

DEPARTMENT OF VIRGINIA
MARINE CORPS LEAGUE



2023 EDITION
ADMINISTRATIVE
PROCEDURES

Revised May 2023

CONTENTS

CHAPTER ONE: General

	Section	Page
Name and Purpose	100	AP 1-1
Corporate Seal	105	AP 1-1
Policy	110	AP 1-1
CHAPTER TWO: Department Convention		
Meetings	200	AP 2-1
Time and Place	205	AP 2-1
Procedures	210	AP 2-1
Rules of Order	215	AP 2-1
Registration	220	AP 2-1/2-2
Installation	225	AP 2-2
Convention Administrative Committees	230	AP 2-2
Credentials Committee	230a	AP 2-2
Bylaws Administrative Procedures Committee	230b	AP 2-3
Resolutions Committee	230c	AP 2-3
Rules Committee	230d	AP 2-3
Bids for Department Convention	230e	AP 2-3
CHAPTER THREE: Standing Committees		
Standing Committees and Duties	300	AP 3-1
Budget and Finance Committee	300a	AP 3-1
CHAPTER THREE: Standing Committees		
Time and Finance Committee	300b	AP 3-1
Awards and Finance Committee	300c	AP 3-1/3-2
Membership and Retention Committee	300d	AP 3-2
Nominating Committee	300e	AP 3-2
Audit Committee	300f	AP 3-2/3-3

CHAPTER THREE: Standing Committees Cont.

	Section	Page
Marine of the Year Society	300g	AP 3-3
Composition	300g-1	AP 3-3
Nomination	300g-2	AP 3-3
Contents	300g-3	AP 3-4
Duties	300g-4	AP 3-5
Responsibilities	300g-5	AP 3-5
Meetings	300g-6	AP 3-5
Member in Good Standing	300g-7	AP 3-5
Scholarship Committee	300h	AP 3-6
Name	300h-1	AP 3-6
Eligibility	300h-2	AP 3-6
Requirements	300h-3	AP 3-6
Scholarship Committee Duties	300h-4	AP 3-7
Detachment Commandants, Paymasters or Auxiliary		
Unit Presidents and Treasurer’s duties	300h-5	AP 3-8
Scholarship Adjudication	300h-6	AP 3-8
Responsibilities	300h-7	AP 3-8
Scholarship Award	300h-8	AP 3-9
A Member in Good Standing	300h-9	AP 3-9
Newsletter Committee	300i	AP 3-9
Appointed Officer, Chairmen and Committee Members Term	305	AP 3-10

CHAPTER FOUR: Department		
Powers	400	AP 4-1
Department Dues	405	AP 4-1
Installation of Officers	410	AP 4-1
CHAPTER FIVE: Detachments		
Authority	500	AP 5-1
Dues	505	AP 5-1
Installation of Officers	510	AP 5-1
CHAPTER SIX: Miscellaneous		
Death of a member of the Department	600	AP 6-1
Grievance and Discipline	605	AP 6-1
Fund Raising	610	AP 6-1
Respect	615	AP 6-2
Amendments	620	AP 6-2
Effective Date	625	AP 6-2

ADMINISTRATIVE PROCEDURES
ADMINISTRATIVE PROCEDURES
CHAPTER ONE
GENERAL

SECTION 100-NAME AND PURPOSE. The name of the corporation is the Department of Virginia, Marine Corps League and is a non-profit corporation. The purpose for which the corporation is formed is outlined in the Marine Corps League (MCL) National Administrative Procedures, Section 1000.

SECTION 105-CORPORATE SEAL. The Corporate Seal of the Department of Virginia shall be round and containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words “Department of Virginia” around the top and “Marine Corps League” around the bottom within a border of two narrow rings, with a star centered between the words “Department” and ”Marine” and a star between the words “Virginia” and “League” .

SECTION 110 POLICY.

a. The supreme power of the Department of Virginia shall be vested always in its membership functioning through delegates at a Department Convention. Administrative powers only are delegated to its Board of Trustees or to individual members of the Department of Virginia.

b. The Department of Virginia shall never take part in any labor or management dispute or issue and it shall be non-sectarian, non-political, and non-partisan. Additionally, the Department shall never be based on race, color, creed, nationality, sex nor shall it be used as a medium of political ambition or preferment. Former or present military rank and/or former or present civilian position shall not be used as a basis for special consideration or preferment.

c. Nothing in the preceding subsection shall prohibit the Department of Virginia or any subdivision thereof from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our nation, or any veterans’ claims for justice arising from service in the Armed Forces of the United States of America.

