Chapter Two
Department Conventions/Meetings

Section 200 – Meetings

(a) The Department Convention and Election of Officers shall be conducted annually in accordance with the Department Bylaws, Article One.

(b) Unless otherwise scheduled by the Hosting Detachment Commandant, the Convention should be held on a Friday and Saturday in the month of June. It will be scheduled in accordance with Article One, Section 101 and Article Four, Section 405 of these Department Bylaw. The location and dates shall be finalized by the Department Convention when the bid is presented in accordance with of the Department Bylaws.

(c) Department Staff meetings will be conducted in accordance with Article Three of the Department Bylaws. Unless otherwise scheduled by the Department Commandant, these meetings should be held in October (Fall session) and in April (Spring session) each on a Saturday, at a location selected by the Department Commandant.

Section 202 – Department Convention Program Book

The Host Detachment shall produce a Department Convention Program Book (often referred to as the Ad Book) for the Department Convention. The Program Book will include, but is not limited to the items listed in Enclosure (12). The Program Book will provide a source of revenue for the Host Detachment by also including paid advertisements in addition to the required items.

Section 204 - Memorial Table Requirements –

The Memorial Tables will be placed in prominent locations at the Convention, set in accordance with (Enclosure 4, 5 and 6). The Host Detachment will coordinate these requirements with the Department Chaplain.

Section 206 – Sample Forms - The following sample forms are for Convention planning use by the Host Detachment:

(a) *Convention Delegates* (Enclosure 7),

(b) *Convention Registration* (Enclosure 8),

(c) *Convention Ads Order Form* (Enclosure 9), and

(d) *Convention After Action Report* (Enclosure 10).
The Convention After Action Report is vital to the Detachment that will be hosting the convention the following year. It will assist that detachment in preparing for their convention.

(e) *Sample Convention Schedule* (Enclosure 11)

Section 208 – Additional Requirements

The Host Detachment will provide rooms for the Department Commandant and Department President at no cost to them. Banquet tickets will also be provided for the Department Commandant and Department President and their spouses at no cost to them.

Section 210 – Installation of Department Officers

(a) The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant, the Department Commandant or a Past Department Commandant.

(b) The Installing Officer will designate, or have the retiring Department 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, and proper procedures shall be observed and employed at all meetings and appropriate functions to the maximum.

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 the 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 considered of Official Guests whether they are formally invited or casual. Always remember that is the office that deserves respect. Do not let personal relationships color the manner with which you handle you dealings with these Officers.

Section 240 – Coordination with the Marine Corps League Auxiliary - The Department of Tennessee of the Marine Corps League Auxiliary will normally hold their Department Convention concurrently with the Department of Tennessee of the Marine Corps League. The Department Commandant will coordinate with the Department President of the Auxiliary to insure that, as much as possible, there are no administrative problems or issues between the two. Accordingly, the following guidelines are established:

(a) Host Unit – The Department of Tennessee of the Auxiliary will ensure that a Host Unit is established for the Convention. Normally, this would be the Auxiliary Unit that is associated with the Host Detachment of the League. However, there is not an Auxiliary Unit associated with each Detachment within the Department of Tennessee. In this latter case, the Department of Tennessee of the Auxiliary will designate a Host Unit, usually the Unit that is geographically closest to the site of the Department Convention.

(b) Registration – The Department of Tennessee of the Auxiliary will provide Registration assistance at the Department Convention to insure that all Auxiliary Members are properly registered. The specific details will be resolved between the Host Detachment and the Host Unit.

(c) Registration Fees – The advance Convention Fees designated in ARTICLE ONE, SECTION 110 of the Department Bylaws shall be collected by the Host Detachment. Delegate Fees shall be the prerogative of the Auxiliary, and any advance Registration Fees and names identified for Auxiliary Members shall be turned over to the Auxiliary Host Unit.

(d) Responsibilities – The Department of Tennessee of the Marine Corps League Auxiliary shall be responsible for the conduct of their Department Convention. Activities and Facilities will be coordinated between the Department Commandant, the Department President, Host Detachment, and Host Unit. In the event of an impasse in a specific issue, the issue will be referred to the Department Commandant and Department President for resolution. Whenever facilities are provided for Auxiliary Invited Guests, i.e. National President, National Officers, etc., it shall be the responsibility of the Auxiliary Department to provide those facilities. If Casual Guests from the Auxiliary show up on their own, their arrangements are their own responsibility. Only Invited Guest rate rooms, meals, etc., must be provided.

End of Chapter Two (2)