

Marine Corps League

Brief History

The Marine Corps League was organized during a reunion of Marines who had served in the 1st World War in New York in New York in June 1923. The League was chartered by an Act of the United States Congress on August 4th, 1937. The League was authorized to assist and aid in presenting claims before the Veterans Administration by Public Law # 243, passed by the 74th Congress of the United States of America.

Mission

The mission of the Marine Corps League is to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, and FMF Sailors who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

Membership

The Marine Corps League (MCL) is a Marine Corps oriented organization. Membership in the MCL is comprised of Regular Members and Associate Members. To be eligible for Regular member in the MCL a person must meet one of the following criteria:

- Currently serving in the U.S. Marine Corps or FMF Sailor in the U.S. Navy.
- Has served honorably (or "under honorable conditions") in the U.S. Marine Corps or FMF Sailor in the U.S. Navy "on active duty" for not less than ninety (90) days.
- Serving in the U.S. Marine Corps Reserve or FMF Sailor U.S. Navy Reserve and have earned no less than ninety (90) reserve retirement credit points.
- FMF Sailors must have earned the FMF Ribbon, Marine Corps device (clasp) worn on the service ribbon, or who earn the Warfare Device having earned the FMF Badge serving with Marines.
- Persons who are not qualified to join as regular members of the MCL may be accepted as Associate Members.
- Veterans of other U.S. Military branches must show their DD-214 indicating Honorable Discharge or General Under Honorable Conditions.
- May not be incarcerated, on parole, or probation, or convicted of crimes where the victim is a child.

Organization of the Marine Corps League

The Marine Corps League consists of about 1,200 local detachments throughout the United States. Detachments fall under the care of Departments which are identified as States (Such as Department of Idaho). The Departments are organized under ten (10) Divisions. The volunteer Division National Vice Commandants are elected members of the National Board of Trustees. There are also five additional elected volunteer Board of Trustee Members. The National Commandant (also CEO), National Senior Vice Commandant (also Corporate Secretary), National Junior Vice Commandant (also Corporate Treasurer), National Judge Advocate, and Junior Past National Commandant.

The National Headquarters is led by the National Executive Director (also Chief Operating Officer) who reports to and is hired by the National Board of Trustees.

Introduction to Starting a Detachment

A detachment has its beginning before it is chartered. Before the detachment can be chartered, finding members who are interested in promoting the purposes of the Marine Corps League and organizing the members to become a viable organization must be started. Once chartered, the real work for the officers and members begins. The goal of every detachment is to grow, expand programs, enlist the participation of all members, remain a dynamic and meaningful organization and enjoy the fellowship of Marines, eligible FMF Sailors.

The primary factor in attaining this goal is leadership. Along with leadership are initiative, commitment, perseverance, teamwork, and competence. The members of the organization will probably not have all the experience and knowledge necessary to readily and immediately tackle all the issues at hand. That's where initiative, commitment, perseverance, and teamwork are important. With those traits, officers and members can learn and experience what they are going to need to know to succeed. Knowledge and experience to attain competence will not happen immediately. Training, information, and assistance from other detachments and/or the department can help fill the void.

With the above thoughts in mind, WHAT DOES IT TAKE TO FORM A DETACHMENT? Normally, one or more Marines must take the lead in contacting potential eligible members and scheduling a meeting to discuss the interest and the feasibility of forming a new detachment. If one or more of these individuals has had prior experience in the League, they would be better qualified to relate the hardships, rewards, and advantages of starting up a new detachment. Even with prior League experience, many steps must be taken that they may never have been involved in. Therefore, the purposes for instructions furnished are to identify the steps and simplify the task of obtaining a Detachment Charter.

Caution: Starting, reviving, or maintaining an effective, energetic, and engaged detachment is not effortless or uncomplicated. To be successful, in addition to all the other descriptive words that have been used, it still requires enthusiasm and dedication. This is a continuing challenge, and will require tenacity, discipline and energy to achieve.