ADMINISTRATIVE PROCEDURES
CHAPTER TWO
DEPARTMENT CONVENTION

SECTION 200-MEETINGS. The Department of Virginia Convention shall be convened once each calendar year between May 1 and July 15 unless prevented by national emergency or other unpreventable cause.

SECTION 205-TIME AND PLACE. The time and place of each Department of Virginia Convention shall be decided by the delegates present and voting at a Department Convention one (1) year in advance. In an emergency the present and voting delegates may assign this duty to the Department of Virginia Board of Trustees.

a. In the event a detachment which has committed itself to host a convention decides not to host such convention, then the Department of Virginia 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 business meeting.

b. Each detachment hosting the Department Convention shall provide the date and location of the pending Convention at least sixty (60) days prior to the opening date.

SECTION 210-PROCEDURES. Immediately preceding the Department of Virginia Convention, the Department Commandant and Department Board of Trustees will establish the sequence and procedure for the conducting of business at the convention.

SECTION 215-RULES OF ORDER. The MCL National and Department Bylaws and Administrative Procedures shall govern the procedures and conduct of each Department Convention. Parliamentary reference for conventions shall be the current edition of Robert's Rules of Order Newly Revised.

SECTION 220-REGISTRATION.

a. All approved and certified delegates, delegates-at-large, and alternates shall possess a paid annual membership card or life membership card and pay the appropriate registration fees, if required, upon registering with the Convention Credentials Committee.

b. Registration fees, if required, at the Department Convention shall be six dollars (\$6.00). Advance registration fees, if required, shall be five dollars (\$5.00) provided that such fee, accompanied by properly executed official credential forms. The form and fees must be received by the Department Paymaster or Adjutant/Paymaster not later than fifteen (15) days prior to the opening of the Department 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 Detachment Commandant shall authenticate the credentials of the member(s) in question, provided that such action does not authorize more delegates and/or alternates than the detachment is allowed under provisions of the Department Bylaws.

SECTION 225- INSTALLATION. The installation of Department Officers shall be conducted with an appropriate ceremony at the closing of the Department Convention. The Department Commandant-elect shall select the installation officer as directed in Section 410 of the Department Administrative Procedures.

SECTION 230-CONVENTION ADMINISTRATIVE COMMITTEES. The duties of the Department Convention Administrative Committees are:

a. Credentials Committee: Shall (1) examine the credentials of each delegate, delegate-at-large, alternate delegate; (2) determine that each member desiring to register possess a current membership card; (3) compile a continuing list of all registered and approved delegates, delegates at large, and alternates. The list shall be available upon request of the chair and shall be presented as part of the committee's final report to the Department Convention; (4) disapproval of the credentials of delegates not in good standing at the time of the Department Convention.

b. Bylaws and Administrative Procedures Committee: Shall receive and consider all proposed changes of the Department of Virginia Bylaws and Administrative Procedures properly submitted in accordance with the requirements of the Department of Virginia

c. Bylaws and Administrative Procedures. The committee, by majority vote, shall either approve or disapprove all properly submitted Department of Virginia Bylaws and Administrative Procedures revisions considered by the committee. The committee chairman will report the committee's recommendations to the Department Convention for its consideration and action. The Department Judge Advocate shall be the Chairman of the Committee.

c. Resolution Committee: Shall receive and consider all properly submitted resolutions (not bylaws proposals) complying with the requirements of the Department ByLaws and Administrative Procedures and may offer resolutions on behalf of the committee deemed by the committee to be advisable and necessary. The Committee, by majority vote, shall either approve or disapprove all properly registered resolutions considered by the committee. The Committee Chairman will report the committee's recommendations upon such resolutions to the Department Convention for its consideration and action.

d. Rules Committee: Shall study the rules of the Convention employed at prior Convention(s) and determine the need for any additional rules or revisions for recommendation to the Convention to be applied during the specific convention.

e. Bids for Department Convention: Any Detachment may make a formal bid for a Department Convention. The bid shall be filed with the Time and Place Committee at least one (1) year or more in advance.

