# DEPARTMENT OF NEW JERSEY

# BYLAWS

## REVISIONS TO THE BYLAWS
## DEPARTMENT OF NEW JERSEY, MARINE CORPS LEAGUE

Originally adopted at the Annual Convention, Department of New Jersey held at Asbury Park, New Jersey. 1946 June 29 and 30.

Revised at the Annual Convention, Department of New Jersey held at Atlantic City, New Jersey. 1952 June 22, 23 and 24.

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1985 No Revisions.

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1987 No Revisions.

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1989 and 1990 No Revisions.

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1993 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Cherry Hill, New Jersey. 1994 June 16, 17 and 18.

Revised at the Annual Convention, Department of New Jersey held at Clifton, New Jersey. 1995 June 15, 16 and 17. Bylaw Article 4, Section 7-Installation of Officers.

1996, 1997 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Pleasantville, New Jersey. 1998 June 25, 26 and 27. Bylaw Article 1, Section 3 Duties, Section 6 Credentials, Section 10 Elections, Section 11 Term of Office. Article 2 Section 2 District Vice-Commandants Move to Administrative Procedures.

1999, 2000 and 2001 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Egg Harbor Township. New Jersey. 2002 June 20, 21 and 22. Administrative Procedures Chapter 2 Section 2 Conventions, Time & Place.

2003 No Revisions.

Revised at the Annual Convention, Department of New Jersey held at Carney's Point, New Jersey. 2004 June 17, 18 and 19. Administrative Procedures Chapter 2, Conventions, Section 2 Time and Place and Chapter 4, Districts, Section 4.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2005 June 16, 17 and 18.

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Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2007 June 21, 22 and 23. Bylaws, Article VII Miscellaneous, Section 4, Bylaws Distribution.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2008 June 17, 18 and 19.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2009 June 18, 19 and 20. Administrative Procedures Chapter 2, Section 3, Convention Committee.

2010 No revisions.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2011 June 16, 17 and 18. Bylaw Article II Section 3 Trustees. Article 7 Section 2 Amendments. Administrative Procedures, Chapter 3, Section 3, Regular Meeting and Chapter 4 Districts.

Revised at the Annual Convention, Department of New Jersey held at Woodbridge, New Jersey. 2012 June 14, 15 and 16. Bylaw Article I Section 6 sub paragraph (c) move from Bylaws to Administrative Procedures Chapter 2, Section 5, Registration (c).

Revised at the Annual Convention, Department of New Jersey held at Atlantic City, New Jersey. 2013 June 13, 14 and 15. Change Administrative Chapter 12 to Chapter 13. Add new Chapter 12, North East Division Marine of the Year.

Revised at the Annual Convention, Department of New Jersey held at Galloway Township, New Jersey. 2014 June 12, 13 and 14. Change Bylaws Article V Section 1 dues. Article VII Section 2 Amendments.

2015 No revisions.

Revised at the Annual Convention, Department of New Jersey held at Galloway Township, New Jersey. 2016 June 9, 10 and 11. Administrative Procedures. Remove entirely Chapter 10, Section 7, Distribution of Convention funds. Replace Chapter 13, Marine Corps League License plates with new fees.

2017 No revisions.

Revised at the Annual Convention, Department of New Jersey held a Galloway Township, New Jersey. 2018 Revised by vote of Executive Board. Chapter 11, Section 4 Marine of the Year submission date. May 31, June 1, 2. Bylaw Article VII, Section 4, Bylaws Distribution.

2019 Revised by vote of Executive Board, Article 1, Section 11, Term of office. Revised by vote of Executive Board Administrative Procedures Section 4, Districts 17 November.

2020 Edited Bylaws to conform with new National Bylaws and Administrative Procedures. Added Article 8, SOP for Commandants expense to National Conventions.

2022 No revisions.

2023 Revised at the Department Convention held at Plainsboro Twp. Elective Offices. Add Paymaster.

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# BYLAWS
# ARTICLE I
# DEPARTMENT CONVENTION

## SECTION 1 - MEETINGS

The Department Convention shall be convened between May 1 and June 30 each calendar year unless prevented by national emergency or other unpreventable cause.

## SECTION 2 - AUTHORITY

The Supreme legislative and policy making power of this Convention shall be vested in a Department Convention composed of the properly elected, registered and approved delegates in good standing.

## SECTION 3 - RULES OF ORDER

The National Bylaws and Administrative Procedures and the latest edition of Robert's Rules of Order Newly Revised shall govern the procedure and conduct of each Department Convention.

## SECTION 4 - CONVENTION COMMITTEE

The Department Junior Vice Commandant shall be the Department Convention Chairman and will appoint a committee consisting of not less than (3) members whose duties it shall be to run the Department Convention. The Senior Vice Commandant shall run the Banquet and the Judge Advocate shall run the hospitality room.

(a) **DUTIES OF CONVENTION COMMITTEE**

(1) To check out all bids and hotels.

(2) Will run the Banquet on Saturday Night.

(3) Will be in charge of the Ad Book.

(4) Will run the hospitality room.

(b) **HOSPITALITY ROOM**

(1) The Department will pay for one night of the hospitality room.

(2) The hospitality room shall close no later than 2230 Hours.

(3) The budget for the hospitality room shall be determined by the Department budget for the fiscal year.

(4) The Judge Advocate shall submit a complete inventory to the Commandant following the close of the Convention.

**SECTION 5 - ADMINISTRATIVE COMMITTEES**

The Department Administrative Committees shall be: Credentials, Bylaws, Administrative Procedures, Resolutions and Rules. The Commandant with the consent and approval of the Board of Trustees shall appoint the members of these Committees.

(a) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE**

Shall receive and consider all proposed changes of the Department Bylaws and Administrative Procedures properly submitted in accordance with the requirements of Department Bylaws and Administrative Procedures. The committee, by majority vote, shall either approve or disapprove all properly registered Department Bylaws and Administrative Procedures revisions considered by the committee. The committee Chair will report the committee's recommendations to the Department Convention for its consideration and action.

(b) **RESOLUTIONS 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 a majority vote, shall either approve or disapprove all properly registered resolutions considered by the committee. The committee Chair will report the committee's recommendations upon such resolutions to the Department Convention for its consideration and action.

(c) **RULES COMMITTEE**
Shall study the rules of the convention employed at prior conventions and determine the need for any additional rules or revisions for recommendation to the convention for application during that specific convention.

**SECTION 6 - DUTY**
It shall be the responsibility of the Department Executive Committee to see that the decisions of the Department Convention are enforced. The Department Executive Committee shall meet bi-monthly, beginning with the first meeting following the Department Convention to determine how best to carry out such mandates of the membership.

**SECTION 7 - PLACE**
The convention committee will present bids for the convention at the first staff meeting in September following the Convention. At that time all Hotels may make their presentation. If no Hotel representatives are present the Chair of the Convention Committee will make the presentations.

(a) In the absence of a satisfactory bid, the Committee will determine the date and location of the next convention.

(b) Beginning with the 2006 Convention the convention site will be considered permanent.

(c) The permanent convention site may be reviewed every three (3) years.

(d) Contracts between the permanent convention site and the Department shall become void if there is a valid reason by either party of the contract.

**SECTION 8 - CONVENTION PROCEDURE**
Immediately preceding the convening of each Department Convention, the Department Commandant and the Department Executive Committee shall determine and establish the sequence and procedure with which the business of the convention shall be conducted in conformity with the National Bylaws and the Department Bylaws.

## SECTION 9 - CREDENTIALS
## DELEGATES, ALTERNATES, and MEMBERS

(a) Delegates, alternates and members desiring to attend business sessions of the Department Convention must possess a paid-up membership card, plus properly executed and signed credentials and must be registered with and approved by the Convention Credentials Committee.

(b) Delegates and alternates to the Department Convention shall be determined on the basis of Detachment membership strength reported to and on record with the Department Paymaster as of fifteen (15) days prior to the opening of the Department Convention. The delegate voting strength of each Detachment shall be as follows: for the first ten (10) Marine members one (1) delegate and one (1) alternate; for each additional full block of ten (10) Marine members, one (1) delegate and one (1) alternate; for a partial number of ten (10) Marine members; one (1) delegate and one (1) alternate. However, no delegate strength of a Detachment shall be computed by including associate members or honorary members in such Detachment's membership.

(c) Delegate or alternate credentials of a Detachment may be claimed only by the registered member of that Detachment.

## SECTION 10 - DUTIES OF CREDENTIALS COMMITTEE

(a) Examine the credentials of each delegate and alternate delegate.

(b) Determine that each member desiring to register possesses a current membership card.

(c) Compile a continuing list of all registered and approved delegates and alternates and the approved delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the Chair and shall be presented as a part of the committee's final report to the Department Convention.

(d) Disapprove the credentials of delegates NOT in good standing at the time of the Department Convention.

## SECTION 11 - REGISTRATION

(a) All approved and certified delegates, alternates and members will receive from the Convention Registration Committee, a convention program and such activities admittance tickets, as they desire upon payment of the amount indicated on the convention activities ticket.

(b) 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 or duly appointed representative in the absence of the member's Detachment Commandant, may authenticate the credentials of the member in question, providing that such action does not authorize more delegates and alternates than the Detachment is allowed under provisions of the Department Bylaws and Administrative Procedures.

(c) Registration fees shall be determined by the Department Staff. Advance registration fees must be accompanied by official credentials forms and received by the Department Credentials Chair no later than fifteen (15) days prior to the opening of the Department Convention.

**SECTION 12 - VOTING**

(a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the delegates voting shall carry any measure and decide any issue.

(b) Each delegate complying with Section 9 (b) is entitled to cast a vote for ten (10) members, providing that the total vote of the Detachment delegates does not exceed the Detachment's membership strength. Such delegate, or alternate in the absence of a delegate present at the time of voting may, on behalf of registered and approved absent delegates, cast the vote of the Detachment's full voting strength.

NOTE: For Clarification Only. Section 9 (b) Delegates must be present on the floor of the convention at the time of the Election in order for their voting strength to be counted.

(c) A roll call vote may be required and recorded upon the request of any five (5) registered and approved delegates, except as provided for in (e) below.

