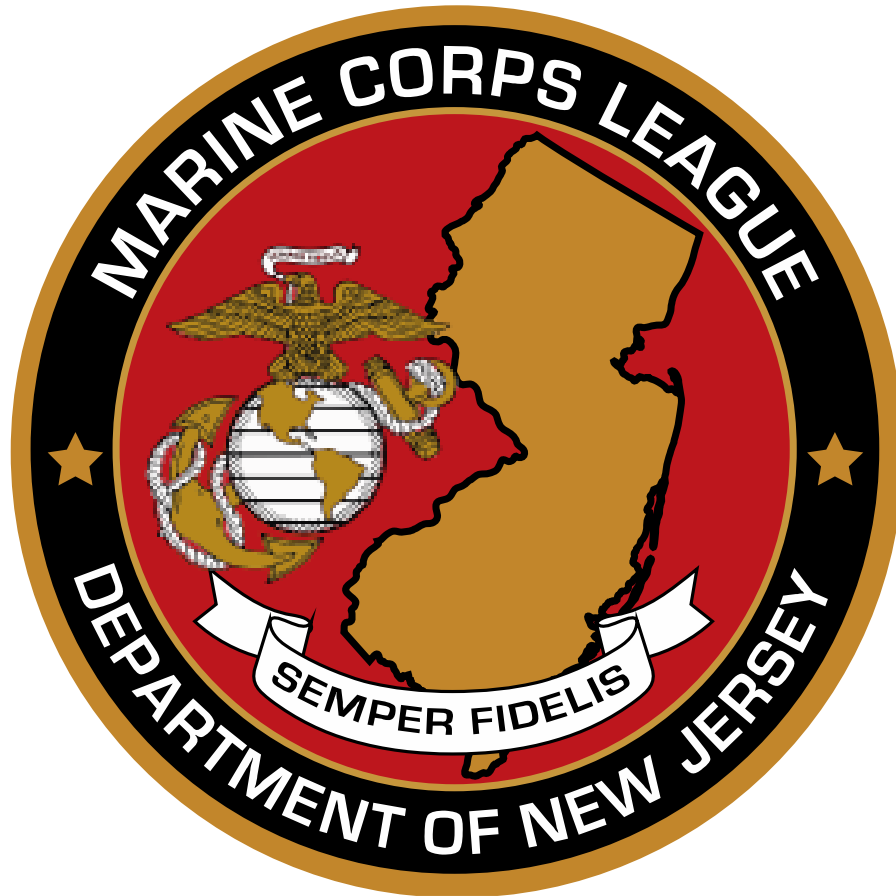


# DEPARTMENT OF NEW JERSEY



# 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**

Each Detachment shall have only one (1) vote and 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 called by the Commandant, or by any officer authorized temporarily to perform the Commandants duties, no less than ten (10) days notice by email or phone to the members and ex-officio member thereof, the time, place and purpose of such meeting to be clearly stated in such notice.

## **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 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 assigned to a 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 assigned to a District. 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 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 - SUBSIDIARIES 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 rules.
- (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**  
**AND ASSOCIATE MEMBER OF THE YEAR**

**SECTION 1**

The Department Marine of the Year and/or Associate Member 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. Once a total of at least three (3) Department Associate Members of the Year have been selected, those recipients and all those following in future years will seat a Department Associate Member of the Year selection committee, similar to the Department Marine of the Year selection committee.

**SECTION 2**

The criteria to be observed by the Department Marine of the Year and Associate Member 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 an associate member (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 for Department Marine of the Year or associate member nominated for Associate Member of the Year must hold primary membership in the nominating Detachment. Should a Marine or associate member hold dual membership in more than one Detachment in the Department of New Jersey, the nomination must come from their primary Detachment. 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 and Associate Member 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" or "ASSOCIATE MEMBER 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 and ASSOCIATE MEMBER 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**  
**AND ASSOCIATE MEMBER OF THE YEAR**  
**SELECTION COMMITTEE FOR THE DEPARTMENT OF NEW JERSEY**

**SECTION 1**

The Northeast Division Marine of the Year and Associate Member of the Year Selection Committee for the Department of New Jersey shall be comprised of all former Department Marines of the Year in attendance at the January Staff Meeting with the most recent Department Marine of the Year present serving as the Chairperson.

Once a total of at least three (3) Department Associate Members of the Year have been selected, those recipients and all those following in future years will seat a Department Associate Member of the Year selection committee, similar to the Department Marine of the Year selection committee.

**SECTION 2**

If a committee member is nominated, they shall recuse themselves from the committee.