Instruction for Charter Application Process

1. A standard charter application shall be signed by no less than twenty (20) eligible applicants who are requesting regular membership in the MCL. To be eligible, a Marine must have served a minimum of ninety (90) days of HONORABLE service in the U. S. Marine Corps or in the U. S. Navy as qualified FMF Sailors assigned to a Marine Unit. A certificate of service or DD 214 will serve as proof of eligibility.
2. Before signing the Charter Application, applicants must pay their annual dues as determined by the persons forming the Detachment. If a prospective member desires to become a LIFE Member, the initial ANNUAL dues must be paid first. Once this is accomplished, the member may then become a LIFE member by payment of the dues required for such membership (according to their age). The dues transmittal form must indicate a request for Regular membership on one line and a request for Life membership on the next line.

3. If a member of an existing Detachment wishes to transfer to the new Detachment, they must first sign a Request for Transfer form and obtain the approval of transfer from their existing Detachment.

The Charter Application shall be accompanied by a Dues Transmittal Form, which is to include two (2) separate checks, one for National dues and one for Department dues for all applicants who have signed the Charter Application. Make sure you list the names on the Transmittal Form in the same order as they are on the Charter Application Form. The Dues Transmittal Form shall be signed by the person forming the new Detachment.

The Charter Application and Dues Transmittal Forms are then mailed to the Department Paymaster, who checks the Dues Transmittal against the Charter Application to verify the dues of all applicants have been paid. The Paymaster shall take the Department dues check from the packet and forward the Application packet to the Department Paymaster.

After the Department Commandant approves the Charter Application, it shall be signed and forwarded to the Division National Vice Commandant for approval and signature.

When the Application has been signed by the Division National Vice Commandant, it will be forwarded to the National Executive Director for approval. Upon approval, it shall be forwarded to the National Commandant for approval. Upon approval by the National Commandant, it shall be forwarded to the Membership Supervisor at National Headquarters (along with the National HQ dues check). The Charter is typed and signed by the National Commandant.

The approved and signed Charter is then returned to the Divisional National Vice Commandant, who signs the Charter and forwards the Charter to the Department Commandant for signature and to arrange formal presentation of the Charter to the new Detachment.

General Information on Starting a New Detachment

The Marine Corps League National Headquarters (HQ) is always ready and willing to render assistance in the formation of a Marine Corps League Detachment. They are available to answer questions at any time and provide contact information for the Department (State) Commandant where the Detachment is to be chartered.

Marine Corps League – National Headquarters
P.O. Box 1990, Stafford, VA 22555-1990
Phone: (703) 207-9588
Email: info@mcleague.org

Getting Started

The first step in starting a new Detachment should be a call to the Department Commandant, and/or any other Department Officer. The Department Officers can provide information and assistance in taking the initial steps to a Detachment organization. In addition, they can contact other Detachments who are geographically close by to assist during the organizational process. The Department can assist in evaluating if a new Detachment can be created in a geographical area. The Department can provide support with materials, presence at organizational meetings, and ideas for reaching the local Marine community.

MCL Starter Kit

Interested personnel should start by contacting the Department Commandant or Division National Vice Commandant, requesting a Marine Corps League STARTER KIT. The Starter Kit will furnish MCL information, and the necessary blank forms required forms chartering a new Detachment. Several important items are included in the kit are:

- Application for Charter.
- Membership Dues Transmittal.
- Request for Transfer.
- Instructions for Forming a new Detachment.
- History of the Marine Corps League.
- Suggestions and sample formats for media letters & press releases.
- Membership applications.
- Other start up information.

Detachment Location

When a Charter is sought for a Detachment which is to be located within the same State and 25 straight-miles from another Detachments 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 Board of Trustees for its consideration and action. The action of the National Board of Trustees shall be conclusive.

An ongoing phase when organizing a new Detachment, and throughout the life cycle of a Detachment interested in increasing their membership is "getting the word out" to Marines, and FMF Sailors in the geographic area. This will continue to be one of the constant challenges to Detachment leadership. It begins with contacting potential eligible members that may be known personally in the local area. Three or four interested eligible members constitute a quorum for discussing ideas on making contacts and other ideas on how to organize.

