

**Certificate**

**This is to certify that this is the first and correct Edition of the Administrative Procedures of Detachment 1206, Department of Tennessee, Marine Corps League, as amended and adopted at the regular Detachment business meeting, convened at Pigeon Forge, Tennessee, on the Tenth day of July, in the year of our Lord, Two Thousand Eight.**

**(12 June 2008).**

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***Signed***

**Sam Hassen  
Detachment Commandant**

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***Signed***

**Gary Stowell  
Detachment Judge Advocate**

**ATTEST:**

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***Signed***

**David Elrod  
Detachment Adjutant**

## **Rules of Order**

- 1.** Business sessions will be conducted in strict adherence to the prescribed Ritual of the Marine Corps League. Members are expected to be in attendance well in advance of the beginning of each session, so as to preclude any delay or interruption.
- 2.** The By-Laws and Administrative Procedures of the Marine Corps League and the Robert's Rules of Order (revised) shall prevail at all times.
- 3.** Should the "Chair" decide to admit any visitor(s) to the meeting, for any purpose, the "Good of the League" will be in order. After the Sergeant At Arms or Designate has escorted the visitor(s) from the meeting room, the "Chair" will declare the session "Open for the transaction of Official Business".
- 4.** Members of Sevier County Detachment 1206, Marine Corps League shall have the right to speak in any discussion or debate in the meeting. No Member shall be permitted to speak more than twice on any question, (the second time being after those others who are eligible and wish to speak have exercised their option). A limit of three (3) minutes will be imposed upon each speaker; this limit will not apply to reports.
- 5.** Members desiring permission to enter or leave the meeting will do so by: (a) presenting themselves and (b) saluting the "Chair" or Designate. When the salute has been returned this will indicate the permission to enter or leave.
- 6.** The "Chair", no matter by whom occupied, shall always be addressed as "Sir Commandant" or "Madam Commandant".
- 7.** Should a "Point of Order" be raised, the Detachment Judge Advocate shall render an "Opinion" on the "Point of Order" raised to the "Chair." The "Chair" shall then make a "Ruling" on the "Point" raised.
- 8.** During the "Nomination of Officers" procedure, an anonymous written ballot procedure will be utilized when two or more members are nominated for the same position. After the count has been made and the result announced without challenge, the Chair of the ad hoc committee will destroy all such ballots.
- 9.** A request for a "Roll Call Vote" on any business discussed will require the concurrence of at least five (5) regular and approved members of the Detachment.
- 10.** The "Chair" upon declaring a "Roll Call Vote" shall call a five (5) minute recess of the Session to insure that attendance has been recorded to facilitate such vote.
- 11.** An Officer, or Past Detachment Commandant requesting the "Floor," upon recognition, will identify his/herself by Name, and Office held prior to making his/her remarks. Such recognition negates Rule 5 above and said Officer "has the floor" until it is voluntarily relinquished.
- 12.** A two-thirds (2/3) vote of the Delegates present is required to "Waive" any rule

of this Order.



**Administrative Procedures  
Sevier County Detachment 1206  
Department of Tennessee  
Marine Corps League**

**Chapter One - General**

**Section 100 – Name and Location**

(a) This Organization, known as “Sevier County Detachment 1206, Department of Tennessee, Marine Corps League”, hereinafter shall be referred to as “Detachment.”

(b) The principal offices are to be located in a place designated by the presiding Detachment Commandant.

**Section 110 – Purpose** – The purposes for which the organization is formed are as follows:

(a) To preserve the traditions and 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 that 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 as ably as citizens as they have served the Nation under arms;

(d) To hold sacred the history and memory of the men who have given their lives to the Nation;

(e) To foster love for the principles which they have supported by blood and valor since the founding of the Republic;

(f) To maintain true allegiance to American institutions;

(g) To create a bond of comradeship 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 spouses, orphans and other dependent members of their immediate and extended families;

(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 120 – Policy**

(a) The power of the Detachment shall be vested always in its membership functioning through Members at all Detachment Meetings. Executive and administrative powers may be delegated to the Detachment Board of Trustees or individual members of the Detachment only in accordance with the Detachment Bylaws. Said powers shall be subordinate to the National Organization.