ADMINISTRATIVE PROCEDURES
CHAPTER THREE
STATNDING COMMITTEES

SECTION 300-STANDING COMMITTEES AND DUTIES. The Department Standing committees and their duties are as follow:

a. Budget and Finance Committee: It shall be the duty of the Budget and Finance Committee to prepare and present to the Department Convention a financial program for the conduction of business and affairs of the department for the ensuing fiscal year and to make recommendations concerning ways and means of increasing the funds of the Department.

1. The Budget and Finance Committee shall consist of a minimum of three (3) members.

(a) The Department Paymaster of Adjutant/Paymaster shall be the Chairman of the Committee.

(b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

b. Time and Place Committee: It shall be the duty of the Time and Place Committee to receive and examine all bids for the ensuing year's convention and staff meetings. Bids for the convention shall be submitted in accordance with Section 230 of the Administrative Procedures.

1. The Time and Place Committee shall consist of a minimum of three (3) members.

(a) The Department Senior Vice Commandant shall be the Chairman of the Committee.

(b) The two remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

c. Awards and Citations Committee: Shall have the responsibility of recommending to the Department Staff all awards and citations for use by the Department of Virginia. All recommendations for National and Department Awards (unless specified in another manner) shall be referred to the committee which shall certify that the recipient is worthy of said award. (See enclosure four (4) of the MCL National Bylaws and Administrative Procedures for guidelines).

1. The Awards and Citations Committee shall consist of a minimum of three (3) members.

(a) The Department Junior Past Commandant shall be the Chairman of this Committee.

(b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

d. Membership and Retention Committee: It shall be the duty of the Membership and Retention Committee to conduct a program to retain the membership of the Department and to further its growth through the organization of new Detachments.

1. The Membership and Retention Committee shall be a minimum of three (3) members.

(a) The Department Junior Vice Commandant shall be the Chairman of this Committee.

(b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

e. Nominating Committee: Shall present to the Convention a proposed slate of Officers for the ensuing year.

1. The Nominating Committee shall consist of a minimum of three (3) members.

(a) The Department Senior Vice Commandant shall be the Chairman of this Committee.

(b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees.

f. Audit Committee: It shall be the duty of the Audit Committee to examine the financial records of the Department annually to be completed on or before three (3) days prior to the Department Convention.

1. The Audit Committee shall consist of a minimum of three (3) members.
 - (a) A Detachment Commandant appointed by the Department Commandant with the advice and consent of the Department Board of Trustees shall be the Chairman of this committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Board of Trustees.
2. The Chairman of this committee will report to the Convention on the state of the finances of the Department and results of the Annual Audit.
3. The Chairman will ensure that the annual written Audit Report is complete and signed by all members of the Audit Committee and presented to the Department Commandant at the Convention.

g. Marine of the Year Society:

1. Composition.
 - (a) The Department Marine of the Year Society shall be composed of all past recipients of the Department Marine of the Year Award in attendance at the Annual Convention.
 - (b) The Society shall have no less than three (3) members present.
 - (c) The incumbent Department Marine of the Year will be the Society President until a new Marine of the Year is selected at the next Department Convention.
 - (d) Each member must be a member in good standing of the Marine Corps League and Department of Virginia.
2. Nominations. A letter of nomination for the Department Marine of the Year Award shall be submitted in the following manner
 - (a) Letters of nomination will only be accepted from a Detachment.

(b) All letters of nomination shall contain a statement of certification from the Detachment Commandant and Adjutant (or Adjutant/Paymaster) stating the Nominee, for the Department Marine of the Year, was approved by the Detachment by a majority vote. In the event the nominee is the Detachment Commandant the letter of nomination shall be signed by the Senior Vice Commandant and the Adjutant (or Adjutant/Paymaster). If the Detachment Adjutant (or Adjutant/Paymaster) is the nominee, the letter of Nomination shall be signed by the Department Commandant and Senior Vice Commandant.

(c) Each nomination submitted shall be placed in a sealed envelope and addressed to the “President, Department of Virginia Marine of the Year Society” and forwarded to the Department President by first-class mail, and shall be postmarked no later than May 15th prior to the Department Convention.