Organizational plans should be kept basically simple:

- Where and how to advertise.
- Where and when to have a membership meeting.
- Who will do what in starting to initiate Charter requirements.

Recommended ideas in getting the word out are:

Placing posters on bulletin boards at supermarkets, restaurants & bars, at other veteran organizations, firearms ranges/shops, police stations, or any other location that will be seen in high traffic areas. Contact the Marine Recruiting office, a Marine Base, or a Marine Reserve unit nearest the proposed Detachment locale. Solicit active and reserve Marines to participate. Ask for leads of former Marines who have visited their offices, base or unit. Leave information and a name of a contact person. Seek permission to set up a manned table in a mall, or high traffic area, to advertise for eligible members and

to have information available about the League, blank application forms, and/or a blank form to collect phone numbers of potential members. Information should be sent to local newspapers and other papers that get distributed regularly. An article for a local paper or notice to the community calendar section of the paper will let the community know about the League (normally, at no cost). Brief commercial spots on radio and cable TV may be made FREE of charge to non-profit organizations. Contact the local media stations for information. Presentations at local veteran and service organizations, letting their members know there is an organization of Marines for Marines. This will alert potential members as well as the community to the existence of a Marine Corps League forming in their area.

Letters to Chambers of Commerce, local political offices, veteran organizations and clubs, and other community service organizations can provide other contacts. Periodic participation at swap meets/flea markets, either having a paid space or a sharing arrangement with a sales booth, to fly the American and/or a USMC Flag. Be prepared to provide brochures, MCL information, MCL applications forms, and MCL materials. Direct advertisement in newspapers, local magazines, USMC and other military publications, and AD mailers can attract attention, although there may be a cost associated with this approach. A flyer (with MCL application forms) that can be placed under the windshield wiper of vehicles bearing a Marine decal or bumper sticker, with a brief description about the League and a person to contact (with a phone number or e-mail #). Check out the parking lots at local sporting events, malls, and movie theaters. Notification for a meeting, with a press release to newspaper and media, may result in press coverage and interviews.

Getting the word out initially means working with a limited budget as well as limited manpower. Posters, merchandise, entry fees to an event, and advertisements can be expensive. The more ways that the "word" can be distributed, the better the odds of reaching more eligible members. The best way to recruit is by "word of mouth," particularly when the person recruiting is already a member of the forming Detachment.

Selecting a Detachment Name

A new Detachment cannot be named in honor of a living person. No Detachment shall select a name being used by any other Detachment in the League. It is suggested the group consider submitting a first choice and a second choice for a name selection prior to contacting the Department Commandant. If the Detachment is to be named in honor of a deceased Marine, they MUST receive written permission from the family to use the name.

Membership Dues

The National Budget Committee annually recommends the dues fees for approval by the Marine Corps League Convention Delegates assembled. Currently, the MCL Dues are:

National Dues: Annual dues - \$20.00

New members one-time initiation fee - \$5.00

Department Dues: as set by the Departments

Detachment Dues: as set by the Detachments.

The membership votes on and approves the amount of dues for the Detachment. It is recommended the detachment bylaws explain how much the Detachment dues are and as to how the fee can be changed.

MCL member will be considered delinquent if their annual dues are not received at National HQ by their due date and will be carried for only one (1) year in a delinquent status before being dropped from the MCL membership roll.

Basic Information

MCL Bylaws specify a minimum of 20 eligible members are required for membership to form a new Detachment. If current members of the Marine Corps League are charter members, the Transfer Form must be included with the transmittal and charter application. The Detachment can request a waiver to start with 16 if there is potential to reach 20 within a year.

MCL Bylaws (2 copies) will be mailed with each approved Charter. The Commandant & the Judge Advocate usually are issued the two free copies. They should be identified as Detachment Property and turned over to new incoming Officers.

The Detachment Charter (or a copy), the National Colors and a Bible are to be displayed at all business meetings.