**SECTION 3**

The criteria to be observed by the Northeast Division Marine of the Year and Associate Member of the Year selection committee for the Department of New Jersey shall be as follows: Consideration of letter 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 one (1) regular member and one (1) associate member who are members in good standing of the nominating Detachment. Should a Marine or associate member hold dual membership in more than one Detachment in the Department of New Jersey, the nomination must come from their primary Detachment. The Department Commandant may submit one (1) nomination for each award.

NOMINATIONS SHALL BE TYPEWRITTEN AND IN THE FORM OF A RESUME DESCRIBING ACTIONS AND ACCOMPLISHMENTS OF THE NOMINEE FOR THAT YEAR.

#### **SECTION 4**

The Northeast Division Marine of the Year Selection Committee and Division Associate Member of the Year 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" or "ASSOCIATE MEMBER 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 the Department of New Jersey - Marine Corps League BYLAWS AND ADMINISTRATIVE PROCEDURES 2022 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 – **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 as long as 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 do have an answering machine on at all times 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.

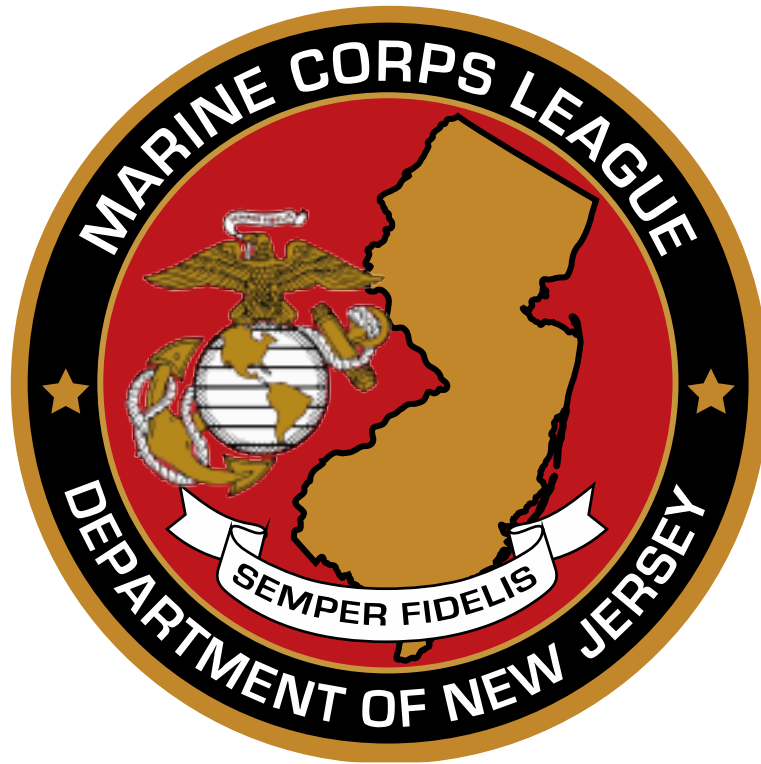
Please be aware that your MCL Plates may take up to two months to get to the member. Motor Vehicle Commission has total control over the shipment of all plates. Please provide all the necessary paperwork so the process will move quickly.

**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



# DEPARTMENT OF NEW JERSEY



## ENCLOSURES

**ENCLOSURES**  
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# Membership Recruitment Program

This is to certify 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 the period of 15 May** \_\_\_\_\_ **and 15 May** \_\_\_\_\_.

Detachment: \_\_\_\_\_

Det #: \_\_\_\_\_

Recruited By: \_\_\_\_\_

Membership #: \_\_\_\_\_

### 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 BACK OF THIS FORM)

Certified True and Accurate:

\_\_\_\_\_

Detachment Commandant

\_\_\_\_\_

Detachment Paymaster /Adjutant

All forms must be received no later than **June 1**, \_\_\_\_\_. Awards will be announced at the \_\_\_\_\_ Convention Banquet on Saturday, June \_\_, \_\_\_\_\_

Please Submit To:

**[CURRENT JR. VICE COMMANDANT OF THE DEPT]**



## **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 of these members increase your Detachment Membership Strength, so they will count towards 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 Corpsmen 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 New Jersey  
Marine Corps League**

**Scouting Committee Report**

Detachment Committee Chairman		Date	
Reporting Detachment		Det #	

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

**(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.)**

<b>Scout's Name</b>	<b>Troop #</b>	<b>Town</b>	<b>Date of Ceremony</b>

**Contact Info:**

**Timothy Daudelin, Chairman-Scouting Committee  
182 MacDonald Drive  
Wayne, New Jersey 07470  
Spiritofstbarbara511@gmail.com  
Cell Phone: 973-462-7481**

**A PLAQUE WILL BE GIVEN FOR 1<sup>ST</sup> AND 2<sup>ND</sup> 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 1<sup>st</sup> and 2<sup>nd</sup> 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](http://www.mcleague.org)