3. Contents. All letters of nomination shall contain the following:

- (a) State that the nominee has been a member in good standing for a minimum of two (2) years and has maintained a 75% attendance rate at his/her Detachment Meetings.
- (b) Has held, or is holding, an elective or appointed office in the Detachment.
- (c) Has been a past or is a present Detachment “Marine of the Year”.
- (d) Has participated in community service (Toys for Tots, Young Marines, VAVS, Little League, etc.) in the past two years.
- (e) Has attended Department Staff Meetings or has attended at least (1) Department Convention as a delegate from their Detachment in the past (2) years.
- (f) The Society shall not accept any nomination that does not contain the stipulated Information.

4. Duties. The Department Marine of the Year Society shall:
 - (a) The President of the Department Marine of the Year Society Shall receive all letters of nomination from the Detachments, insuring they are sealed and remain sealed until the Society meets at the Department Convention.
 - (b) Judge each nominee received and attest by signature of each member of the Society who was present, that the Nominee was reviewed and judged.
5. Responsibilities. The Department Marine of the Year Society is responsible for the following:
 - (a) The President will Chair all meetings of the Society.
 - (b) In the event that the President of the Society is unable to perform the duties of the President due to absence, illness, or other reasons, the Junior Past President, in succession, shall perform the duties of that office.
 - (c) The President shall inform all Detachment Commandants, by first class mail, the correct mailing address to which to submit their Department Marine of the Year Nomination.
 - (d) Return to the Detachment Commandant, by first class mail, the resume of each Nominee with the required signatures affixed.
 - (e) Read the nominee's resume before presenting the Department of the Year Recipient at the closing banquet of the Convention or in lieu of the banquet at the closing of the Convention; after reading the resume and announcing the Recipient, the medallion/red and gold ribbon will be presented to the recipient by the outgoing Marine of the Year.
 - (f) Presenting the Department Marine of the Year award plaque to the recipient at the next Department Fall Staff Meeting.
 - (g) Ordering the Department Marine of the Year Award consisting of the Marine of the Year medallion/red and gold ribbon, and plaque.

6. The Department Marine of the Year Society shall meet during the Department Convention or at the Fall Staff Meeting.
 - (a) No meeting of the Department Marine of the Year Society shall be called during an open session of the Department Convention ore at the Fall Staff Meeting.
7. A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who complies with Article Five (V), Section 515 of the current edition of the Marine Corps League National Bylaws.

h. Scholarship Committee.

1. Name. The name of the Department of Virginia scholarship shall be the “Dick Branich” Memorial Scholarship”.
2. Eligibility. Scholarship shall be awarded based on the following criteria:
 - (a) Son, daughter, grandchild, or stepchildren of a Marine who lost his/her life in the line of duty or,
 - (b) Son, Daughter, grandchild, stepchildren of a Department of Virginia Marine Corps League or Marine Corps League Auxiliary member in good standing or,
 - (c) A member in good standing in the Marine Corps League Young Marine Program with two (2) years honorable service and obtain the grade of Corporal or higher.
3. Requirements. All applicants shall comply with the following requirements:
 - (a) Complete and sign the application and insure all the required supporting documents are enclosed in a single package.
 - (b) Provide a letter of recommendation from the following:
 - (1) High School Students: a high school administrator and faculty member.

- (2) Jr. ROTC: A high school administrator and Jr. ROTC Staff member.
 - (3) USMC Jr. ROTC Participant: the requirements contained in (1) plus a Jr. ROTC Staff members recommendation attesting to his/her conduct, proficiency and honorable service.
- (c) Transcripts of the students' entire high school grades to date.
 - (d) Proof of acceptance by an educational institute of higher learning or a recognized trade school prior to awarding of scholarship.
 - (e) Provide a brief, handwritten, life history to include high school honors, school, community, church, extra-curricular activities and goals (limit one (1) page).
 - (f) Have a minimum of a 3.0 cumulative grade point average.
 - (g) Insure that your application has been completed and all required signatures affixed.
 - (h) Incomplete packages will not be considered.
 - (i) All packages must be postmarked by May 15th of the award year.
4. Scholarship Committee duties. It shall be the duty of the committee to distribute, receive, and examine all nominee applications for completeness and eligibility. The committee shall consider all eligible applicants.
- (a) The Scholarship Committee shall consist of a minimum of five (5) members.
 - (1) The Department Junior Past Commandant shall be Chairman of the Committee.
 - (2) The four (4) remaining members shall be the Department Paymaster or Adjutant/Paymaster and the elected three (3) year Trustees.