(d) A Detachment Commandant, being a registered and approved delegate, or a registered and approved designee in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of and

in the manner specified by the registered and approved delegates present from the Detachment.

(e) In the event of a challenge by a registered delegate to the stated vote of a Detachment, the roll of that Detachment shall be called. The Detachment delegate shall rise, if not restricted by physical impairment, and be identified as an approved delegate before casting the Detachment's vote.

**SECTION 13 - ELECTIVE OFFICERS**

The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Paymaster and District Vice Commandants as hereinafter provided.

**SECTION 14 – NOMINATIONS**

(a) Each nomination for an elective Department office shall be made from the floor the day on which the elections are to be held. Each nominee shall be a regular member in good standing in the Marine Corps League at the time of the nomination. Each nominee when called upon, shall rise if not restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve faithfully and to the best of their ability during the term to which elected.

(b) All nominees for elected office in the Department of New Jersey shall be registered and approved delegates or alternates to the Department Convention.

(c) In order for members to be eligible for Department office, the member must have attended at least sixty (60) percent of the regular Department meetings during the current year.

## SECTION 15 – ELECTIONS

(a) All elections shall be conducted and supervised by an Election Committee composed of a Judge and one (1) teller per candidate. The Commandant shall appoint the Election Committee with the approval of the Convention delegates.

(b) Questions as to the eligibility of a candidate for Department office shall be referred to a committee of three (3) members who shall be appointed by the Department Commandant, who are hereby authorized to verify such eligibility when necessary. Good standing in the Marine Corps League is defined in Section 7030 of the National Administrative Procedures and is mandatory for eligibility.

(c) The election of officers shall not begin until the appointed election tellers and judges advise the Chair that they are prepared to supervise the election. When it is so advised, the Chair shall then call for the "Election of Officers." Upon such announcement, the Chair shall not accept or entertain any issue, question or subject not strictly related to the roll call being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave until the election is concluded. (Must be enforced)

(d) The election of District Vice Commandants shall be done by a caucus of each Detachments registered delegates or alternate in the absence of a delegate. The majority shall then cast one (1) vote for their Detachment in the caucus. Detachments in each district shall have one (1) vote for District Vice Commandant. In the event of a tie vote, the Department Commandant shall appoint the District Vice Commandant for that respective district. Said nominee for District Vice Commandant must be on the floor at the time of elections, be a member in good standing and a member of that district.

**SECTION 16 - TERM OF OFFICE**

(a) The Department Commandant shall be elected for one (1) term of office and shall be eligible to succeed for one (1) additional term. Said terms of office shall be from the annual Department Convention of the election until the installation of the duly elected successor at the next annual Department Convention.

(b) All other elective officers shall be elected for one (1) term and may succeed for one (1) additional term. Said terms of office shall be from the annual Department Convention of their election until the installation of their duly elected successors at the next annual Department Convention.

(c) In the event of a vacancy in the office of Department Commandant, the order of succession to that office shall be the Senior Vice Commandant and the Junior Vice Commandant.

(d) In the event of elected or appointed vacancies, the Department Commandant, with the advice and consent of the remaining Department Staff, shall fill the vacancies of the unexpired term(s) of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two (2) consecutive officially called meetings of the Department or in the case of removal from office for cause.

**SECTION 17 – QUORUM**

The minimum number required to transact the regular and legal business of a Department Convention shall be the registered and approved delegates in good standing from a majority of all Detachments.

**SECTION 18 - RIGHT TO SPEAK**

All registered Delegates, when recognize by the Chair and not so expressly prohibited by the Department Bylaws, shall have the right to speak on any subject and all issues brought to the convention for its consideration. Each registered Department officer, Past Department Commandant, Detachment Commandant and member may be granted the floor by the Chair.

# BYLAWS
# ARTICLE II
# OFFICERS

## SECTION 1 - ELECTIVE OFFICERS

The Elected Officers of the Department of New Jersey at the Department Convention shall be:

(a) Commandant
(b) Senior Vice Commandant
(c) Junior Vice Commandant
(d) Judge Advocate
(e) Paymaster

## SECTION 2 – DISTRICT VICE COMMANDANTS

Moved to Administrative Procedures at the 1998 Convention.

## SECTION 3 – TRUSTEES

The elected officers along with the Junior Past Department Commandant and the Chief of Staff shall be the Department Board of Trustees. The current Department Commandant can appoint up to two (2) other Past Department Commandants to serve on the Board.

## SECTION 4 – OFFICERS

The Commandant shall appoint the qualified officers, with the advice of the Department Board of Trustees, to serve the Department of New Jersey. They shall include, but not limited to the following:

(a) Adjutant

(b) Chaplain

(c) Sergeant-At-Arms

(d) Chief of Staff

(e) Legislative Officer

(f) Service Officer

(g) Historian

(h) Aide-De-Camp

(i) Quartermaster

The Commandant shall also appoint, with the advice of the Department Board of Trustees, such standing committees as authorized by the Department Bylaws.

**SECTION 5 – BONDING**

All Department officers handling Department monies shall be bonded. The Department Commandant and Department Adjutant/Paymaster (or Department Paymaster, as applicable) are covered under a "blanket" bond held and paid for by National Headquarters. The Department at the expense of the Department shall arrange for the bonding of other Department officers who handle Department monies (Chapter 5 Section 5030 of Administrative Procedures applies).

**SECTION 6 - INSTALLATION REPORTS**

The standard report of officers and Installation of Department and Detachment officers must be filed with National Headquarters and the Division Vice Commandant NO LATER THAN JUNE 30 ANNUALLY (Article 9, Section 940 of the National Bylaws applies).

**SECTION 7 - HONORARY PAST DEPARTMENT COMMANDANT**

Nomination to the office of Honorary Past Department Commandant must be made ninety (90) days prior to the Department Convention in writing. It will then be referred to a committee of five (5) Past Department Commandants for their recommendations to be presented at the Department Convention for a final vote.

# BYLAWS
# ARTICLE III
# DUTIES OF OFFICERS

## SECTION 1 – COMMANDANT

It shall be the duty of the Commandant to call and to preside at the Department Convention and at all regular and special meetings of the Department Executive Committee, to enforce observance of the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures. To appoint all committees to carry on such other functions as the good of the organization may require.

## SECTION 2 - SENIOR VICE COMMANDANT

It shall be the duty of the Senior Vice Commandant to give assistance to the Commandant. During the absence or illness of the Commandant to perform the duties of that office. To preside over all District Vice Commandants' conferences and meetings and with their assistance initiate and implement such programs as will increase the effectiveness of the Department of New Jersey.

## SECTION 3 - JUNIOR VICE COMMANDANT

It shall be the duty of the Junior Vice Commandant to create and promulgate such membership incentives and programs resulting in continuous membership growth. In the absence and/or illness of the Commandant and Senior Vice Commandant to perform the duties of that office.

## SECTION 4 - JUDGE ADVOCATE

It shall be the duty of the Judge Advocate to act as legal advisor to the Department. Interpret the National Bylaws and Administrative Procedures, the Department Bylaws and Administrative Procedures and the Detachments Bylaws and Administrative Procedures. Advise on regulations and procedures to govern Department and Detachment activities. Perform such other functions within the category of that office as may be assigned by the Commandant.

## SECTION 5 - DISTRICT VICE-COMMANDANT

It shall be the duty of each District Vice Commandant to further Marine Corps League activities within the geographical districts for which elected. Assist the Detachments in their districts with developing membership. To perform such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 6 – PAYMASTER**
It shall be the duty of the Paymaster to act as financial secretary to the Department. Receive and disburse all funds and valuable property of the Department. Deposit all funds in the name of this organization in a reputable bank with the approval of the Department Staff. Keep complete and accurate records of all membership accounts. Report at every regular meeting on all receipts and disbursements since the last previous meeting. Present at Department Conventions a comprehensive report on the finances of the Department. Make available to the Credentials Committee at the Department Convention membership account records. Surrender to the duly appointed and qualified successor in office all records and property entrusted to their care.

**SECTION 7 – ADJUTANT**
It shall be the duty of the Adjutant to act as recording secretary of the Department. Issue notices of all regular and special meetings, Department Convention, and other functions of interest to the membership. Keep complete and accurate minutes of the Department Convention and of all regular and special meetings. Have charge of all records and documents not otherwise specifically entrusted to other officers. Surrender to the duly appointed and qualified successor in office all records and property entrusted to their care.

**SECTION 8 – CHAPLAIN**
It shall be the duty of the Chaplain to perform such functions of spiritual nature as the activities of the Marine Corps League may require, including the duties specifically assigned in the Ritual and such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 9 – SERGEANT-AT-ARMS**
It shall be the duty of the Sergeant-At-Arms to preserve order at the Department Convention and at all meetings. Keep an attendance roster of all meetings to be made available at the Department Convention. Perform such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 10 - CHIEF OF STAFF**
It shall be the duty of the Chief of Staff to aid and assist the Commandant and to perform such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 11 - LEGISLATIVE OFFICER**
It shall be the duty of the Legislative Officer to maintain contact with the State Legislature and with the State Representatives in Congress in regard to legislative matters affecting the interests and welfare of Marines. Keep the Department Staff informed on this subject by means of reports at meetings.

**SECTION 12 - AUDITING COMMITTEE**
It shall be the duty of the Commandant to appoint a Committee of three (3) members to audit the financial records and accounts of this organization no less than thirty (30) days prior to the forthcoming Department Convention.

**SECTION 13 - SERVICE OFFICE**
It shall be the duty of the Service Officer to supervise and direct all contacts by the Department with the United States Rehabilitation Office, the Veterans Administration and other facilities where Marines are hospitalized. To assist Marines who contact the Department to prepare and file government claims forms with the Veterans Administration. Perform such other functions within the category of that office as may be assigned by the Commandant. Surrender to the duly appointed and qualified successor all records and property entrusted to their care.

**SECTION 14 – HISTORIAN**
It shall be the duty of the Historian to collect items having special significance of historical value to the Marine Corps League. To perform other functions as may be assigned by the Commandant and to surrender to the appointed successor in office all material entrusted to their care.

