

Department of South Carolina Marine Corps League



Standard Operating Procedures

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ENCLOSURES (1 – 5)

**Adopted and approved by a vote of the Department of South Carolina, Marine Corps League,
Board of Trustees on 31 October 2009, at Columbia, SC.**

Commandant

Adjutant

I PURPOSE

The purpose of these procedures is to assist the Department Commandant and members of the Department of South Carolina in arranging the annual department convention and in the operation of Detachments. The schedule of events to be covered is to include current Marine Corps League policies, Department of South Carolina elections and training. In no case shall these operating procedures supercede, modify, or interfere with the Department of South Carolina Bylaws and Administrative Procedures, or the Marine Corps League National Bylaws and Administrative Procedures.

II DEPARTMENT OF SOUTH CAROLINA OFFICERS

- Elected:** Department Commandant
Department Senior Vice Commandant
Department Junior Vice Commandant
Department Judge Advocate
- Appointed:** Junior Past Department Commandant, or appointee (*see Article Two, SC Bylaws*)
Department Adjutant
Department Paymaster
Department Sergeant-at-Arms
Department Asst. Sgt.-at-Arms
Department Chief of Staff (If desired by Dept. Commandant)
Department Chaplain
Such other officers as the Dept. Commandant feels necessary and appropriate

III RULES OF ORDER

- (a) The MCL National Bylaws and Administrative Procedures, and the Department of South Carolina Bylaws and Administrative Procedures will govern the proceedings at each Department of South Carolina Convention. Parliamentary reference will be Robert's Rules of Order, newly revised.
- (b) Each member of the Department of South Carolina, in good standing as of 31 March, shall have one vote.
- (c) Quorum: The minimum number of present delegates required to transact business shall be a majority of the number of registered and approved delegates, provided that the total number of delegates present shall represent a majority of the Detachments in the Department of South Carolina.

IV DEPARTMENT OF SOUTH CAROLINA CONVENTION DATE

- (a) The Department of South Carolina Annual Convention shall convene between the dates of 1 April and 31 July each year, as prescribed in the Department of South Carolina Bylaws.
- (b) The Department Senior Vice Commandant shall preside at the Commandants Council meeting on the evening prior to the opening of the first business meeting of the convention. All Detachment Commandants are asked to submit 30 copies of their written reports for distribution.
- (c) The date and location of the Department of South Carolina Convention is to be approved by the delegates present and voting at the current convention. Locations of future conferences are to be decided and approved a minimum of two (2) years in advance.

V DEPARTMENT OF SOUTH CAROLINA CONVENTION BIDS

- (a) Bids to host the Department of South Carolina Convention shall include a letter from the bidding Detachment, approved by Detachment members and signed by both the Detachment Commandant and the Detachment Adjutant. The bid shall also include an agreement signed by the Detachment Commandant and Detachment Adjutant certifying their understanding and accepting of their responsibilities. (Enclosure #1)
- (b) The bid will include hotel/motel information, detailing the accommodations available and assurance that such facility is handicap accessible and eligible to display the International Wheelchair Symbol. In addition, a statement that all public in-house restaurants, lounges, restrooms, and at least five (5) percent of all hotel/motel rooms are handicap accessible.
- (c) The bid will include room rates for both single and double rooms are required, preferably one rate for both types. (Note – National checklist prefers flat rate for up to four persons.)
- (d) The bid will include information on the reasonable availability of ground transportation, such as taxi service, hotel shuttles, trolleys, etc., for emergency use and transportation to and from transportation terminals.
- (e) The bid will include information indicating that the meeting hotel/motel has an adequate and acceptable hall, with a public address system, to accommodate all meetings, including the Business Session, the Commandants' Council, the Growth of the MODD and any other meetings scheduled during the convention.
- (f) The bid will include information on the adequacy of the banquet facility, and its public address system.
- (g) The bid will indicate that a registration area or room will be provided.
- (h) All details of local entertainment activities, including costs should be provided.
- (i) A complimentary room, registration and banquet tickets shall be provided for the South Carolina Department Commandant. A complimentary banquet ticket will be provided for the Department Commandant's spouse.