Each Detachment may adopt local Bylaws, which must not conflict with National Bylaws and shall be subject to approval by Department and National Judge Advocates.

Detachment members select officers, both elected and appointed, as they desire. They MUST elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant and a Judge Advocate. Members either elect or appoint a Chaplain, Adjutant, Paymaster (or Adjutant/Paymaster), Sgt-at-Arms, and such other officers as they deem necessary.

Each Detachment MUST become incorporated as outlined in the National Bylaws and Administrative Procedures. A copy of Incorporation papers must be filed with Department and National HQ. Detachment may fix the minimum number of members required to be present for the transaction of official business (This shall be stated in their Detachment Bylaws). Each Detachment must obtain an EIN (Employer Identification Number) forwarding the number to National Headquarters. They must also become a 501c4 organization and listed under IRS Parent Group 955. Every Detachment must file an annual 990 with the IRS. Any Detachment not filing the required 990 is subject to revocation of their charitable status per IRS regulations. Each Detachment may fix the number of meetings to be held annually in their bylaws. Example: monthly, quarterly, etc. It is recommended the Detachment set a specific time and date monthly.

The MCL does have uniform regulations, but uniforms are not required. The Marine Corps League uniform is the "red cover" (hat), with the Marine Corps enlisted emblem. Additional uniforms are defined in Enclosure 3 of the National Administrative Procedures.

Organizational Meetings

There is an old adage that "You only get one opportunity to make a good FIRST impression." That not only applies to the organizational meeting, but EVERY Detachment meeting where guests and/or

potential members are present for the first time. If the image projected at the meeting is one of enthusiasm, congeniality, and professionalism, the odds become greater in attracting and keeping members. Contact the Department Commandant for assistance and guidance as the members work through forming the detachment. Organizational meetings are important and should be scheduled frequently to conclude the initial organizing steps as quickly as possible. Here are some ideas for accomplishing the ultimate goal of attracting members and planning for an effective Detachment. Carefully plan the meeting to address the issues that are required to charter a Detachment. This requires the focus on:

- Mission of the League, and how they apply to the Detachment.
- Objectives, programs and interests that the Detachment may pursue.
- Prepare a printed agenda of topics to be discussed (this is a good idea for all meetings; it helps to keep focus on topics and business at hand).
- Exercise leadership, maintain control of the meeting and stick with the meeting agenda.
- List the goals of the meeting.
- Description of the League and requirements to start up a Detachment.
- Discussion of ideas for recruiting potential members.
- Establish plans for recruiting new members.
- Summary and conclusion of the meeting.
- Set a date, time and location for the next meeting. During the formation phase, it's a good idea to try to meet weekly, or no less than every two weeks until the Detachment is organized.
- Adjournment
- Plan a little time to socialize after the meeting to build interest, esprit de corps and camaraderie.
- Select a suitable site for holding the next meeting - - it can be in a home, or a restaurant, or other suitable space to accommodate the expected number of potential members.
- Be sure to provide a congenial atmosphere by making sure every attendee is introduced and asked for their ideas, suggestions and comments.
- Be sure to have a sign-in sheet, to record names, addresses, phone numbers, e-mail addresses and list the special interests of those in attendance.
- Designate one individual to take notes of the meetings.
- Establish an application fee or dues for joining the Detachment. The fee should cover the current National dues, Department dues and a fee for the Detachment. Currently, National HQ receives \$25.00 for new members and \$20.00 for renewal members. The Department Commandant should be able to provide the information concerning Department dues.

At this meeting obtain commitments from those attending to join the detachment and help it grow. Encouraging them to become Charter Members is a great incentive to join the detachment.

Collect dues money and applications from potential members always giving a receipt for funds received. Be sure to check their eligibility to join the Marine Corps League by reviewing their discharge papers, latest DD 214 or Active Duty or Retirement ID cards (Not VA ID Cards).