**SECTION 15 - COLOR GUARD OFFICER**
It shall be the duty of the Color Guard Officer to form and direct the Color Guard. To assume responsibility for the proper handling and storage of the Department Colors, arms and related equipment. To perform such other functions within the category of that office as may be assigned by the Commandant. Surrender to the duly appointed and qualified successor in office all property entrusted to their care.

**SECTION 16 - AIDE-DE-CAMP**
It shall be the duty of the Aide-De-Camp to aid the Commandant and perform such functions as may be assigned by the Commandant.

**SECTION 17 - PUBLIC RELATIONS**
It shall be the duty of the Public Relations Officer to disseminate information of the Marine Corps League to all the media and to perform such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 18 - VAVS OFFICER**
It shall be the duty of the VAVS Officer to maintain close contact with the Veterans Administration Staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program. Promulgate the objectives of the VAVS Program and cultivate interest of constituent Detachments and subsidiary units in their participation in the VAVS program at hospitals within their locale. Receive recommendations from Detachments of their members willing to serve in the VAVS Program and as appropriate request VAVS certification for required representatives and deputies. Perform such other functions within the category of that office as may be assigned by the Commandant.

**SECTION 19 – QUARTERMASTER**
It shall be the duty of the Quartermaster to be the custodian of all Department PX type items sold, at a nominal profit at Department meetings and other functions. Maintain an accurate inventory of items. The Quartermaster shall maintain a checking account. A financial report shall be given to the Staff at every Department meeting or when requested by the Executive Board.

**SECTION 20 – VACANCY**
Should a vacancy occur in any appointed office, Committee Chair or Committee member, such vacancy shall be filled as soon as practical by the Commandant with the approval of the Department Board of Trustees.

# BYLAWS
# ARTICLE IV
# DETACHMENTS

**SECTION 1 - NAME**
No Detachment shall be named in honor of a living person. No Detachment shall adopt a name previously adopted by any other Detachment unless such other Detachment has surrendered or by revocation lost their Charter.

**SECTION 2 - BYLAWS**
Each Detachment shall adopt Bylaws and Administrative Procedures. They shall not be inconsistent with the Department and National Bylaws and Administrative Procedures. They shall be subject to approval by the Department Judge Advocate. Each Detachments Bylaws and Administrative Procedures shall be filed with the Department Judge Advocate.

**SECTION 3 - OFFICERS**
Each Detachment must elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. They shall elect or appoint a Chaplain, Sergeant-At-Arms, Adjutant/Paymaster and other such officers as deemed necessary.

**SECTION 4 - MEETINGS**
The Detachment Charter or copy, the National Colors and a Bible shall be displayed at all business meetings.

**SECTION 5 - QUORUM**
Each Detachment may fix the minimum number of members required to be present for the transaction of business. Such number shall be stated in the Detachment Bylaws.

**SECTION 6 - TRUSTEES**
The elected officers of the Detachment shall be the Detachment Board of Trustees.

## SECTION 7 - INSTALLATION OF OFFICERS

Each Detachment shall hold an Annual Election of Officers between September 1 and May 1. Installation must be conducted within thirty (30) days subsequent of the election. Report of the Officer Installation will be forwarded to the Department Adjutant within fifteen (15) days of the Installation (Article 9, Section 940 of the National Bylaws applies).

## SECTION 8 - DEFAULT

A Detachment which is in default of payment of monies from any source due the Department or National and such debt has not been satisfied as required by Section 2025 (c) of the National Administrative Procedures, or fails to report its Detachment's Report of Officers and Installation as of June 30 prior to the National Convention shall be reported to the National Credentials Committee. Such Detachment and officers will not be recognized on the floor of the National Convention.

## SECTION 9 - MEMBERS

Each Detachment shall be the sole judge of its membership. No Detachment, however, may accept as a member any person whose name has been stricken from the rolls of the Marine Corps League (Section 6030 of the National Administrative Procedures applies).

## SECTION 10 - BONDING

All Detachment Officers handling Detachment monies should be bonded. The Detachment Commandant and Detachment Adjutant/Paymaster (or Detachment Paymaster, as applicable) are covered under a "blanket" bond held and paid for by National Headquarters. The bonding of other Detachment Officers who handle Detachment monies, shall be arranged for by the Detachment at the expense of that Detachment (Chapter 6 Section 6035 of the National Administrative Procedures applies).

## SECTION 11 - ADDITIONAL DETACHMENTS

When a charter is sought for a Detachment to be located within the limits of any municipality wherein another Detachment already exists, the written consent of the existing Detachment shall accompany the application. Should such existing Detachment disregard a request for consent, or refuse consent, the 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.

## SECTION 12 - CHARTER SUSPENSION REVOCATION

(a) The Charter of a Detachment may be suspended or revoked for:

(1) The persistent failure to maintain a minimum of fifteen (15) members in good standing.

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

(3) Acts and conduct bringing the Marine Corps League into public disrespect.

(4) Willful violations of National Bylaws and Administrative Procedures.

(5) The violation of Federal, State or Municipal Laws or Ordinances.

(6) Other activities detrimental to the good name of the Marine Corps League.

(b) The Suspension or Revocation of charters may be consummated by the Department Board of Trustees and/or National Board of Trustees and shall be implemented in accordance with the provisions of the National Bylaws and Administrative Procedures in a manner considerate of the well-being and good name of all concerned.

(c) When a Detachment Charter is suspended or revoked, the Board of Trustees of the Jurisdictional Department, or where a Department is non-existent the Jurisdictional Division Vice Commandant shall upon written authorization of the National Commandant, certified by the National Adjutant/Paymaster, assume custody of such Detachment's assets and liabilities. The Board of Trustees of the jurisdictional Department shall, within the limits of such assets, satisfy the liabilities of the Detachment in question. However, if a Jurisdictional Department is non-existent the responsibility for satisfying the outstanding liabilities shall evolve to the National Board of Trustees upon

receiving from the Jurisdictional National Division Vice Commandant, such assets and liabilities in custody.

**SECTION 13 - CHARTER**

Any twenty (20) Marines who are eligible for membership in the Marine Corps League and who desire to form a Detachment within this Department may make application to the National Division Vice Commandant on the forms and in the manner provided for in Chapter 6, Section 6000 of the National Administrative Procedures. Under special consideration a Charter may be issued to fifteen (15) members if such number is approved by National Headquarters.

**SECTION 14 - INSTALLING OFFICER**

The installing officer must be the Department Commandant, or an elected Department officer, Past Department Commandant, National Commandant, Past National Commandant or Past Detachment Commandant. Installation of Detachment officers shall be recognized provided that all officers to be installed are members in good standing and that there are at least fifteen (15) paid up members in good standing on the Detachment roster.

**SECTION 15 - JURISDICTION**

Detachments bearing a County Designation in the Detachment name shall have jurisdiction only within the municipality in which the Detachment is chartered.

**SECTION 16 - CORPORATION**

No Detachment shall form an organization or Corporation with exception as follows: "To acquire by purchase, devise, bequest, gift or otherwise, and hold encumber, convey or otherwise dispose of such real and personal property as may be necessary or appropriate for its corporate purposes and generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the corporation is created." Any fund raising activities shall be in compliance with Section 850, subsection (b) of the National Bylaws.

# BYLAWS
# ARTICLE V
# PER CAPITA DUES

**SECTION 1 - ANNUAL**
The annual per capita dues shall be as provided for by the National Bylaws and Administrative Procedures plus additional Department per capita dues as determined at the Department Convention. Each Detachment Paymaster shall forward the sum of these two amounts with every membership application or renewal directly to the Department Paymaster who will remit the National per capita dues in each instance to the National Paymaster.

**SECTION 2 - REFUNDS**
A member resigning from membership shall not be entitled to any refund of per capita dues paid.

**SECTION 3 - MEMBERSHIP RIGHTS**
No member shall be deprived of any rights and privileges in the Marine Corps League except for nonpayment of dues, unless first charged, tried and convicted in accordance with the provisions of the National Bylaws and Administrative Procedures dealing with offenses and penalties or unless that member is convicted of a felony.

# BYLAWS
# ARTICLE VI
# MEMBERS

## SECTION I - MEMBERSHIP ELIGIBILITY

(a) **REGULAR MEMBERSHIP** - Only persons who are serving or who have served honorably in the United States Marine Corps, ON ACTIVE DUTY for not less than ninety (90) days and persons who are serving or who have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U. S. Navy Corpsmen and U.S. Navy Chaplains who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earned the Warfare Device authorized for FMF Corpsmen shall be eligible for regular membership in the Marine Corps League. "Honorable Service" is defined by the last DD-214 or certificate of discharge that the applicant received.

**NOTE**
A General Discharge under Honorable Conditions is acceptable.

(b) **ASSOCIATE MEMBER** - Those individuals not qualified for membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter and meet the criteria in Section 501 (b) (1) of the National Bylaws, may upon application to a Detachment be accepted for associate membership in the Marine Corps League. Upon acceptance associate members will pay dues in the same amount as prescribed for regular members, including initiation fees.

**ENROLLMENT CRITERIA**

(1) Individuals must have reached the statutory minimum age for enlistment into the Armed Forces of the United States.

(2) Individuals may join who have never served in a branch of the Armed Forces of the United States.

(3) Individuals who are serving or have served honorably in other branches of the Armed Forces of the United States.

**RIGHTS**

(1) Associate members shall be entitled to the rights, privileges, and benefits of a regular member unless otherwise prohibited as listed below.

**VOTING**

(1) Associate members shall not vote on a regular or associate membership application.

(2) Associate members shall not participate in the nomination process and/or voting for elected officers.

(3) A Department or Detachment, by provisions in the Bylaws and/or Administrative Procedures, may allow an Associate member to vote on its internal affairs if such vote does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

**ELECTED OFFICE**

(1) Associate members shall not hold an elective office.

**SECTION 2 - LIFE MEMBERSHIP**

Life membership dues and procedures are as specified in the National Administrative Procedures Section 7050.

**SECTION 3 – DUAL MEMBERSHIP / DUAL LIFE MEMBERSHIP**

Dual Membership and Dual Life Membership are as specified in theNational Administrative Procedures Section 7050.

