Chapter Four

Miscellaneous

SECTION 400 – DISTRIBUTION POLICY

(a) Except as may be noted elsewhere in the Bylaws and Administrative Procedures, any documents and other information distributed or forwarded by the Department Staff or any Department Committee shall be distributed to each member of the Department Board of Trustees, to each Detachment Commandant, and to each Past Department Commandant. Additional members of the Department 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 and each Detachment Judge Advocate.

(b) The Department Commandant shall, in a timely manner, oversee compilation and distribution of a list of Department Officers and updates of Detachment Commandants. Detachment Judge Advocates and Detachment Adjutant-Paymasters, at least once a year, usually within thirty (30) days after the close of the Department Convention and as such changes of Detachment Officers are received by the Department.

SECTION 410 – RESOLUTIONS – Resolutions may be submitted by any Member in good standing, or by a Detachment, for consideration by a Department Convention provided said resolutions are in proper form and in compliance with the following requirements.

(a) The resolution must be typewritten with copies of said resolution submitted to the Department Commandant, the Department Adjutant-Paymaster (or Adjutant) and the Department Judge Advocate no later than and prior to the Department Spring meeting as a courtesy to and for consideration by Department Staff and Officers. Copies should also be made available when received (prior to or at the Spring meeting) to each Detachment Commandant who will then make the information available to the appropriate members of his/her Detachment, especially the selected Delegates and the members of that Detachment who are members of related Department Committees.

(b) No resolution, which violates any part of the National Bylaws and Administrative Procedures, the Department Bylaws, or others of these Administrative Procedures, will be considered.

(c) Except as noted herein, Section 1010, Chapter 10, of the National Administrative Procedures shall apply in its entirety.

SECTION 420 – AMENDMENTS

(a) The Administrative Procedures cannot be waived by the Department Board of Trustees, but it can be amended, revised or repealed by a majority vote of the Department Board of Trustees. Members can submit amendments, revisions or repeals to the Board of Trustees or at a Department Convention. (Article Eight (8), Section 800, of the National Bylaws is applicable.) 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 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 Convention or Meeting at which it was approved.

(c) Each Tennessee Detachment shall be provided without charge two (2) copies of the Administrative Procedures each time they are printed, or a published change is made thereto. Any Member of the Marine Corps League, who remains in good standing, may purchase copies of the Administrative Procedures from the Department Paymaster for a nominal fee which will be set to cover the cost of printing, and postage where applicable.

SECTION 430 – FINANCES

(a) Department Commandant expenses:

(1) In the execution of his/her duties, the Department Commandant is authorized to be reimbursed for reasonable expenses incurred while conducting Department business. This is to include, but is not limited to, attending National, Division and Department Conventions and Conferences, attending Detachment functions (other than his/her own Detachment) in an official capacity, activities pursuant to the formation of new Detachments and in 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 Department Business.

(4) In the event that the treasury of the Department falls below one thousand dollars ($1,000), this Section 430 (a) of the Administrative Procedures will be held in abeyance until such time as the treasury regains the means to again reimburse the Department Commandant for his allowed expenses.

(b) The Department 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.

SECTION 430, CONTINUED

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

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

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

SECTION 450 – AWARDS – Department-appropriate medals, ribbons and awards will be presented to Marine Corps League Members and Officers (and civilians, if warranted), in accordance with the guidelines as expressed in the National Bylaws and Administrative Procedures, Enclosure Four (4). Awards are usually presented by the Department in conjunction with the Department Installation of Officers during the Banquet at the end of the Department Convention, however, the Department Commandant, at his discretion, may choose to present Awards at any Department Meeting or Conference, or even make Awards at the respective Detachment Meetings. All Detachment and Department Officers are charged to become familiar with the Awards authorized in Enclosure Four (4), and nominate specific deserving Marines for an Award appropriate to recognize their contributions to the Department.

A. **DEPARTMENT OF TENNESSEE JOHN T. HICKS MARINE OF THE YEAR AWARD** - The most prestigious Award that can be presented by the Department of Tennessee is the Department of Tennessee John T. Hicks Marine of the Year Award. This Award shall be presented at the Department Convention Banquet to a member of the Department who has rendered service and performed at a level above and beyond the duties and obligations of any office or position held within the Marine Corps League Department or Detachment.

(1) Nominations for consideration shall only originate within the nominee's Detachment and signed by the current Detachment Commandant. If the Detachment Commandant is the nominee, the Senior Vice Commandant will sign the nomination. No individual member of the Marine Corps League shall make a nomination outside of nominee's Detachment.