- (b) The committee shall observe strict adherence to eligibility and compliance.
- (c) The decisions of the Scholarship Committee are final.
- (d) The committee shall reserve the right to not award a scholarship.

5. Detachment Commandants and Paymasters:

- (a) Ensure that the sponsoring member is a member in good standing of a Department of VA Detachment.
- (b) Provide the sponsor data indicated, relationships, including name and Member number.
- (c) Testimonies of the sponsor or Detachment Members are not solicited nor will they be considered by the committee.
- (d) All applications for a scholarship shall be signed by the Detachment Commandant and Adjutant/Paymaster (or Paymaster) stating the applicant is eligible.
- (e) Provide the Detachment name, number, and address.

6. Scholarship Committees Adjudication.

- (a) The Chairman of the Scholarship Committee shall receive all application packages from the Detachment(s) and insuring they are sealed and remain sealed until the committee meets before the Department Convention.
- (b) The committee will judge each application received and attest by signature of each member of the committee present that the nominee was reviewed.

7. Responsibilities. The committee is responsible for the following:

- (a) The Chairman will Chair all meetings of the committee.

- ..
- (b) In the event that the Chairman of the committee is unable to perform the duties as Chair due to absence, illness, or any other reason, the elected Trustee with the least of time remaining on his/her term will serve as Chair.
 - (c) The Chairman shall inform all Detachment Commandants by either electronic mail (e-mail) or first-class mail of the correct mailing address to which to submit scholarship applications including the due date for all applications.
 - (d) Return to the Detachment Commandants by first-class mail the application of each applicant with the required signatures affixed.
 - (e) Applicants shall be notified by first class mail of award or non-award prior to Department Convention of the award year.
 - (f) Present the scholarship to the recipient at the Department Convention.
8. Scholarship Award. The Scholarship Committee shall be the sole judge of the award amount based upon funds available in the Scholarship Fund each year.
9. A member in good standing as is used in this section shall mean a regular or associate member of the Marine Corps League who complies with the applicable provisions of the current edition of the MCL National Bylaws and/or National Administrative Procedures.
- i. Newsletter Committee. It shall be the duty of the Newsletter Committee to receive and evaluate each newsletter submitted for the Department Newsletter Competition:
- 1. The Newsletter Committee shall consist of a minimum of three (3) members.
 - (a) The Department Junior Vice Commandant shall be the Chairman of the Committee.
 - (b) The two (2) remaining members shall be appointed by the Department Commandant with the advice and consent of the Department Board of Trustees,

2. Newsletter-Submission: Newsletters to be evaluated shall be newsletters submitted from May through April of the previous year. A minimum of four newsletters shall be considered from each Detachment that participates. Newsletters shall be submitted to the Chairman who will keep them on file until such time that the committee will meet, no later than 20 days before the Department Convention, to consider and evaluate each newsletter submitted.
3. Evaluation Criteria;
 - (a) Detachment Information- are the Detachment Officers listed meeting place and time included. Special committee Chairmanship Listed, birthdays, special announcements listed etc? (max points= 20).
 - (b) Detachment Activates- are individual events and activities (completed or planned) publicized? (max points=10).
 - (c) Editorials- does the newsletter contain an educational or article having to do with the State of the Corps, Veterans information, historical events of the Corps, or an article that will be of interest to members? (max points =15)
 - (d) Department and National Information- does the newsletter contain Department and/or National information? Dates times and places of meetings or events, benefits, etc. (max points = 10).
 - (e) Calendar of Events- are future events and activities of the Detachment listed? (max points=10).
 - (f) Membership- does the newsletter promote membership and renewal efforts? (max points = 15).
 - (g) Overall Content- is the newsletter appealing to the eye: are articles accurate, complete, and easily understood; does the newsletter reflect favorably on the Detachment, Department, and the Marine Corps league: (max points=20).
4. Awards- Awards shall be for 1st, 2nd, and 3rd place. In case of a tie, dual awards will be awarded. Most Improved Award will be awarded to any newsletter that scores fifty (50) points or more over its previous years score.
5. Display-winning newsletters shall be displayed at the Department Convention of the competing year. AP 3-10

SECTION 305-APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS

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

ADMINISTRATIVE PROCEDURES
CHAPTER FOUR
DEPARTMENT

SECTION 400-POWERS. Whatever power is vested in the National Organization shall in corresponding circumstances be vested in the Department.