(a) Dual members must pay annual dues to each Detachment.

(b) Dual Life members must pay the Life membership fee to each Detachment as specified in the National Bylaws.

## SECTION 4 – HONORARY MEMBER

Detachments, Departments and the National Headquarters may at the discretion of the respective Commandant, issue Honorary Membership to those persons who have been of extraordinary service to the Nation, to the community, to the United States Marine Corps, or the Marine Corps League. The Honorary Member will not be entitled to the rights, privileges and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required. Such membership will not be entitled to the official publication of the Semper Fi magazine except as directed by the National Board of Trustees or by paid subscription. Certificate can be issued by level of authority in which is honoring the individual.

Article 5, Section 515 of National Bylaws applies to Article 6, Sections 1-4 of Department of New Jersey Bylaws.

## SECTION 5 – 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

(2) Who has been convicted of a crime where the victim is a child; or

(3) Whose name has been stricken from the rolls of the Marine Corps League.

(b) If after a member has been accepted, the fact that the member has been convicted of a crime where the victim is a child is discovered, any member may file a disciplinary charge in accordance with National Administrative Procedures, Chapter Nine. The age/date of the conviction is irrelevant.

## SECTION 6 – MEMBERSHIP APPLICATION

All eligible persons may apply for membership by completing the standard Membership form (2013 or later). Copies of all membership applications shall be kept on file, without Social Security numbers, with the Detachment. In addition, each person applying for membership must provide proof of honorable service upon request.

## SECTION 7 – MEMBERSHIP TRANSFER

Any member in good standing may transfer from one Detachment to another without additional payment of dues or transfer fees. The gaining and losing Detachment must approve their application.

## SECTION 8 – GOOD STANDING

All members shall be considered in good standing in the Marine Corps League.

(a) Except when:

(1) Required dues are not paid and transmitted on or before membership expiration date as shown on the member's card.

(2) A member is indebted or in arrears to the member's Detachment, Department, or to National Headquarters.

(3) Under suspension as punishment upon the adjudication of guilt as is provided in Chapter Nine, Section 9010 of the National Administrative Procedures.

(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 of the National Administrative Procedures.

## SECTION 9 – DEFINITION

All matters pertaining to the definitions of membership application, initiation, dues, fees, good standing, delinquency, proof of eligibility, transfer and rights of members shall be in accordance with the provisions of Article 5 of the National Bylaws and Chapter 7 of the National Administrative Procedures. The exception is that under Article 5, Section 500-Members of the National Bylaws states, "Each Detachment shall be the sole judge of its membership, providing the person meets the requirements of Section 515 and Section 520 of the National Bylaws."

# BYLAWS
# ARTICLE VII
# FINANCE

**SECTION 1 - REVENUE**
The revenue of this Department shall be derived from the per capita dues as provided for in Article V of these Bylaws and from such other sources as may be properly established at the Annual Department Convention or at regular meetings of the Department Executive Committee.

**SECTION 2 - BUDGET**
It shall be the responsibility of the Department Paymaster to submit an annual Department operating budget at the Department Convention for the approval of the delegates.

**SECTION 3 - FISCAL YEAR**
The Fiscal Year shall end at the close of business on June 30th of each year.

**SECTION 4 - DISBURSEMENT OF FUNDS**
Disbursement of Department funds shall be made only in accordance with specific authorization of the Department Convention or a Department Executive Committee meeting.

**SECTION 5 - VALIDITY**
Checks drawn against Department funds shall be valid only if they cover disbursements authorized as provided in Section 4 and shall bear jointly the signatures of the Commandant and the Paymaster.

**SECTION 6 - ASSESSMENTS**
This Department shall not levy any assessment on any Detachment.

**SECTION 7 - FINANCIAL OBLIGATION**
No Officer or member of the Department of New Jersey, Marine Corps League shall obligate this Department financially in any manner without the prior consent of the Department Commandant or the Department Executive Committee given only after the Department Convention or Department Executive Committee has approved such obligation by majority vote.

# BYLAWS
# ARTICLE VIII
# SOP FINANCIAL & EXPENSE REPORT POLICY
# COMMANDANTS TRAVEL
# DEPARTMENT OF NEW JERSEY

Commandants Expense Vouchers/Travel Claims must be submitted within the guidelines provided herein. All Expense Vouchers/Travel Claims must be submitted with the appropriate documentation and justification for the claim. Only complete and accurate claims will be authorized for payment if they meet the following guidelines:

The Department will use the Expense Voucher used by National found on National Library or a Department Voucher may be used. The Voucher must include the following:

(a) Full Name
(b) Dates of Travel
(c) Purpose of Travel
(d) Must be signed by "Claimant."
(e) Receipts and/or documentation for all claims MUST accompany the Expense Voucher

**Expense Vouchers/Travel Claims will only pay the following:**

(a) Actual cost of airline tickets (Coach Fares Only) plus baggage fees.

(b) If travel by personal vehicle or car rental, the claim shall be for fourteen ($.14) cents per mile. An appropriate document must be provided indicating the actual miles from home address to the actual site where official travel was authorized. MapQuest, Google Maps, etc. documentation must be provided to show the "home" address to the authorized site with the total miles for a one-way trip. Only direct routes to and from the authorized site will be paid.

(c) Lodging for up to 6 nights at National Convention, 3 nights at Mid-Winter, 2 nights at Northeast Conference, and 4 nights at the Department Convention.

(d) Meals not to exceed $30.00 per day.

**The Department will not pay:**

1. The purchase of alcohol.
2. Personal expenses i.e.: banquet, ad's registration, trips, etc.
3. Gas purchased in addition to mileage.
4. Car rental for personal use or travel.
5. Vouchers beyond the budgeted amount.
6. Meals or travel at the Department Convention.
7. Tolls.

# BYLAWS
# ARTICLE IX
# MISCELLANEOUS

## SECTION 1 - SUBSIDIARIES

In accordance with Article 10 of the National Bylaws and Chapter 7 of the Department Administrative Procedures, the Department of New Jersey recognizes subsidiary organizations.

## SECTION 2 - AMENDMENTS

The Department Bylaws may be revised, amended or repealed by a majority vote of the properly registered and approved delegates present and voting at a Department Convention, provided the proposed revision, amendment or repeal is submitted in typewritten form in the exact wording to the Department Adjutant, no less than ninety (90) days prior to the opening date of the Department Convention at which time said proposal is to be considered. Department Adjutant shall post copies of each proposal, without personal comment, on the Department website no later than thirty (30) days prior to the opening day of the Department Convention at which time the proposal is to be considered.

## SECTION 3 - EFFECTIVE DATE

Each revision, amendment or repeal of a provision of the Department Bylaws, which is approved at a Department Convention, as outlined in Article IX Section 2, shall become effective upon the close of the Department Convention at which it is approved.

## SECTION 4 - BYLAWS DISTRIBUTION

The Department Bylaws and Administrative Procedures shall be posted on the Department website for access and review by members. Changes approved at the Department Convention shall be posted on the Department website.

## SECTION 5 - JURISDICTION

In the event of a conflict between the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures, the National Bylaws and Administrative Procedures shall take precedence.

# DEPARTMENT OF NEW JERSEY

# ADMINISTRATIVE PROCEDURES

## ADMINISTRATIVE PROCEDURES
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# ADMINISTRATIVE PROCEDURES
# CHAPTER 1
# GENERAL

## SECTION 1 - NAME AND PURPOSE

The name of the corporate body is the Department of New Jersey, Marine Corps League. The purpose of which the corporation is formed is:

(a) To preserve the traditions and to promote the interests of the United States Marine Corps.

(b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship so they may effectively promote the ideals of American freedom and democracy.

(c) To fit its members for duties of citizenship and to encourage them to serve ably as citizens as they have served the Nation under arms.

(d) To hold sacred the history and memory of those who have given their lives to this Nation.

(e) To foster love for the principles which they have supported by blood.

(f) To maintain true allegiance to American Institutions.

(g) To create a bond of camaraderie between those in the service and those who have returned to civilian life.

(h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows, widowers and orphans.

(i) To perpetuate the history of the United States Marine Corps and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

**SECTION 2 - LOCATION**
The Department Executive Committee shall establish the Department Headquarters and business office of this organization.

**SECTION 3 - AUTHORIZED SEAL**
The seal of this organization shall be round in shape surrounded by the words "Department of New Jersey, MCL."

**SECTION 4 - POLICY**
(a) The supreme power of the Department of New Jersey, Marine Corps League shall be vested always in its membership functioning through delegates at all Department Conventions. Executive and Administrative powers will only be delegated to its Board of Trustees or to individual members of the Department of New Jersey Marine Corps League.

(b) The Department of New Jersey, Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political and non-partisan, nor shall it be biased on the grounds of race, color, creed, nationality or sex, nor shall it be used as a medium of political ambitions or preferment. Former or present Military rank or former or present civilian position shall not be used as the basis for special consideration or preference.

(c) Nothing in the preceding subsection shall prohibit the Department of New Jersey, Marine Corps League or any subdivision from participating in political issues affecting the welfare of the United States Marine Corps, the National Security of our nation, or any veteran claim for justice arising from service in the Armed Forces of the United States of America.

**SECTION 5 - ORGANIZATION**
The constituted bodies of the organization shall be:

(a) A State Organization to be known as the Department of New Jersey, Marine Corps League.

(b) Subordinate Area organizations to be known as Districts.

(c) Subordinate local organizations located in the State to be known as Detachments.

(d) Such subsidiary organizations as the National Organization may create, establish or recognize.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 2
# DEPARTMENT STAFF

## SECTION 1 - EXECUTIVE COMMITTEE

The administration and conduct of business shall be vested in the Department Executive Committee which shall consist of the following: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and District Vice Commandants. The elected officers of the Department shall also be known as the Department Board of Trustees (Article II, Section 3 of the Department Bylaws applies).

## SECTION 2 - VOTING

All Past National Commandants and all Past Department Commandants, in good standing, in this Department, shall be members of this Department Executive Committee with the power to cast one (1) vote.