1. Associate Members may serve in appointed offices designated by the Trustees.

2. Associate Members may vote in all local business of Det. 1206 that does not effect or implicate Marine Corps league policy.

(b) The Detachment 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 ambition or preferment; nor shall former or present military rank, or former or present civilian position be used as the basis for special consideration or preferment.

(c) Nothing in the preceding subsections shall prohibit the Detachment or any subdivision thereof from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

(d) The Rules of Order, listed for convenience herein on page 2 of 10, are hereby adopted in full as part of these administrative procedures.

**Section 130 – Authority** – Detachment policies and business are subordinate to the National and State Department policies, all of which shall govern The Detachment.

**Section 140 – Organization** – The constituted body of the Detachment shall be located within the State of Tennessee, as formed, chartered, instituted and with

affairs conducted in accordance with Article Five (5) of the National Bylaws and Chapter Six (6) of the National Administrative Procedures, in their entirety.

## **Chapter Two - Detachment Meetings**

### **Section 200 – Meetings**

(a) The Detachment Meetings and Election of Officers shall be conducted in monthly meetings in accordance with the Detachment Bylaws. Unless otherwise scheduled by the Detachment Commandant, the nominations/election should be held at the monthly meetings in April and May.

(b) Detachment Staff meetings will be conducted in accordance with the Detachment Bylaws. Unless otherwise scheduled by the Detachment Commandant, these meetings should be held on a Tuesday in the week of the Monthly Business Meeting at a location selected by the Detachment Commandant.

(c) Detachment “Rules of Order” and Bylaws will be provided to all new Members upon being sworn in.

### **Section 210 – Installation of Detachment Officers**

(a) Whenever possible, the Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, an elected Department Commandant or Officer, a Past Department Commandant, the Detachment Commandant, a Past Detachment Commandant or a Marine Corps League Judge Advocate.

(b) The Installing Officer will designate, or have the retiring Detachment Commandant appoint a Sergeant-at-Arms and a Chaplain for the Installation Ceremony. The members assuming these duties will be in good standing but not currently being installed into office.

(c) It shall be the responsibility of the Installing Officer to sign, date, and forward the Installation Report to National Headquarters, where it must be received no later than July 31 annually.

**Section 220 – Respect** – As described in the National Administrative Procedures, Chapter Ten (10), Section 1005, all proper procedures shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

### **Section 230 – Protocol**

(a) There are several definitions of protocol in Merriam-Webster’s Online Dictionary. The one that would apply to our use would be a code-prescribing

adherence to correct etiquette and precedence (as in diplomatic exchange and in the military services). It would be the usage or custom especially in social matters or a rule of conduct or behavior. In the official realm, it would be good manners as we deal with each other and with other entities in the Marine Corps League.

(b) The following guidelines should be followed when inviting a guest to a Marine Corps League function.

- (1) Invitations should be in writing and should address the purpose of the event, the date and time, and the uniform of the day for League or Auxiliary members or the appropriate dress for guests who are not members of the League or Auxiliary. While a verbal invitation may be appropriate in some cases, a carefully written invitation should prevent misunderstandings.
- (2) All invitations, written or verbal, that are accepted should be followed as soon as possible with a written confirmation which should include all pertinent details concerning the event, dress, and a detailed itinerary of the visit.
- (3) Care must be taken in issuing broad announcements about upcoming events so that there will not be any misunderstandings. It should be made clear that an announcement is just that: an informative statement that may be acted upon or not, at the discretion of the individual. Casual Guests that are not specifically invited are responsible for their own arrangements.
- (4) An Invited Guest shall be the responsibility of the host who extended the invitation, whether League or Auxiliary, and the host shall tend to any arrangements. Normally, an Invited Guest who is a member of the League or Auxiliary will be provided lodging, registration and scheduled meals, while their transportation shall be their own responsibility. If the Invited Guest is not a member of the League or Auxiliary, it shall be up to the host to make specific arrangements on a case-by-case basis.
- (5) An officer of the host organization should be assigned to meet the Invited Guest and make sure that they are able to make any appointments or events that they are scheduled to attend, particularly if the Guest is not familiar with your city or location.
- (6) If the Invited Guest is to serve as a speaker, he/she should be advised in advance of a special topic and how long the talk should be. They should also be told whether or not they will be a question and answer session.