SECTION 405-DEPARTMENT DUES. The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies which are due the Department shall be forwarded immediately to the Department Paymaster or Adjutant/Paymaster.

SECTION 410-INSTALLATION OF DEPARTMENT OFFICERS.

a. The Installing Officer must be as prescribed in the current edition of the Marine Corps League National Bylaws and/or National Administrative Procedures.

b. It shall be the responsibility of the Installing Officer to sign, date, and forward the completed Installation Report (ROI) to the Department Adjutant or Adjutant/Paymaster within the time frame specified in the Marine Corps League National Bylaws and/or National Administrative Procedures.

ADMINISTRATIVE PROCEDURES
CHAPTER FIVE
DETACHMENTS

SECTION 500 AUTHORITY. Each Detachment shall be governed by its elected and appointed officers and subordinate to the Department of VA, Mid East Division, and MCL National Headquarters.

SECTION 505-DUES. Each Detachment shall fix the amount of its membership dues which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due to the Department and National Headquarters shall be forwarded with the standard Dues Transmittal Form immediately to the Department Paymaster or Adjutant/Paymaster.

- a. Dues and fees due National Headquarters and Department shall be submitted by two (2) separate Detachment checks in the amount due each entity.
- b. Detachment checks submitted for payment to National Headquarters and the Department, for monies due should have the signature of the Detachment Commandant and Adjutant/Paymaster or Paymaster.

SECTION 510- 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 shall be as prescribed in the appropriate provisions of the MCL National Bylaws and/or National Administrative Procedures.
- c. It shall be the responsibility of the Installing Officer to sign, date, and forward the completed Installation Report (ROI) to the Department Adjutant or Adjutant/Paymaster within the time frame specified in the MCL National Bylaws and/or National Administrative Procedures.

ADMINISTRATIVE PROCEDURES
CHAPTER SIX
MISCELLANEOUS

SECTION 600-DEATH OF A MEMBER OF THE DEPARTMENT.

- a. Upon notification of the death of any Detachment 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 a member directly to both the National and Department Chaplain, utilizing the “Notice of Death” Form (available from National Headquarters).
 - (3) Notify the Detachment Adjutant/Paymaster (or Paymaster) of the passing to insure the death is reported on a standard dues transmittal and submitted to the Department Paymaster or Adjutant/Paymaster.

SECTION 605- GRIEVANCE AND DISCIPLINE. Grievance and discipline shall adhere to Chapter Nine of the MCL National Administrative Procedures. No Detachment is authorized to conduct discipline and/or grievance investigations or hearings.

SECTION 610-FUND RAISING.

- a. Fund Raising activities may be entered into by the Department of Virginia, its Detachments and subsidiary units:
 - (1) Provided such fund-raising activity does not violate Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League or Department of Virginia.
- b. Fund Raising by a Detachment. No Detachment of the Department of Virginia shall conduct a fund-raising project in any city, town, or county other than its own territory without first securing the approval of such other Detachment.
- c. Fund Raising by Department. The Department shall not conduct any fund-raising project where there is one or more Detachments without consent of such Detachment.

- d. Fund Raising at Department Convention and Staff Meeting. At all Department Conventions and Staff Meetings any fund raising shall be under the control of the Detachment, Department, or other organization that is hosting the event. No individual or group of individuals shall be permitted to engage in any fund-raising at the event without the expressed approval of the hosting Detachment, Department or organization.

SECTION 615-RESPECT

- a. The Bible shall be opened, placed on an altar during all meetings of the Department of Virginia and Detachments of the Department. No disrespect to the Bible, by act or word, shall be tolerated.
 - b. The ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to maximum extent possible, within the Department.
- ú. Amendments to the Administrative Procedures are covered in the Department Bylaws.

SECTION 625-EFFECTIVE DATE. The effective date of any change to the Administrative Procedures will be upon close of the Department Convention at which it was approved unless a specific date is stated.

This page is intentionally blank