## SECTION 3 - REGULAR MEETING

A regular meeting of the Department Executive Committee shall be held no later than four (4) calendar months after the closing of the Department Convention and the Commandant shall announce the meeting time, date and place of the next regular meeting. Regular meetings of the Department will be held but not limited to September, January and April. The Commandant may change the meeting dates as needed.

## SECTION 4 - SPECIAL MEETING

A special meeting of the Department Executive Committee may be called by the Commandant or by any officer authorized, temporarily, to perform the Commandants duties. No less than ten (10) days' notice, along with the time, place and the purpose of the meeting shall be clearly stated in the notice. The notice shall be delivered by email or phone to the members and ex-officio members thereof.

## SECTION 5 - REQUEST FOR SPECIAL MEETING

In the case of refusal by the Commandant, or any officer authorized temporarily to perform the Commandants duties, to call a special meeting within ten (10) calendar days after receiving a request by email from a majority of the members of the Department Executive Committee, any member of the Executive Committee may call such a meeting as outlined in Section 4 above.

## SECTION 6 - DEPARTMENT STAFF

The Department Staff shall consist of the Commandant, Senior Vice Commandant, Junior Vice Commandant, District Vice Commandants, Adjutant, Paymaster, Judge Advocate, Chaplain, Sergeant-At-Arms and the Chief of Staff. The duties of the Department Staff shall be administrative, to carry out and enforce the decisions of both the Department Convention and the Department Executive Committee.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 3
# DISTRICTS

## SECTION 1 - FORMATION
To obtain more effective administrative functions the Department of New Jersey is divided into geographical units called Districts.

## SECTION 2 - POWERS
The function of Districts is administrative only. No District will adopt Bylaws or assess dues.

## SECTION 3 - DISTRICT VICE COMMANDANTS
A District Vice Commandant shall be designated to represent each of the Districts hereinafter defined. Nomination and Election to such office shall be limited to members within that District. Each Detachment shall be entitled to cast one (1) vote each for the District Vice Commandant.

(a) **ASSISTANT DISTRICT VICE COMMANDANTS**
The District Vice Commandant shall appoint Assistant District Vice Commandants. Appointment to such office shall be limited to members within that District. The tour of duty shall run concurrent with the tour of duty of the District Vice Commandant.

## SECTION 4 – DISTRICTS

Chartered Detachments will be assigned to a designated District. As a new Detachment is chartered, the Department Commandant will assign that Detachment to a District.

District 1: Reinhard, Central Jersey Leathernecks, Danowski, Gardner

District 2: Gooney Birds, Lakeland, Passaic County, Barker

District 3: Air-Land-Sea, Bayonne, West Hudson

District 4: Jackson, Frassetto, Smith

District 5: Cape Atlantic, Dramis

District 6: Jersey Shore Marines, Jersey Shore Leathernecks, Reynolds

District 7: Salem County, Semper Marine, Franklin Twp. Devil Dogs

District 8: Burlington County, Trenton, Garden State

District 9: Patterson, Slattery, Hunterdon County

District 10: 1775, Giordano, Semper Fidelis

District 11: Basilone, Dorn, Paige, Road

# ADMINISTRATIVE PROCEDURES
# CHAPTER 4
# DEPARTMENT

## SECTION 1 - POWERS
Whatever power is vested in the National Organization the same shall be vested in the Department.

## SECTION 2 - AUTHORITY
A Department Convention subordinate to the National Convention shall govern each Department.

## SECTION 3 - DEPARTMENT DUES
The Department Convention shall determine the amount of Department per capita dues. All per capita dues and monies, which are due National Headquarters from the Department, shall be forwarded without delay.

## SECTION 4 - INSTALLATION OF DEPARTMENT OFFICERS
The installing officer must be the National Commandant, elected National Officer, Past National Commandant or Past Department Commandant. It shall be the responsibility of the installing officer to sign, date and forward the installation form within the time frame as specified in Chapter 5, Section 5015 of the National Administrative Procedures.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 5
# DETACHMENTS

## SECTION 1 - CHARTER

A Detachment may be organized, chartered and instituted in the following manner:

(a) A standard application form shall be signed by no less than twenty (20) persons who are eligible for regular membership in the Marine Corps League. No application for a charter shall include as transferred the name of a member of an existing Detachment who has not received the approval of transfer as is required by Section 7005 of the National Administrative Procedures or a person who is not eligible for a regular membership as required in Section 6000 of the National Administrative Procedures. The required Department and National per capita dues and fees shall accompany the form. The organizing officer shall sign the application.

(b) Upon receipt of an application the National Commandant shall review the application and accompanying recommendations and may approve the application and grant such charter. The charter shall be signed by the National Commandant, National Adjutant/Paymaster, National Division Vice Commandant of the Division and the Department Commandant. There also shall be affixed to each charter the official seal and ribbon of the Marine Corps League.

(c) The charter shall be presented with an appropriate ceremony at an open public meeting.

(d) Each new charter before framing shall be signed by each member who signed the charter application.

(e) The Department Commandant or the National Division Vice Commandant will act with promptness in processing and forwarding an application for a charter or signing a charter as outlined above in this section. If prompt action is not taken it shall be brought to the attention of the National Board of Trustees, they shall make such officer liable to disciplinary action.

(f) Under special consideration a Detachment Charter may be issued to less than twenty (20) applicants. Charters issued under this provision are subject to all requirements of Section 6000 of the National Administrative Procedures.

**SECTION 2 - AUTHORITY**

Each Detachment shall be governed by its elected officers and Board of Trustees, subordinate to the Department and National Convention and the Bylaws and Administrative Procedures of such bodies.

**SECTION 3 - DUES**

Each Detachment shall fix the amount of the membership dues which shall include the Department and National per capita dues and fees. All per capita dues and fees which are due the Department and National Headquarters shall be forwarded with a standard transmittal form to the Department Paymaster for processing. The Department Paymaster shall without delay remit to the National Adjutant/Paymaster those transmitted forms and such funds that are due National Headquarters.

**SECTION 4 - INSTALLATION OF DETACHMENT OFFICERS**

The Detachment must request from the Department Commandant an installing officer. The installing officer must be the Department Commandant, or an elected Department Officer, Past Department Commandant, National Commandant, Past National Commandant, Past Detachment Commandant, or other elected Marine Corps League officer. It shall be the responsibility of the installing officer to sign, date and forward the installation form within the time frame as specified in Section 6015 of the National Administrative Procedures.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 6
# MEMBERS

## SECTION 1 - INITIATION

All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with the Ritual and be presented with the official lapel pin of the Marine Corps League.

## SECTION 2 - MEMBER'S DEATH

Upon notification of the demise of any member:

(a) The Detachment Chaplain shall:

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

(2) Without delay report the death of the member, citing deceased full name, next of kin and known funeral arrangements to the Department Chaplain.

(b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to be at the funeral services of a deceased member.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 7
# SUBSIDIARIES AND SUBORDINATES

## SECTION 1 - MARINE CORPS LEAGUE AUXILIARY

The Department of New Jersey, Marine Corps League, recognizes and adopts the Marine Corps League Auxiliary, Department of New Jersey as the official women's branch of the Marine Corps League and declares that the Marine Corps League Auxiliary, Department of New Jersey shall ever be subject to the control and supervision of National Headquarters, Marine Corps League (Section 8010 (a) of the National Administrative Procedures applies).

## SECTION 2 - MILITARY ORDER OF THE DEVIL DOGS

The Department of New Jersey, Marine Corps League, recognizes the Military Order of the Devil Dogs as an official subsidiary organization of the Marine Corps League, which shall ever be subject to the authority, supervision, direction, control and discipline of the National Headquarters, Marine Corps League. Membership in the Military Order of the Devil Dogs shall be limited to regular members of the Marine Corps League (Section 8010 (b) of the National Administrative Procedures applies).

## SECTION 3 - MILITARY ORDER OF THE DEVIL DOG FLEAS

The Department of New Jersey, Marine Corps League, recognizes the Military Order of the Devil Dog Fleas as an official subsidiary organization of the Marine Corps League, Marine Corps League Auxiliary and shall ever be subject to the authority, supervision, direction, control and discipline of the Marine Corps League. Membership in the Military Order of the Devil Dog Fleas shall be limited to members of the Marine Corps League Auxiliary (Section 8010 (c) of the National Administrative Procedures applies).

## SECTION 4 - YOUNG MARINES OF THE MARINE CORPS LEAGUE

The Department of New Jersey, Marine Corps League, recognizes the Young Marines of the Marine Corps League as an official subsidiary organization of the Marine Corps League, which shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League (Section 8015 (c) of the National Administrative Procedures applies).

# ADMINISTRATIVE PROCEDURES
# CHAPTER 8
# GRIEVANCE AND DISCIPLINE

## SECTION 1 - GRIEVANCE AND DISCIPLINE

All matters pertaining to the resolving of grievances and/or discipline against any member, Detachment or Department, shall be processed in accordance with Section 9000 of the National Administrative Procedures.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 9
# MISCELLANEOUS

## SECTION 1 - FUND RAISING

(a) **FUND RAISING**

Fund raising activities may be entered into by Marine Corps League organizations:

(1) Provided all funds shall be for the sole benefit of such organization less such expenses incurred.

(2) Provided such Marine Corps League organization shall receive and disburse all funds.

(3) Provided such funding activity does not violate any Federal, State or Marine Corps League regulations.

(4) Nothing in the foregoing section shall prevent the National Convention Committee or a Department Convention Committee from selling ads or soliciting funds for their annual convention book.

(b) **FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN A CITY**

If a Detachment desires to conduct a particular city-wide finance raising project in a city wherein more than one (1) Detachment exists such Detachment shall advise all other Detachments in such city of its intentions and request approval. Any Detachment opposing such project shall immediately file objection with the Detachment proposing the project and with the Department. The Decision of the matter by the Department shall be final.

(c) **LIMITATIONS OF FUND RAISING BY DETACHMENT OR AUXILIARY**

No Detachment of the Marine Corps League or Unit of the Auxiliary shall conduct a fund-raising project in any municipality or territory other than its own territory without first securing the approval of such Detachments or Units, as herein before provided.

(d) **LIMITATIONS OF FUND RAISING BY NATIONAL**

The National Organization of the Marine Corps League shall not conduct any fund-raising project in any Department without first obtaining the permission of said Department.