- (7) When a formal dinner is scheduled, the Invited Guest and their spouse should be seated at the head table.
- (8) Proper arrangements should be made for the Invited Guest's departure, particularly if they are traveling via commercial carrier.
- (c) Always remember that the Guest is your Guest and treat them accordingly.
- (d) Officers within the Marine Corps League or Marine Corps League Auxiliary should always be considerate of Official Guests whether they are formally invited or casual. Always remember that it is the office that deserves respect. Do not let personal relationships color the manner with which you handle you dealings with these Officers.

### **Chapter Three - Forms and Reports**

**Section 300 – Transmittals** – The following forms/reports must be completed and submitted periodically and on a timely basis. All forms/reports, especially those to be sent to National Headquarters, must be typed or printed, and all copies thereof must be legible.

(a) **Report of Officer Installation:** The Installing Officer has responsibility to distribute copies of this form itself and in accordance with the National Bylaws and Administrative Procedures, and Chapter Two (2) Section 210 C of these Administrative procedures. (See enclosure Five (5), National Bylaws and Administrative Procedures.)

(b) **Membership Dues Transmittal and Change Notification:** the Department Paymaster should receive four (4) copies of this form from the Detachment Paymasters as Detachment renewals and new dues are collected. Two separate checks should be attached. The Department Paymaster will detach and retain the bottom copy and deposit the check for the Department dues. The remaining copies of this form, and the second Check, should be forwarded at once to National Headquarters. (See Enclosure Six (6), National Bylaws and Administrative Procedures.)

(c) **Request for Transfer:** Must be received from the Gaining Detachment with Membership Dues Transmittal and Change Notification listing the transferee. The Paymaster retains bottom copy and forwards the original to National Headquarters with the Membership Dues Transmittal and Change Notification. (See Enclosure Seven (7), National Bylaws and Administrative Procedures.)

(d) **Notice of Death:** The Detachment Chaplain should submit three copies of this form to the Department Chaplain. The Original and an additional copy will be sent to National Headquarters by the Department Chaplain. National Headquarters

will send one copy to the National Chaplain. (See Enclosure Eight (8), National Bylaws and Administrative Procedures.)

(e) **Registration of National Delegate(s):** This form is distributed by National Headquarters with the National Convention information. Each Detachment, which will have one (1) or more Members attending the National Convention, should complete this form to insure that their Members have full rights and privileges as Delegates/Alternates and may vote the total Detachment Strength. A copy should be provided to the Department Commandant for his/her information and action. (See Chapter Two (2), Section 220 (b) of the National Administrative Procedures.)

(f) **Report of Detachment Activities:** Each Detachment will provide a written report to the Department Adjutant three times a year, at the spring and fall Staff Meetings and at the Department Convention. The Department Adjutant will compile information from these reports and Detachment files to provide a complete written report to be available for presentation at the National Mid-Winter Conference and the Annual National Convention.

(g) **Incorporation:** The Department and each Detachment are required to incorporate as a Non-Profit Organization and to file a Corporation Annual Report with the Tennessee Secretary of State each year in order to function as an authorized entity. (See Article Seven (7), Section 710 of the National Bylaws.) A copy of the Corporation Report is to be sent to the National Paymaster each year.

