convened and held to formally resolve the grievance. **(Rev 2024)**