(e) **SOLICITATION**

Any individual or committee soliciting funds for the Department using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete signed written report to the Department Convention as to the amount and source of all funds disbursed and summary of final disposition of any and all net profits.

(f) **FUND RAISING BY DEPARTMENT**

The Department shall not conduct any finance raising project in any city where there is one or more Detachments without the consent of such Detachments. Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant of that Division and whose decision in the matter shall be final.

**SECTION 2 - RESPECT**

The Bible shall be opened, placed on an Altar, which is covered with a clean and attractive Altar cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the Chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

## SECTION 3 - RESOLUTIONS, SUBMITTING AND PROCESSING

A member in good standing can submit resolutions or by a Detachment for consideration by the Department Convention provided said resolutions are in proper form and in compliance with Section 10010 of the National Administrative Procedures.

## SECTION 4 - AMENDMENTS ADMINISTRATIVE PROCEDURES

(a) Changes to the Department Administrative Procedures will be approved by the membership by majority vote at a Department Convention. Recommendations for changes to the Department Administrative Procedures will be covered in that proposal.

(b) Changes to the Department Administrative Procedures may be approved by the Department Board of Trustees by a majority vote, when it is necessary for the operational needs of the Department. These changes to the Administrative Procedures will be sent immediately to all District Vice Commandants with directions to be passed to all Detachments. Amendments can be proposed to the changes made by the Board of Trustees to the Administrative Procedures and they must be submitted to the Commandant no later than 1 June each year (Section 1120 of the National Administrative Procedures applies).

## SECTION 5 - VAVS Fund

The "Special Fund" is hereby designated as the VAVS Fund and will be administered by the Special Fund Chair, as appointed by the Commandant, for VAVS programs only. The funds will be distributed to the appointed VAVS Representatives who will submit an itemized request at the convention meeting for the funds required to conduct their yearly VAVS program. After approval by the delegates to the convention, the Special Fund Chair will issue the funds to the VAVS Representatives as required. These funds will not be available to the Detachments and/or their Auxiliary for their Ward Parties at various hospitals and nursing homes.

# ADMINISTRATIVE PROCEDURES
# CHAPTER 10
# DEPARTMENT MARINE OF THE YEAR

**SECTION 1**
The Department Marine of the Year selection committee shall be comprised of all the former Department Marines of the Year in attendance at the annual Department Convention, with the most recent Department Marine of the Year serving as the Chairperson.

**SECTION 2**
The criteria to be observed by the Department Marine of the Year Selection Committee shall be consideration of letters of nomination by a Detachment chartered in the Department of New Jersey and currently in good standing in the Department. Nominations shall be made of a regular member or members (there shall be no limit on the number of its members that any one Detachment may submit) who are members in good standing of the nominating Detachment. Any Marine nominated must hold primary membership in the nominating Detachment should that Marine hold dual membership in more than one Detachment situated within the Department of New Jersey.

NOMINATIONS SHALL BE TYPEWRITTEN AND IN THE FORM OF A RESUME DESCRIBING ACTIONS AND ACCOMPLISHMENTS OF THE NOMINEE FOR THAT YEAR. IF THERE ARE LESS THAN THREE (3) NOMINATIONS THE COMMITTEE RESERVES THE RIGHT TO HAVE NO MARINE OF THE YEAR FOR THAT YEAR. THE DETACHMENT COMMANDANT MUST SIGN ALL OF THEIR NOMINATIONS.

**SECTION 3**
The Department Marine of the Year Selection Committee shall hold its deliberations in the strictest confidentiality. The Committee shall also be charged with ensuring that a suitable plaque be engraved and presented to the selectee at the Grand Banquet of the Department Convention at which the nominee is considered.

**SECTION 4**
ALL NOMINATIONS SHALL BE SUBMITTED TO THE DEPARTMENT COMMANDANT VIA CERTIFIED MAIL RETURN RECEIPT REQUESTED, CLEARLY MARKED “MARINE OF THE YEAR" NO LATER THAN MAY 15TH. NO HAND-DELIVERED SUBMISSIONS SHALL BE PERMITTED AT

THE DEPARTMENT CONVENTION. SUBMISSIONS RECEIVED AFTER THE DEADLINE SHALL NOT BE ACCEPTED BY THE DEPARTMENT COMMANDANT, AND SHALL BE RETURNED TO THE SUBMITTING DETACHMENT, UNOPENED.

**SECTION 5**

It shall be the duty of the Department Commandant to properly advise all Detachments that all nominations for the NATIONAL AND NORTHEAST MARINE OF THE YEAR AWARD considerations are to be submitted by a Detachment ONLY in accordance with the National Administrative Procedures, Section 3105 (g).

# ADMINISTRATIVE PROCEDURES
# CHAPTER 11
# NORTHEAST DIVISION MARINE OF THE YEAR SELECTION COMMITTEE FOR THE DEPARTMENT OF NEW JERSEY

**SECTION 1**
The Northeast Division Marine of the Year Selection Committee for the Department of New Jersey shall be comprised of all former Division Marines of the Year in attendance at the January Staff Meeting with the most junior Division Marine of the Year present serving as the Chairperson. If no Division Marine of the year is present, the Department Marines of the year shall select the candidate.

**SECTION 2**
If a committee member is nominated, they shall recuse themself from the committee.

**SECTION 3**
The criteria to be observed by the Northeast Division Marine of the Year selection committee shall be as follows:
Candidates' recommendation must come from their Detachment Commandant. If the Commandant is the candidate his recommendation must come from the Sr. Vice Commandant.
Candidate must be a member of the Marine Corps League for no less than (3) three years.
Letter of recommendation should include what the candidate has done at the Detachment, Department and Division levels along with other activities.

NOMINATIONS SHALL BE TYPEWRITTEN AND IN THE FORM OF A RESUME.

**SECTION 4**
The Northeast Division Marine of the Year Selection Committee for the Department of New Jersey shall hold its deliberations in the strictest confidentiality.

**SECTION 5**
All nominations shall be submitted to the Department Commandant VIA REGULAR MAIL. IT SHALL BE CLEARLY MARKED "MARINE OF THE YEAR" AND RECEIVED BY THE DEPARTMENT COMMANDANT NO LATER THAN JANUARY 10TH. NO HAND DELIVERED SUBMISSIONS SHALL BE PERMITTED. NO SUBMISSIONS RECEIVED AFTER THE DEADLINE SHALL BE ACCEPTED.

Submissions received beyond stablished deadline shall be returned to the submitting Detachment, unopened, by the Department Commandant.

**SECTION 6**

It shall be the responsibility of the Department Commandant to properly send the New Jersey nominee selected to the Northeast Division District Vice Commandant by March 1st using the 2 envelope system.

established deadline shall be returned to the submitting Detachment, unopened, by the Department Commandant.

**SECTION 6**

It shall be the responsibility of the Department Commandant to properly send the New Jersey nominee selected to the Northeast Division District Vice Commandant by March 1st.

## ADMINISTRATIVE PROCEDURES
## CHAPTER 12
## MARINE CORPS LEAGUE LICENSE PLATES

You must be a **REGULAR or LIFE** member of a Marine Corps League Detachment in New Jersey. **MEMBERS AT LARGE AND ASSOCIATE** members do not qualify.

**All vehicles must be registered in the Marine Corps League member's name**. You can apply for more than one set of plates as long as the vehicle is registered in the member's name. You must have regular plates before you can obtain MCL plates.

You must continue to renew your membership in the Marine Corps League Detachment each year by August as per National Administrative Procedures Section 7030 and be in **GOOD STANDING** to retain your plates. If applying in June, July or August you must have your dues paid for the following year.

### REPLACEMENT OF LOST OR DAMAGED MCL PLATES

You can obtain replacement plates with the same number at a cost of $20.00. **Make check payable to MCL Dept. of NJ**. Send a copy of your registration and membership card along with the check to the Plate Chairman. You can retain your current plate number if you did not return your current Marine Corps League license plates to the Motor Vehicle Commission.

There are no MCL plates for motorcycles or commercial vehicles.

Fill out the organization special plate application front and back. **Your Detachment has the forms.** Do not fill out the Certification by Organizational Special Plate Liaison section. Enclose a photocopy of your **Vehicle Registration** and your **National MCL Membership I.D. Card** along with your check and application. Paperwork cannot be submitted to MVC if it is not completed as per instructions.

Make **check for $40.00 payable to MCL-DEPT. OF NJ.** Each set of plates cost $40.00. Keep this in mind if ordering more than one set.

**LEASE VEHICLES.**
To obtain MCL plates for a Leased vehicle the lease must be in the member's name. You must obtain a letter from the lease company allowing you to put MCL plates on the vehicle and stating the plates will be returned at the completion of the lease. The MV application must list the leasing company as it appears on the registration.

If you have any questions, please feel free to call me at 732-780-5380 between the hours of **0900 to 1900. Please be considerate about the calling times.** I always have an answering machine on if I am not home.

**NOTE:** If you have been convicted of DWI or RECKLESS DRIVING in the last 10 years, the NJ MVC will **DENY** your application. **ALL APPLICATIONS ARE CHECKED BY THE MVC.**

**PERSONALIZE YOUR MCL PLATES.** With up to 5 spaces (letters or numbers). Once you have MCL plates in your possession, you can apply for personalized MCL plates at a cost of $80.00. **Make check payable to MCL-Department of NJ.** You must contact the License Plate Coordinator first with your choices, who will then check with MV to see if they are available. You will then submit a MCL plate application to the Coordinator.

Please be aware that your MCL Plates may take up to two months to get to the member. Motor Vehicle Commission has total control over the shipment of all plates. Please provide all the necessary paperwork so the process will move quickly.

**TRANSFERS.** If you wish to transfer your plates to a newly purchased vehicle you must contact the License Plate Coordinator. The cost is $10.00.

Mail to: PDC Tony Modzelewski
45 Stagecoach Road
Millstone Twp., NJ 08510

# AMENDMENTS / ADOPTION / CERTIFICATION

## AMENDMENTS:

(a) These Bylaws or any provisions therein, may be revised, repealed or amended by a two-thirds (2/3) vote of the members present at the Department Convention as provided for in Article VII, Section 2 of these Bylaws.