## **Chapter Four - Miscellaneous**

### **Section 400 – Distribution Policy**

Except as may be noted elsewhere in the Bylaws and Administrative Procedures, any documents and other information distributed or forwarded by the Detachment Staff or any Detachment Committee shall be distributed to each member of the Detachment Board of Trustees, to the Detachment Commandant, and to each Past Detachment Commandant. Additional members of the Detachment Staff and individual Members of the League may be included in the distribution, as circumstances dictate. Information concerning Membership will also be sent to the Department Paymaster and each Detachment Adjutant-Paymaster (or Paymaster) and information concerning Bylaws and other legal topics shall be sent to the Department Judge Advocate.

### **Section 410 – Amendments**

(a) The Administrative Procedures cannot be waived by the Detachment Board of Trustees, but it can be amended, revised or repealed by a majority vote of the Detachment Board of Trustees, subject to adoption by the general body and review by

the requisite Judge Advocate(s). Members can submit proposed amendments, revisions or repeals to the Board of Trustees or at a Detachment Meeting. Amendments, revisions or repeals cannot in any manner violate the provisions of the National Bylaws and Administrative Procedures of the Marine Corps League, or the Bylaws of the Department of Tennessee.

(b) The effective date of any proposed change to the Administrative Procedures must be stated in the proposed change. In any case, such change may not become effective until after the close of the Meeting at which it was approved and subject to the requisite review.

(c) Each Detachment Member shall be provided copies of the Administrative Procedures each time they are printed, or a published change is made thereto.

### **Section 420 – Finances**

(a) Detachment Commandant expenses:

(1) In the execution of his/her duties, the Detachment Commandant is authorized to be reimbursed for reasonable expenses incurred while conducting Detachment business. This is to include, but is not limited to, attending National, Division and Department Conventions and Conferences, attending Detachment functions in an official capacity, and activities pursuant to recruiting activities aimed at increasing Membership in the Marine Corps League.

(2) Reimbursable expenses will include actual monies spent for travel and lodging (not to include “mileage allowance”), and will apply to basic customary charges incurred by the Commandants for themselves, with no provision for incidental or unrelated expenses.

(3) Requests for payment of expenses must be submitted to the Board of Trustees and must be substantiated by vouchers, i.e. credit card receipts and/or paid vouchers indicating services rendered by the vendor. The Board of Trustees has the authority to deny payment for any items not directly incurred in conducting Detachment Business.

(4) In the event that the treasury of the Detachment falls below one thousand dollars (\$1,000), this Section 420 (a) of the Administrative Procedures will be held in abeyance until such time as the treasury regains the means to again reimburse the Detachment Commandant for his allowed expenses.

(b) The Detachment Commandant is authorized to approve for expenditure (to cover ordinary and necessary operating expenses) of an amount not to exceed one hundred dollars (\$100) per incident without prior approval of the Board of Trustees.

(c) The Paymaster is subject to open the Detachment financial record to the Audit Committee as required in the Detachment Bylaws, Article Four (4), Section 407.

(d) Each expenditure will be by check and shall require the signatures of two of the following Detachment Officers: Detachment Commandant, Detachment Adjutant-Paymaster or Paymaster if the office is split, Detachment Senior Vice Commandant and the Detachment Junior Past Commandant.

**Section 440 – Fund Raising** – Any and all activities intended to generate monies to enhance the Detachment treasury shall be conducted in accordance within the limits outlined in the National Administrative Procedures, Chapter Ten (10), Section 1000 (f).

**Section 450 – Awards** – Detachment-appropriate medals, ribbons and awards will be presented to Marine Corps League Members and Officers (and civilians, if warranted), usually in conjunction with the State Department Installation of Officers following the Department Convention, and in accordance with the guidelines as expressed in the National Bylaws and Administrative Procedures, Enclosure Four (4).