Give out assignments to "Get the word out" to assist with recruiting members. These tasks can include but are not limited to; writing letters, printing flyers or other materials, contacting media, contacting the

other veterans groups and other tasks deemed necessary to get the Detachment started. Ensure these assignments match the member's interests and skill set.

Issues For Future Meetings:

Recruiting is key! A minimum of 20 eligible members is required in order to obtain a charter. The completed applications and dues and / or Membership Transfers must be forwarded with the Charter Application.

A detachment needs to determine of a regular meeting date, time and place. Generally, A detachment can maximize its meeting effectiveness and attendance by setting regular monthly meeting dates and times (i.e., the first Tuesday of the month at 1900), at the same location. In this manner, members and prospects should be aware of meetings, regardless of other notifications. Select a temporary Commandant, Adjutant, and a Paymaster to handle the business of organizing the Detachment until the chartering process is complete. Contact the Department Commandant for assistance during your first meeting. Either the Department Commandant or a representative will be able to aid, assist or answer League questions. Develop specific objectives for the Detachment that will include membership goals, programs of interest, social events and other activities that are embraced within the purposes of the League and by your membership.

Begin to identify individuals that have capabilities for elected and appointed officer positions in the Detachment.

Open discussions and develop specific plans for raising funds for the Detachment - next to membership, this is the most important aspect of keeping a Detachment viable and productive. Determine the most cost-effective methods for reaching eligible members in your area and develop plans for making contact and follow up procedures.

Selecting a name (plus consider an alternate name) for the Detachment. Remember, it cannot be named for anyone still alive. In addition, remember, you MUST receive permission in writing from the family to use a deceased Marine's name.

Distribution of MCL brochures that includes an application, mailing address, information about the League and more importantly, the Detachment meeting dates, location and times should be included, with a telephone number for them to contact for additional information. Consider renting a P.O. Box for Detachment business and Detachment mail.

It is recommended opening a bank account in the Detachment name, Marine Corps League. The bank account should require a minimum of two signatures (the temporary Commandant and temporary Paymaster). Prior to opening an account the bank will require an EIN. Request the EIN using an IRS SS4 Form. This number is similar to a Social Security Number and it MUST be used on all financial and legal documents and accounts that your Detachment may establish.

Complete the documentation for chartering requirements and forward the information, along with the membership transmittal form and membership fees collected, plus any Transfer Request Forms to the Department Paymaster.

Plan and schedule the first Detachment meeting. Upon approval of the application for a Detachment, a Detachment Charter will be issued that is signed by the National Commandant, Division National Vice

Commandant and Department Commandant. Upon notification that the Charter has been signed and sent to the Department Commandant, the following actions should be taken: Nominate officers and hold elections in accordance with the Bylaws of the Marine Corps League. Set a meeting date, time, and location for the presentation of your Detachment Charter by a Department Officer. The Department Officer will be responsible for the installation of the new Detachment Officers. It is recommended that a social event follow the presentation and installation and that member's families, and the media be invited to attend. The Installing Officer is responsible for submitting the Officers Installation Form through League channels.

ORDER OF A BUSINESS MEETING

OPENING CEREMONY:

It shall be the duty of the Sergeant-at-Arms to arrange the quarters; to place the Bible upon the Alter; and at the close of all occasions, he/she shall return all equipment to its proper place. He/she shall also conduct the advance and retirement ceremonies of the Colors. (The Commandant may call for singing of the Marines' Hymn at any point in the ceremony.)

COMMANDANT: Sergeant-at-Arms, secure the quarters and satisfy yourself that all present are qualified to be present during the deliberations of the Detachment session.

SERGEANT-AT-ARMS: Aye, aye, Sir, the quarters are secured and all present are qualified to remain. (If persons present are not qualified, the Sergeant-at-Arms will report accordingly. If it is an open meeting, visitors would be assumed to be qualified to remain.)

COMMANDANT: Sergeant-at-Arms, advance and post the Colors.