VI HOST DETACHMENT RESPONSIBILITIES

- (a) Prepare and distribute information relating to the convention, to all Detachments and the Department, a minimum of six (6) months prior to the scheduled convention. Information should include location, dates, times and costs related to the conference. The Registration Form (Enclosure #2), Advertisement Form and a reminder for each detachment to send their nominee for Department Marine of the Year, shall be included.
- (b) Normal on-site registration fee for the conference will be six dollars (\$6.00) per MCL member attending. Advance registration fee will be five dollars (\$5.00) per member attending, provided that a properly executed registration form, with the registration fee, is received by the Department Paymaster, no later than two (2) weeks prior to the convention.
- (c) The pre-printed name badge for the Marine Corps League members attending the convention will have the attendee's first and last name printed in bold print.
- (d) Within thirty (30) days from the close of the convention, the host detachment shall turn over to the Department Paymaster, fifty percent (50%) of the registration fees collected from the MCL members attending.
- (e) When checking in at registration, all delegates shall receive a name badge, convention program and any banquet or entertainment tickets that were purchased. The name badge will have the delegate's name (in large print), Detachment name and location.
- (f) If at registration, a member's credentials are challenged, the member's Detachment Commandant, or authorized representative, may authenticate the credentials of the member in question. All MCL members MUST possess a CURRENT membership card.

- (g) In the event a detachment, which has previously committed to host a Department Convention has to cancel, that Detachment Commandant shall immediately notify the Department Commandant. The Department Commandant shall immediately, upon such notification, canvas all Detachment Commandants of the department to determine if another detachment is willing to host the convention. In the event that no detachment steps forward to host the convention, the Department Commandant shall appoint a committee, chaired by the Department Senior Vice Commandant, to host the convention.
- (h) Within ninety (90) days from the close of the convention, an After Action Report (Enclosure #3) shall be filled out and a copy forwarded to the Department Commandant and a copy forwarded to the Detachment hosting the following year's convention.

VII DEPARTMENT CONVENTION PROTOCOL

- (a) In an effort to extend proper respect, the following procedures and courtesies should be followed when extending a formal invitation to a Detachment, Department or National Officer, or a guest speaker, to a Department function, by the Department Commandant.
 - i. All formal invitations should be in writing, from the Department Commandant. If an invitation is verbal and accepted by the guest(s), it should be followed up immediately with a written letter of conformation, confirming the acceptance. It should also include all pertinent information concerning the scheduled function.
 - ii. If a guest is formally invited and accepts the invitation, the host detachment shall make all complimentary lodging, banquet and registration arrangements.
 - iii. The Host Detachment Commandant, or his designated representative, should meet and greet guest(s) on arrival. The guest(s) should be assigned an aide who has familiarity with proper protocol and is familiar with the host city and the hotel/motel facilities.
 - iv. The guest(s) should be provided with an itinerary of all events in which their participation is expected.
 - v. The Host Detachment Commandant should ensure that all arrangements have been made for the guest(s).
- (b) When the Department Commandant extends a written invitation to any MCL National Officer(s) or guest speaker(s) from outside the local area, complimentary rooms and banquet tickets shall be provided them.
- (c) National Officers, when attending as the guest speaker, are responsible for their own transportation expenses to and from the event location. Once they arrive, they are the responsibility of the Hosting Detachment.

VIII FUND RAISING ACTIVITIES

- (a) In accordance with Chapter Ten, Section 1004, Paragraph (g) of the National Administrative Procedures, any and all fund raising activities shall be under the control of the Hosting Organization, except as provided in subsection (d).
- (b) No other Detachment, Department nor the National Headquarters of the Marine Corps League, nor any individual or groups of individuals shall be permitted to engage in fund raising activities, including the sale of military or Marine Corps League related merchandise, in, on or about the event site without the expressed approval and consent of the Hosting Organization, or the Department Commandant.