(b) All amendments shall be forwarded to the Department Judge Advocate for approval.

(c) These Bylaws shall be in force except where they conflict with the National Bylaws, which shall always take precedence.

## ADOPTION:

These amendments shall be adopted and shall take effect when they have been approved by the Board, the Department of New Jersey Judge Advocate and the National Judge Advocate. When these amendments are fully approved and effective, they supersede any other Detachment Bylaws or Amendments that may have previously been adopted.

## CERTIFICATION:

We, the undersigned, do hereby certify, by affixing our signatures, these Bylaws contained herein are in adherence with the Department of New Jersey and National Bylaws.

Joseph DeAngelo Jr. _____ Oct 27, 2020 _____

Joseph DeAngelo – Commandant Date

Christopher M. Soldano _____ October 26, 2020 _____

Christopher Soldano – Judge Advocate Date

Approved by:

TJ Morgan _____ Oct 27, 2020 _____

TJ Morgan (Oct 27, 2020 13:01 PDT)

TJ Morgan – National Judge Advocate Date

# DEPARTMENT OF NEW JERSEY

# ENCLOSURES

# ENCLOSURES
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**Department of New Jersey**

**MEMBERSHIP RECRUITMENT PROGRAM**

This is to certify that the following Marine Corps League Member has met the criteria as established by the Department of New Jersey by recruiting five (5) or more new members between 15 May_____and 15 May_____
Year Year

Detachment_____Number_____

Recruited by_____Membership Card #_____

Names of New Members

(1)_____(11)_____
(2)_____(12)_____
(3)_____(13)_____
(4)_____(14)_____
(5)_____(15)_____
(6)_____(16)_____
(7)_____(17)_____
(8)_____(18)_____
(9)_____(19)_____
(10)_____(20)_____

(List additional names on the back of this form)

Certified true and correct_____
Detachment Commandant

_____
Detachment Adjutant/Paymaster

All forms **must** be received no later than 15 May prior to the Department Convention at which the award is to be considered.

SUBMIT TO:

DEPARTMENT JR. VICE COMMANDANT
MARINE CORPS LEAGUE
**NAME AND ADDRESS ON DEPARTMENT ROSTER**
**OR**
**E-MAIL ADDRESS LISTED ON DEPARTMENT ROSTER**

## Individual Membership Recruiting Awards

Each and every year, a special form must be filled out by the individual member and signed by the Detachment Commandant and Detachment Adjutant/Paymaster, then mailed to the Department Junior Vice Commandant and also the National Junior Vice Commandant for the National award.

This Membership Recruiting Program will include New Members, Out-of-State Transfers and National Member-at-Large (M-A-L) Transfers. All these members increase your Detachment Membership Strength, so they will count for Department awards.

The goal of this program is to increase the overall Department Membership Strength and most importantly recognize our members who go above and beyond recruiting Marines and FMF Corpsman into the MCL.

## Department Recruiting Awards will be issued as follows:

A **citation** will be given to those members who have **recruited 5-24** members during the year.

A **Distinguished Service Medal Citation** (signifying the accomplishment) will be presented to those members who have **recruited 25 plus** members during the year.

**Recruiter of the Year:** The one individual member that has recruited the most members through his/her individual efforts will be presented the **Department Recruiter Medal – Silver** and a plaque with his/her name engraved thereon.

# Department of N.J. Scouting Committee
# Marine Corps League

Detachment committee chairman | | Date |

reporting Detachment | | Detachment #

| *Check One* | Eagle Scout Recognitions for the Period Indicated Below | |
|---|---|---|
| | 1 June to 31 August (Deadline 15 Sept) | To be Reported at September Dept. Meeting |
| | 1 September to 31 October (Deadline 15 Nov) | To be Reported at November Dept. Meeting |
| | 1 November to 31 December( Deadline 15 Jan) | To be Reported at January Dept. Meeting and National for Mid Winter Conf. |
| | 1 January to 28 February (Deadline 15 Mar) | To be Reported at March Dept. Meeting |
| | 1 March to 1 week prior to Dept. Convention | To be Reported at Dept. Convention Meeting and National for National Conv. |

**(Any reports received after the stated deadlines will not be in the bi-monthly report, however it will be reflected in the year-end report.**

| Scout's Name | Troop # | Town | Date of Ceremony |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**Contact Info: Timothy Daudelin, Chairman-Scouting Committee**
**Mailing Address: 182 MacDonald Drive Wayne, New Jersey 07470**

**Spiritofstbarbara511@gmail.com**
**Cell Phone: 973-462-7481**

**A PLAQUE WILL BE GIVEN FOR 1ST AND 2ND PLACE.**

**DEPARTMENT OF NEW JERSEY**
**MARINE CORPS LEAGUE**
**NEWSLETTER COMPETITION**

Check the criteria included in the attachments that will be used for judging of Detachment newsletters at the annual Department Convention.

Each Detachment is asked to select **THREE** of their newsletters and submit them to the Sr. Vice Commandant by 15 May.

Newsletters should cover the period from July to May.

Awards will be given for 1st and 2nd place on Friday of the Convention.

Please note that if you wish to enter your newsletters in the National competition you must submit them to National. All the information is on the MCL website www.mcleague.org

| **CRITERIA** | **POINTS** |
|---|---|
| **Commandant's Name** | |
| Is the Commandant's name prominently displayed? | (4 max) |
| 1. On front, large print, in a listing of officers or by itself. | 4 |
| 2. On front, smaller print, in a listing of officers or by itself. | 3 |
| 3. Inside (page 2) Large print, near top, in a listing of officers or by itself. | 2 |
| 4. Inside (page 2) small print-hard to read. | 1 |
| **Editors Name** | |
| Is the editor's name displayed? | (4Max) |
| 1. On front, listed as Editor, near top, address and phone number listed. | 4 |
| 2. On front, listed as Editor, near top, phone number listed. | 3 |
| 3. On front, listed as Editor, name only. | 2 |
| 4. Inside (page 2) small print-hard to read. | 1 |

**Detachment or Department Name**

| Is the Detachment or Department name prominently displayed? | (4 max) |
|---|---|
| 1. On front at very top, large print and in a pleasing style. | 4 |
| 1. On front, at very top, large print, no style. | 3 |
| 2. On front, very top, small print with a pleasing style. | 2 |
| 3. On front at very top, small print, no style. | 1 |

**Newsletter Name**

| Is the newsletter's name prominently displayed? | (4 max) |
|---|---|
| 1. On front at very top, large print and in a pleasing style. | 4 |
| 2. On front at very top, large print, no style. | 3 |
| 3. On front at very top small print, with pleasing style. | 2 |
| 4. On front at very top, small print, no style. | 1 |

**Date of Newsletter**

| Is the newsletter's publication date displayed? | (4 Max) |
|---|---|
| 1. On front, near top, large print and easy to read. | 4 |
| 2. On front, near top, small print and easy to read. | 3 |
| 3. On front, in middle or near bottom, large print and easy to read. | 2 |
| 4. On front, in middle or near bottom, small print and easy to read. | 1 |

**History & General Information Articles**

| Does the newsletter contain historical or general Interest articles? | (5 Max) |
|---|---|
| Each article one point | 1 |

**Community, Detachment & Department**

| Are individual events and activities (complete or planned) publicized? | (10 Max) |
|---|---|
| 1. For each upcoming event. | 1 |
| 2. For reporting the outcome of that event after the date of event. | 1 |

**National and/or Division Information**

| Does the newsletter relay National and Division information? | (5 Max) |
|---|---|
| 1. Each article up to five points. No points for repeat items. | 1 |
| 2. For reporting the outcome of that event after the date of event. | 1 |

**Detachment Membership/Renewals**

Does the newsletter promote membership and renewal efforts? (5 Max)

1. Listing members due for the month. 1
2. Listing members past due. 1
3. Listing new members or article for welcoming them into Detachment. 1
4. Some type of incentive for recruiting new members. 2

**Department Membership/Renewals**

Does the newsletter promote membership and renewal efforts? (5 Max)

1. Listing Detachment's annual renewal goal and % achieved. 1
2. Listing of number of new members gained by Detachment. 1
3. Listing new members or article for welcoming them into Department. 1
4. Some type of incentive for recruiting new members. 2

**VAVS Information**

Does the newsletter publicize VAVS programs or activities (5 Max)
And involvement?

1. Each article up to five points. No points for repeat items. 1

**Awards**

Does the newsletter publicize member's awards or achievements or the Detachment/Department's awards or achievements that have been received? (5 Max)

1. Each item. (Presentation of any awards that are given to Non-members or business are **COMMUNITY ACTIVITIES**) 1

**Calendar of Events**

Are future events and activities publicized? (5 Max)

1. A monthly calendar with events or activities on it. 5
2. A listing of upcoming events by itself and displayed with large print. 4
3. A listing of upcoming events by itself and displayed with smaller print. 3
4. A listing of upcoming events by itself and displayed with very fine print. 2
5. A listing of upcoming events by itself and you need to hunt for it. 1

**Points of Contact**

| Are points of contact listed for events and activities? | (5 Max) |
|---|---|
| 1. A person's name and phone number for that event or activity. For future events or activities. No repeat items. | 1 |

**Clarity**

| Are articles accurate, complete, and easily understood? | (5 Max) |
|---|---|
| 1. Accuracy | 1 |
| 2. Complete | 1 or 2 |
| 3. Easily understood | 1 or 2 |

**Format**

| Does the newsletter make use of graphics and photos? | (5 Max) |
|---|---|
| 1. For clear and recognizable photos and graphics. | 5 |
| 2. Uses photos and graphics, but fuzzy or blurry and hard to see. | 4 |
| 3. Uses graphics extensively. | 3 |
| 4. Uses some graphics. | 2 |
| 5. Uses cartoons or the Detachment Letterhead Stationary with graphic. | 1 |

**Overall Appearance**

| Does the newsletter look "professional"? Is it appealing to the eye? | (25 Max) |
|---|---|
| 1. Outstanding style and appearance. | 23-25 |
| 2. Excellent style and appearance. | 18-22 |
| 3. Good style and appearance. | 11-17 |
| 4. Two or more pages but looks more like a letter. | 5-10 |
| 5. One page in a letter type format. | 1-4 |

**DEPARTMENT OF NEW JERSEY**
**MARINE CORPS LEAGUE**
**DEPARTMENT AMERICANISM AWARD**

Americanism Criteria

All the books will be bound books, scrapbooks, or album (Americanism Report). All awards will be based on events and participation during the period of 30 April to 29 April of each year. (2012-2013 etc.)