SERGEANT-AT-ARMS: Aye, aye, Sir. All persons wearing the official League cover will execute a hand salute as colors are advanced. Those NOT covered will execute a civilian salute, right hand over their heart. Baseball type caps are to be removed and can be held over their heart. Just before the Colors are to be advanced the Commandant shall give two (2) raps of the gavel to call all present to a standing position. One (1) rap of the gavel will be the signal to be seated.

COMMANDANT: The Chaplain will lead us in prayer. (The Sergeant-at-Arms, or the Chaplain should open the Bible)

CHAPLAIN: (Uncover) Supreme Commandant, we ask Thy blessing upon all here assembled. We pray for guidance in our deliberations, and that we may here exemplify the principles and purposes of our beloved Marine Corps League. We ask Thy protection and blessing for Marines and Corpsmen who have died in the service of their Country, and for all our members, both past and present. Grant that the Marine Corps League may grow and prosper in the humane purposes and principles upon which it is founded. AMEN. (Cover). (At this point, the Commandant may ask the members to remain standing for the singing or playing of the Marine Hymn), (Commandant, by one rap of the gavel, seats the Detachment).

COMMANDANT: Sergeant-at-Arms, declare this meeting open for the transaction of official business.

SERGEANT-AT-ARMS: By authority of the Commandant of the _____ Detachment of the Marine Corps League, I declare this meeting open for the conduct of official business.

ORDER OF BUSINESS:

Roll call of Detachment Officers (by the Adjutant)

Applications for membership (If balloting is done, applicants should be escorted outside the meeting room by the Sergeant-at-Arms).

Balloting on applications for membership. (If balloting is done, applicants are approved by a majority vote on those present and qualified to vote. Either voice or a secret ballot may be used).

Ceremony of Initiation (full or abridged form, from the MCL Ritual, depending on size of Detachment, time, and circumstance).

Introduction of new members and guests.

OLD BUSINESS:

Adjutant's Report

A. Minutes of previous meeting and Officers meetings (may be abridged if minutes are included in a newsletter or other type of communication with the members).

B. Correspondence received

Paymasters Report

Chaplains Report

Report of any member or member's family sick.

Report of any Marine or Marine's family in distress.

Report of the Officers: (Elected Officers and Staff should rise and report; or indicate if there is no report).

Report of Project Leaders and/or Committee Reports

Unfinished Business from previous meetings.

NEW BUSINESS:

Reports, requests, information for business consideration, or any items needing a vote by the membership.

Good of the League

Announcements. (At this time, the meeting may close for adjournment, or recessed until closing ceremony). If a program or guest speaker is to be introduced at this time, the meeting should be recessed until the program is complete.

NOTE: TO RECESS MEETING - Chaplain will close the Bible. Sergeant-at-Arms will lead the membership in a hand salute to the Colors and declare the meeting in recess.

NOTE: TO RE-OPEN THE MEETING - Sergeant-at-Arms will lead the assembly in a hand salute to the Colors. Chaplain will reopen the Bible. Sergeant-at-Arms will declare the meeting duly reopened for the conduct of Official Business.

CLOSING CEREMONY:

COMMANDANT: There being no further business, we will proceed to close. The Detachment will stand silent in respect for deceased members. (Commandant gives two (2) raps of the gavel. Chaplain, without orders, reads the names of deceased members). This may also be extended to deceased Marines and Marine families, if appropriate.

COMMANDANT: Sergeant-at-Arms, retire the Colors.

Sergeant-at-Arms: Aye, aye, Sir. (All present that are covered, execute the hand salute; all others not covered, execute the civilian salute, as the Colors are retired).

COMMANDANT: The Chaplain will lead us in prayer.

CHAPLAIN: (Uncover) Supreme Commandant, we humbly beseech Thee to bless what good we have accomplished and forgive that which we have done amiss. As we separate to go our several ways, we commit ourselves to Thy loving care. AMEN. (Cover)

COMMANDANT: Senior Vice Commandant, perform the last duty of your post.

SENIOR VICE COMMANDANT: Marines, the _____ Detachment thanks you for your attendance and requests that you secure new members, and further that you favor us at every future meeting with your presence, so far as your circumstances will permit.