- (c) Whenever possible, a complimentary room should be provided for the use of any vendor of Marine Corps League items, with preference being given to the Hosting Detachment, then Department of South Carolina and then other detachments of the Department of South Carolina.
- (d) At all Department Conventions, the Department of South Carolina shall have the right to sponsor a fifty-fifty (50/50) drawing and/or sponsor any other raffle for the purpose of raising money for the Department Treasury.

IX DEPARTMENT AWARDS

- (a) As per the Department Bylaws, the Department Senior Vice Commandant chairs the Awards Committee. The Department Commandant shall appoint the members of the awards committee.
- (b) All recommendations for Department level awards shall be submitted no less than thirty (30) days prior to the opening of the Department Convention.
- (c) All recommendations for awards should be addressed to the Department Senior Vice Commandant on the proper form. (Enclosure #4) The information provided on the Award Recommendation form should be complete and specific, following all instructions.

X CONVENTION REPORTS

- (a) All Detachment Commandants of the Department of South Carolina are expected to attend the Commandants' Council on Thursday of the Convention.
- (b) In the event that the Detachment Commandant is unable to attend the Department Convention, the Detachment Senior Vice Commandant should be his designated representative, followed by the Junior Vice Commandant, if both the Commandant and Senior Vice are unable to attend.
- (c) All Detachments of the Department of South Carolina shall submit an Annual Report of Detachment Activity at the Commandants' Council at the Department Convention.
- (d) If the Detachment Commandant or his assigned representative is not present at the Commandants' Council of the Department Convention, that Detachment Commandant will forward a report to the Department Commandant, within three days of the missed Council meeting.
- (e) The Detachment Commandant's report may be submitted in narrative form or as an itemized list, but must state the number and dates of the detachment meetings held, the average attendance percentage, the number of members at beginning of year and number at end of year, any activities of the detachment, and a statement that officer elections and officer installations were held.

XI DEPARTMENT BOARD OF TRUSTEES

- (a) The Department Board of Trustees is composed of the four elected Department Officers, the Junior Past Department Commandant, or appointee (*for one year after the election of a new Dept. Commandant*), and the Commandants of each Detachment in the Department. (*cf ARTICLE TWO, DEPARTMENT OF SOUTH CAROLINA BYLAWS AND ADMINISTRATIVE PROCEDURES*)
- (b) All members of the Department Board of Trustees are expected to attend every quarterly meeting, the annual Department Convention, and any special meeting of the Board.
- (c) In any case that the Detachment Commandant is unable to attend a meeting or convention, the Detachment Senior Vice Commandant or Detachment Junior Vice Commandant should

attend, and the Department Commandant should be notified before the meeting of the replacement.

- (d) In no case should a Detachment Commandant allow his/her Detachment to be unrepresented at a scheduled quarterly, special, or convention meeting.
- (e) A special meeting of the Department Board of Trustees may be called by the Department Commandant at any time, or a special meeting may be called by any member of the Department Board of Trustees, with the agreement of two other board members. All members of the Department Board of Trustees must be notified of any meeting.
- (f) All Board Meetings, Quarterly Meetings and Conventions must have 51% of the Board members present, including not less than two elected Department Officers, to conduct any official business.