(2) The Marine nominated for this award must be Regular Member in good standing, with dues paid and no unresolved obligations to the Detachment or Department.

(3) **Submission of Nomination** –

(a) All entries must be placed in a *SEALED* 8 1/2 x 11 or larger envelope marked:

"ATT: "John T. Hicks Marine of the Year Chairman."

That envelope will be placed in another sealed envelope addressed and mailed to:

Chairman, John T. Hicks Marine of the Year Award
260 Carriage Lane,
Greeneville, TN 37745-3107.

(b) It must be postmarked no later than 1 June prior to the Department Convention at which it is to be considered

(c) The nomination must contain a cover letter to identify the nominee and the sponsoring Detachment. There must be a complete narrative justifying the nomination. The services preformed must also include volunteer activities in the community outside the Marine Corps League.

(d) The original nomination plus one (1) additional copy, (total of two), must be enclosed in the mailing package.

(e) Nominations that are not submitted in accordance with these rules will not be considered and will be returned to the Detachment. There are no exceptions.

(4) **Evaluation** – At some designated time prior to the formal opening of the Department Convention, a Committee, consisting of all previous recipients of this Award present at the Convention, will meet to evaluate all nominees for the Award. The Chair of the Committee will be the Senior Recipient present. A uniform scoring method will be used to insure that all nominees receive equal attention and consideration.

(5) **Presentation and Description of Award** – During the Department Convention Banquet, the individual selected for this Award will be announced and the Award presented. The Award will consist of a Rotating Trophy, to be held by the recipient for the year following the Award, and the Medallion designated for the Department Marine of the Year in Paragraph 5 of Enclosure Four (4) to the National Bylaws and Administrative Procedures. The designated ribbon for the ribbon bar with the appropriate device will also be included. The Medallion will be engraved on the back with the Name of the Award, the year of the Award and the recipient's name. The cost of the Medallion, ribbon and engraving will be borne by the Department of Tennessee.

(6) **Helpful guidelines:**

- Nominee should be a Regular Member of the Marine Corps League who has achieved noticeable success in promoting the Marine Corps League and the United States Marine Corps in their community.
- Include materials such as pictures, newspaper articles, ceremony programs and letters of appreciation. Send as much material as you can to show what the Nominee did in your community. The more material that you send, the better the committee can know your nominee.
- All copies you submit should be typed, in all capitals and double-spaced.
- Please send your submissions by US Postal Service, Certified and return receipt requested.

(7) Any questions on the "John T. Hicks Marine of the Year" award should be directed to the chairman of the Committee at the address listed above.

B. <u>DEPARTMENT OF TENNESSEE AMERICANISM AWARD</u> – The Department's Americanism Program is modeled after the National Americanism Program.

(1) The Detachment Entry may be submitted as a Bound Book, a Scrapbook, or an Album

(2) All Entries must be hand delivered to the site of the Department Convention. If a Member of the Detachment will not be present, another MCL Member may be designated to deliver the Entry.

(3) All Detachments may enter, and are encouraged to do so.

(4) <u>Evaluation and Presentation of the Award</u> – All entries will be evaluated prior to the formal opening of the Department Convention. The winning entry will be announced at the Department Convention Banquet, and the Award will be presented at that time.

(5) All Entries will be returned after the Awards are announced at the Convention.

(6) <u>Suggested Title:</u> "(NAME) Detachment (YEAR) Diary"
"Record of the (NAME) Detachment for (YEAR)

(7) <u>Suggested Contents of the Entry Book</u>

- Installations – Both Detachment and Department
- Patriotic Events - Marine Corps Ball - Parades - Veterans Day Activities - Memorial Day Activities
- Christmas Parties – Toys For Tots - VAVS Activities
- Youth Activities – Young Marines - YPF - Boy Scouts
- School or Sports Activities - Respect for Flag Classes - Veterans Appreciation
- MCL Membership and Recruiting Programs
- MCL and/or MCLA Social Events - Historical Events
- Participation with other Veterans Organizations - Support of other Organizations
- Events that may be included are not limited to this list.

(8) Include photographs, newspaper articles, and other documentation for each Event cited in the Entry Book. All items should include the date, and all photographs should include captions identifying the event and the individuals in the photograph.

(9) Documentation will be provided each year on the MCL Department Web Site and/or mailed out to each Detachment with specific instructions for submission for that year. The Entry Book should include events over an entire 12 month period determined by the Committee and published on the individual year's documentation.

End of Chapter Four (4)