COMMANDANT: Sergeant-at-Arms, declare this meeting of the _____ Detachment, Marine Corps League, officially closed.

Sergeant-at-Arms: By authority of the Commandant, _____ Detachment, Marine Corps League, I declare this meeting officially closed until _____ (day, date, & time, when it will be reopened for the transaction of official business.

COMMANDANT: (Gives one rap of the gavel --- meeting adjourned).

Notes and Summary of the general meeting:

The ceremony and order of business represented in the MCL RITUAL manual offers a guideline to the proper conduct of a meeting. There will be times when Detachments will want to make appropriate changes and modifications, to best suit the needs of the Detachment. However, it is important to structure most meetings, preferably with an agenda, to let attendees know what to expect, and the time elements involved.

Every elected and appointed Officer of the Detachment should have a copy of the MCL RITUAL (along with copies of the National, Department and Detachment bylaws). The MCL RITUAL manual provides routine guidelines for all ceremonies, which include meetings, installation of officers, presentation of charters, induction of members, and proper order for deceased Marines and ceremonial services. Copies of the RITUAL are available from the MCL National Headquarters ships store for a nominal fee. It is recommended that every officer obtain a personal copy of the Ritual manual.

Duties of the Detachment Officers

A TEMPORARY Commandant, an Adjutant and a Paymaster are to be selected by the new members of the forming Detachment. These temporary officers shall act as their respective officers and with the cooperation of all the new members, are to secure additional new members before the date set for the closing of the Charter Application, when the permanent staff of Detachment Officers will be properly elected. Subsequent elections are to be held in accordance with ARTICLE FIVE of the National Bylaws and Administrative Procedures. The critical documents needed for successful operation of a detachment are:

- National Bylaws
- National Administrative Procedures
- Ritual Manual
- Guidebook for Detachment Officers

Detachment Commandant

Directs MCL activities within the community, presides at all Detachment meetings, serves as adviser to all committees of the Detachment, and is in direct charge of all functions of the Detachment. After being sworn into office by the Department Commandant (or any authorized Officer) may administer the oath of membership to new members.

Detachment Senior Vice Commandant

The primary duty of the Senior Vice Commandant is to learn the job of the Commandant to prepare for absence, emergency, and transition. The Senior Vice Commandant renders assistance to the Detachment Commandant, and during the absence or illness of the Commandant, perform the duties of that office; assist all committees, and, with their assistance, initiate and implement such dynamic programs as will increase the effectiveness of the League and their Detachment.

Detachment Junior Vice Commandant

Creates and distributes such membership incentives and programs as will engender enthusiastic response resulting in membership growth. In the absence or illness of the Detachment Commandant and the Senior Vice Commandant, will be responsible for performing the duties of the Detachment Commandant.

* Please note in some detachments the Senior Vice Commandant is responsible for membership programs and the Junior Vice Commandant is responsible for Ways and Means (fundraising).

Detachment Judge Advocate

Interpret the Detachment bylaws, advise, construe, counsel and render opinions on questions of law and procedure to the Detachment Commandant during meetings. In the event there are no Detachment Bylaws the Department and National Bylaws will be used in lieu of Detachment Bylaws. Make decisions on the local level in disputes or if unable to do so, refer the problem to the next higher echelon of the League, i.e. Department or National. NOTE: There is no investigative or punitive authority at the Detachment level.

Detachment Adjutant

Keeps a true record of all meetings, typewritten or neatly hand written in ink in a ledger or log book; keep a record of all members and forward notices of meetings, events, etc., of the Detachment to the membership, and work closely with the Paymaster to maintain an up to date membership file of the Detachment active (paid up) and inactive (delinquent) members. The Adjutant also handles and keeps a record of Detachment correspondence, as directed by the Detachment Commandant, and performs such other duties as directed by the Detachment Commandant.

Detachment Paymaster

Keeps a true record of all monies received and expended by the Detachment, and in close cooperation with the Adjutant, prepares an up to date record of dues by the membership and forwards notices to members when their dues have lapsed and also such other duties as may be assigned by the Detachment Commandant.