All Americanism Reports should be delivered to the Department Judge Advocate by 15 May.

A plaque will be given to the 1st and 2nd place winners.

All Americanism Reports must have a completed "Marine Corps League Americanism Questionnaire and Criteria form attached in the front of the Book or Album. The judge in his evaluation of the Americanism Report will sue the questionnaire.

History and Photos in the album should be limited to the events during the judged year. Photos require captions, names, and page number in book corresponding with that event for each photo.

Be ever mindful. The Americanism Award is the most distinguished award the winning Detachment can obtain that shows their hard work and Esprit de Corps. As the "Marine of the Year" is the most prestigious award for an individual member, so is an Americanism Award for the Detachment. It exemplifies the dedication and contribution to the strength and integrity of our beloved Marine Corps League and is dedicated to all the members of the winning Detachment. To have received this award is certainly an achievement to be proudly treasured by those that receive this honorable recognition.

**DEPARTMENT OF NEW JERSEY**
**MARINE CORPS LEAGUE**
**AMERICANISM QUESTIONNAIRE AND CRITERIA**

**DETACHMENT_____CONVENTION STRENGTH_____**

1.

| | | |
|---|---|---|
| A. Did the Detachment participate in Memorial Day Parades? | Yes | No |
| B. Did the Detachment participate in Memorial Day Services? | Yes | No |
| C. Did the Detachment participate in Veterans Day Parades? | Yes | No |
| D. Did the Detachment participate in Veterans Day Services? | Yes | No |
| E. Does the Detachment have its own firing squad? | Yes | No |
| F. Does the Detachment have its own Bugler? | Yes | No |
| G. Does the Detachment have its own color guard? | Yes | No |
| H. Is your color guard active in other events? | Yes | No |
| I. Does your Detachment provide Honor Guard details for deceased members? | Yes | No |
| J. Does your Detachment provide Honor Guard details for deceased Marines other than members? | Yes | No |
| K. Does your Detachment provide Honor Guard details for deceased Veterans of other branches of service? | Yes | No |
| L. Did the Detachment place flags, grave markers etc. during the year? | Yes | No |

2.

| | | |
|---|---|---|
| A. Did the Detachment organize a Scouting Unit this past year? | Yes | No |
| B. Did the Detachment support a Scouting Unit this past year? | Yes | No |
| C. Did the Detachment participate in the Eagle Awards program? | Yes | No |
| D. Did the Detachment or Members provide Scouting Leadership assistance? | Yes | No |
| E. Did the Detachment organize a Young Marine program this past year? | Yes | No |
| F. Did the Detachment support a Young Marine program this past year? | Yes | No |
| G. Did the Detachment sponsor a Youth Physical Fitness program this past year? | Yes | No |
| H. Did the Detachment support a Youth Physical Fitness program this past year? | Yes | No |
| I. Did the Detachment sponsor or support any other Young programs this past Year? If so, explain. | Yes | No |

3.

| | | |
|---|---|---|
| A. Does the Detachment conduct Americanism Programs in the schools? (Such as flying Of the Flag: Essay contests etc.) | Yes | No |
| B. Does the Detachment encourage citizens to fly the flag on Holidays? | Yes | No |
| C. Did the Detachment sponsor or participate in a School Flag program? | Yes | No |
| D. Did the Detachment sponsor or participate in a School Military program? | Yes | No |
| E. Did the Detachment sponsor or participate in a Toys 4 Tots program? | Yes | No |
| F. Did the Detachment sponsor or participate in local charity drives? | Yes | No |
| G. Did the Detachment sponsor or participate in War Commemorative activities? | Yes | No |
| H. Did the Detachment sponsor or participate in any other patriotic or community events? If so, explain. | Yes | No |

4.

| | | |
|---|---|---|
| A. Did the Detachment sponsor or participate in VAVS activities? | Yes | No |
| B. Did the Detachment sponsor or participate in State Veteran Nursing Home activities? | Yes | No |
| C. Did the Detachment sponsor or participate in other Nursing Home activities for vets? | Yes | No |

5.

| | | |
|---|---|---|
| A. Did the Detachment support the National Scholarship Program this past year? | Yes | No |
| B. Does the Detachment have its own Scholarship Program? | Yes | No |
| C. Did the Detachment support the Department Scholarship Program this past year? | Yes | No |
| D. Does the Detachment nominate candidates for the Chapel of Four Chaplains? | Yes | No |
| E. Does the Detachment support any other programs for Veterans children? Explain | Yes | No |

6.

| | | |
|---|---|---|
| A. Did the Detachment participate in all Department Staff Meetings? | Yes | No |
| B. Was the Detachment represented at Division Conferences? | Yes | No |
| C. Was the Detachment represented at the Department Convention? | Yes | No |
| D. Was the Detachment represented at the National Convention? | Yes | No |
| E. Did the Commandant represent the Detachment? | Yes | No |
| F. Did the Detachment conduct monthly meetings each month of the last year? | Yes | No |
| G. Does the Detachment have an active New Member Recruitment Program? | Yes | No |
| H. Did the Detachment sponsor a Department Staff Meeting in the past year? | Yes | No |
| I. Did the Detachment sponsor the Department Convention in the past year? | Yes | No |
| J. Did the Detachment sponsor a Division Conference in the past year? | Yes | No |

7.

| | | |
|---|---|---|
| A. Does the Detachment recognize members on their membership anniversary date? | Yes | No |
| B. Does the Detachment recognize member workers at an annual Awards Ceremony? | Yes | No |
| C. Does the Detachment recognize the Americanism Historian Program? | Yes | No |
| D. Did the Detachment sponsor or participate in a Marine Corps Birthday Ball? | Yes | No |
| E. Does the Detachment support a Devil Dog Pound? | Yes | No |
| F. Does the Detachment support a Marine Corps League Auxiliary Unit? | Yes | No |
| G. Does the Detachment recognize a member annually as their Marine of the Year? | Yes | No |

8. List and explain other Detachment activities not mentioned above. Please elaborate on activities that your Detachment supports that may not be specific in the above questions.

9. The Detachment Commandant and Americanism Chairman MUST sign this Americanism questionnaire. This questionnaire and Album MUST BE DELIVERED NO LATER THAN 15 MAY TO THE DEPARTMENT JUDGE ADVOCATE.

10. For any information or clarification please contact the Department Judge Advocate.

Detachment Commandant_____

Detachment Americanism Chairman_____

**THIS FORM MUST BE IN THE FRONT OF YOUR AMERICANISM BOOK, FILLED OUT AND SIGNED**

## COMMANDANTS AWARDS

### DEPARTMENT VA VOLUNTARY SERVICES AWARD - VAVS PROGRAM

Originator: Detachment VAVS Chairperson
Submitted to: Department VAVS Chairperson
Date to be submitted: The Chairperson of the VAVS Committee must receive the names of the Detachment members that participated no later than May15th. Certificates will be awarded to each Detachment member that participated in the VAVS program.

### COMMANDANT OF THE YEAR AWARD

Awarded by the Department Commandant to a Detachment Commandant, who in the Commandant's opinion has exemplified themself in the past year.

### DISTRICT VICE-COMMANDANT OF THE YEAR AWARD

Awarded by the Department Commandant to a District Vice Commandant, who in the Commandant's opinion has exemplified themself in the past year.

### AIDE – DE - CAMP OF THE YEAR AWARD

Awarded by the Department Commandant to an Aide-De-Camp, who in the Commandant's opinion has exemplified themself in the past year.

### DEPARTMENT OF NEW JERSEY LIFETIME ACHIEVEMENT AWARD

This award is **NOT** given on an annual basis. This award is given to one person who at the discretion of the Department Commandant has portrayed **ALL** the principles and purposes of the Marine Corps League. It is possible for this award to span one to ten or more years before it is awarded. It is anticipated that the person could have gone beyond that of the Marine of the Year, either Department of National.

### DISTINGUISHED SERVICE AWARD CERTIFICATES

The Department Commandant may present this award to members and non-members of the Marine Corps League who have distinguished themselves. Requests for this citation is based upon submission from the Detachment Commandants per the Department Commandant. This must be submitted to the Department Commandant on or before April 1st in the year it is to be given.

**ALEXANDER P. ORMSBY AWARD (Largest % over previous year)**
**Named after Department Commandant Alexander Ormsby 1941 – 1942 and National Commandant 1942-1943.**
There shall be two (2) categories. A Detachment with less than 125 members and a Detachment with over 125 members. The receiving Detachments will receive a plaque with their name engraved on it based upon the percentage of increase in their strength as reported by the Department Membership Chairperson in their annual report for the Convention.

**DETACHMENT 100% MEMBERSHIP CERTIFICATE**
To be awarded to those Detachments that have maintained 100% membership during the past fiscal year of the Department as reported by the Department Membership Chairperson in their annual report for the Convention.

**DEPARTMENT CONVENTION STREAMERS**
To be awarded to those Detachments, Packs, and Pounds of the Military Order of the Devil Dogs who display their unit standards at the Department Convention. The Department Sgt-At-Arms will log in the Colors and provide the Department Commandant with a list of awards to be presented.

**MERITORIOUS UNIT COMMENDATION – DEPARTMENT**
Ribbon: WHITE center flanked by GOLD
Awarded by the Department Commandant to a Detachment, who in the Department Commandant's opinion has exemplified themself in the past year.

**50 OR MORE YEARS MEMBERSHIP TENURE AWARD**
The Chairperson of the membership Committee must receive the report of eligible recipients no later than April 1st of the given year so it can be verified by National. The Department Commandant will award a Plaque to the member with 50 or more years of **continuous service** (No break in membership).