<b>CRITERIA</b>	<b>POINTS</b>
<b>Commandant's Name</b>	
Is the Commandant's name prominently displayed?	[4 Max]
1. On front, in large size print, in listing of officers or by itself.	4
2. On front, in smaller size print, in listing of officers or by itself.	3
3. Inside (page 2), in large size print, near top, in listing of officer or by itself.	2
4. Inside (page 2), in small size print – hard to read.	1
<b>Editor's Name</b>	
Is the editor's name displayed?	[4 Max]
1. On front, listed as editor, near top, address & 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) in small print – hard to read	1
<b>Detachment or Department Name</b>	
Is the Detachment or Department name prominently displayed?	[4 Max]
1. On front, at very top, in large size print and in a pleasing style.	4
2. On front, at very top, in large size print but no style.	3
3. On front, at very top, in small size print with pleasing style.	2
4. On front, at very top, in small size print but no style.	1
<b>Newsletter Name</b>	
Is the newsletter's name prominently displayed?	[4 Max]
1. On front, at the very top, in large size print and in a pleasing style.	4
2. On front, at the very top, in large size print but no style.	3

3. On front at very top, in small size print in a pleasing style. 2
4. On front at very top, in small size print but no style 1

**Date of Newsletter**

- Is the newsletter’s publication date displayed? [4 Max]
1. On front, at the very top, in large size print and easy to read. 4
  2. On front, at the very top, in small size print and easy to read. 3
  3. On front, in middle or bottom, in large size print and easy to read. 2
  4. On front, in middle or bottom, in small size print and easy to read. 1

**History & General Information Articles** [5 Max]

- Does the newsletter contain any historical or general interest articles?  
Each article (up to 5 articles) gets 1 point. 1

**Community, Detachment & Department**

- Are individual events & 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 the event. 1

**National and/or Division Information**

- Does the newsletter relay National and/or Division related information? [5 Max]
1. Each article up to maximum of 5 points. No credit awarded for repeated 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 delinquent members. 1
  3. Listing new members or article for welcoming new members 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 percent achieved. 1
  2. Listing of number of new members gained by the Detachment 1
  3. Listing new members or article for welcoming them into the Department. 1
  4. Some type of incentive for recruiting new members 2

**VAVS Information**

- Does the newsletter publicize VAVS programs or activities & involvement? [5 Max]
1. Each article up to five points. No credit awarded for repeated items. 1

### Awards

Does the newsletter publicize awards or achievements achieved by members; or awards or achievements that have been received by Detachment/Department? [5 Max]

1. Each item receives one point. 1  
\*Presentations of any awards that are given to non-members or businesses are considered **COMMUNITY ACTIVITIES, NOT AWARDS**

### Calendar of Events

Are future events and activities publicized? [5 Max]

1. A monthly calendar with events or activities listed within it. 5
2. A listing of upcoming events by itself and displayed in large size print. 4
3. A listing of upcoming events by itself and displayed in small size print. 3
4. A listing of upcoming events by itself and displayed in very fine print. 2
5. A listing of upcoming events by itself not having a fixed location within the newsletter. 1

### Points of Contact

Are points of contact listed for events and activities? [5 Max]

1. A person's name, phone number and/or email address for a particular activity. One point for each unique event (no repeats). 1

### Clarity

Are articles accurate, complete and easily understood? [5 Max]

1. Accuracy 1
2. Completeness 1 or 2
3. Easily understood 1 or 2

### Format

Does the newsletter make use of graphics and photos? [5 Max]

1. Has clear and recognizable graphics and photos. 5
2. Has graphics and photos that are fuzzy or blurry 4
3. Uses graphics extensively but no photos 3
4. Uses some graphics but no photos 2
5. Uses cartoons or the Detachment letterhead stationery with logo. 1

### Overall Appearance

Does the newsletter look professional, as in appealing to the reader's 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. Consists of two or more pages but appears more like a letter rather than a newsletter. 5-10



5. Consists of a single page in a letter-type of format.

1-4

<b>SCORING RESULTS</b>	
<b>Category</b>	<b>Score</b>
Commandant's Name	
Editor's Name	
Detachment / Department Name	
Newsletter Name	
History & General Informational Articles	
Community, Detachment & Department	
National and/or Division Information	
Detachment Memberships & Renewals	
VAVS Information	
Awards	
Calendar of Events	
Points of Contact	
Clarity	
Format	
Overall Appearance	
<b>Total Scoring:</b>	

**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 1<sup>st</sup> and 2<sup>nd</sup> 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 use 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 the 15<sup>th</sup> of May.

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 themselves 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 themselves 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 themselves 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 or 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 1 April 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 themselves 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 1 April 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)