Detachment Adjutant/Paymaster

Some Detachments opt to combine the positions above.

Detachment Chaplain

Performs such duties at meetings as prescribed in the MCL Ritual Book; takes an active part in all memorials and funeral services in which the Detachment participates; visits the sick to inquire about their needs, and performs such other duties as directed by the Detachment Commandant.

Detachment Sergeant-at-Arms

Preserves order at all meetings; sets up the meeting room, (checks on the Bible, Colors and the Charter); and performs such other duties as are required by the Detachment Commandant. Fulfills all duties prescribed in the MCL Ritual Book.

Other Staff & Project Officers

The preceding officer delineations cover the basic officer corps of a Detachment. These are the officers minimally required to serve the Detachment and meet the requirements of both National/Department and Detachment Bylaws, and the minimum obligations for meetings and programs. Other appointed positions that can be considered are Web Sergeant, Historian, Newsletter editor, Color Guard Commander, Public Relations/Information Officer, Americanism/Education Officer, Veterans Administration Volunteer Services (VAVS) Officer. These position duties are established and printed in the "Guidebook for Detachment Officers."

SAMPLE MEDIA CORRESPONDENCE

Letter to request meeting space to form a detachment.

This letter should be sent to the Mayor, Chief of Police, Chamber of Commerce, and Veterans Organizations. If favorable reply is not received from the Mayor or Chief of Police, try the Chamber of Commerce. As a rule, they are all very cooperative and helpful.

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Date

Mr. A. B. Charles
Mayor of Jacksonville
Municipal Building
Jacksonville, N.C. 28546

Dear Mayor Charles:

The Marine Corps League, a congressionally chartered veterans organization, comprised of Marines and eligible FMF Sailors who have honorably served or are now serving in the United States Marine Corps, desire to form a Marine Corps League Detachment in your city.

I am writing to request the use of a room large enough to accommodate 25 to 30 eligible members for one evening during the week of _____ for the purpose of holding a meeting to form a local Detachment of the Marine Corps League.

Respectfully,

_____ [Print & then sign your name]

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News Release to Announce a Meeting to Form a New Detachment.

The (enter new Detachment name, i.e., Onslow County) Detachment of the Marine Corps League announces that the National Vice Commandant of the (enter name of Division, i.e., Southeast, Midwest, etc) Division, will conduct a meeting at (enter detailed information about meeting location), (day), (month, date, year) at (time) to form a new Detachment here in (list city/town). Any Marine interested in joining this new Detachment as a Charter Member should plan to attend this meeting.

The Marine Corps League was one of the earliest established Veterans Organizations, organized in June 1923 and Chartered by an Act of Congress in August 1937. Membership in the Marine Corps League is for any Marine or FMF Sailor who has served honorably or is currently on active duty.

News Release Following Initial New Detachment Meeting

The meeting of the (list name) Detachment of the Marine Corps League, held this past (list day, i.e., Monday) evening was very successful. (List name) has been installed to serve as the Commandant for the first year. (Name) and (Name) have been chosen as Interim Adjutant and Paymaster, respectively. The next meeting of the Detachment will be held on (list date and time); any Marine or FMF Sailor interested

in joining this new Detachment as a Charter Member should plan to attend. Meetings are open to all active duty, retired, veteran Marines, and eligible FMF Sailors.

NOTE: *The news release AFTER the organization meeting is held is important. While preparing the news release, considerable thought should be given to its content, keeping in mind the objective of trying to get other Marines & FMF Sailors to join this new Detachment.*

NOTE: *Avoid use of rank, unless requested by the individual. Feature prominent Marines in the community who have joined. If a reporter is available, delegate them to write the news release. If a news release is not prepared by a reporter, compile all the events of the meeting, call the city desk and report the news by phone or via e-mail. You will find most radio, newspapers, and TV stations very cooperative. Marine Corps Recruiting Officers will normally extend their full cooperation in promoting your Detachment.*