XII ADMINISTRATIVE ADVICE

- (a) **REPORT OF OFFICER INSTALLATION** forms, from Detachments, will be sent immediately and only to the **Department Adjutant**.
- (b) The **MEMBERSHIP DUES TRANSMITTAL & CHANGE NOTIFICATION FORM** will be sent immediately and only to the **Department Paymaster**.
 - a. If remitting dues, take out the Detachment's portion of the dues paid by each member listed.
 - b. Make one Detachment check payable to Paymaster, Dept of SC for the correct amount of dues for each member listed.
 - c. Make a second Detachment check payable to Paymaster, MCL, for the correct amount of National dues for each member listed.
 - d. Include both checks in the envelope with the Dues Transmittal Form mailed to the Department Paymaster.
 - e. Do not hold dues to get a full, or nearly full, sheet. Dues received should not be held longer than one week.
 - f. If this form is being submitted for an address change, or other change, write "NAME CHANGE" or "ADDRESS CHANGE", at the top of the form.
- (c) Any questions of a Detachment Commandant should be directed to the Department Commandant. Questions relating to the office or duties of Detachment Junior or Senior Vice Commandant should be directed to the Department Junior or Senior Vice Commandants, respectively.
- (d) Detachment Officers and members should not contact National Officers, including the MCL National Director, for information or assistance, until they have brought a matter to the Department, and then not unless the Department has failed or refused to answer, or to forward the matter to National.
- (e) Any Detachment questions relating to Bylaws or Robert's Rules should be directed to the Detachment Judge Advocate. If the Detachment Judge Advocate has questions or needs clarification of the Bylaws or Robert's Rules of Order, he/she should contact only the Department Judge Advocate. If the question requires more research or information, the Department Judge Advocate will be the only person to contact the National Judge Advocate.
- (f) The financial records of each Detachment and the Department of SC must be audited by an audit committee each year. The results of the audit must be in the minutes.
- (g) Uniform Regulations, as given in the *National Bylaws and Administrative Procedures*, will be strictly enforced by the Detachments and the Department. Failure to obey and/or enforce Uniform Regulations will result in disciplinary action as prescribed by National Bylaws.
- (h) Protocol for Official Visits to Detachments by Department Officers:
 - a. If a Department Officer initiates a visit to a Detachment on Department business, no liability for travel, lodging or meals shall be assigned to the Detachment, but at the

discretion of the Detachment, the Dept. Officers meal if served as part of the meeting or function, may be gratis. Examples would be such visits as the Department Officers attending Detachment Meetings for Officer Training, to meet new Detachment Officers, or the Department Officers visiting to introduce themselves to the Detachment members,

- b. If a Detachment invites a Department Officer to attend a Detachment function, or other event, the Detachment shall be responsible for that Department Officers lodging, meal(s) and for travel mileage reimbursement. Examples of such visits include Officer Installation Ceremonies, Marine Birthday Balls and public appearances for the good of the Detachment.
- (i) If inviting a Department Officer to a Detachment Function, PROPER PROTOCOL:
- i. Be Sure to list: Purpose – Date & Time – Uniform of the Day
 - ii. Program: Clearly list what part of the program the Department Officer will be participating in.
 - iii. The Department Commandant, or the senior visiting Department Officer, always sits at the main, or head, table with other officers or guests.
 - iv. Two weeks before the Dept. Commandant's visit, confirm everything by a phone call.
 - v. When the Dept. Commandant arrives, a member of the host Detachment should be present to meet him/her to assist and brief them on the event(s).
 - vi. As stated above, lodging, meal costs or banquet tickets, and motor vehicle travel expenses are the responsibility of the host Detachment.
- (j) PROTOCOL FOR NATIONAL OFFICERS:
- a. Proper protocol is always a concern when we have distinguished national officers and/or guests visit our departments or detachments.
 - b. Often a national officer, upon request, travels hundreds of miles to be your guest. They can help improve our organization, enlighten us and provide up-to-date news and information. His/her official visit should be handled with care by all those involved.
 - c. The visiting national officer or guest should be provided with a detailed itinerary of events that he/she is expected to participate in, including suggestions for proper dress for the occasion.
 - d. A "distinguished guest" chairman should be appointed, one who knows how to handle such an assignment and understands protocol. He/she should see to it that the visiting officer or guest is given a warm welcome.
 - e. If the visiting national officer or 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 there will be a question and answer session.
 - f. Under all circumstances, he/she should be assigned an aide to insure that he/she arrives at the designated locations on time. Remember, he/she will not be familiar with your city in most cases.
 - g. Visiting national officers or guests should be treated as though you were inviting them into your home. They are your guests and they should be treated as such.
 - h. All invitations should be in writing and a written letter should follow to confirm: Date, Time and Place.
 - i. Meet national officers upon arrival.
 - j. Provide a complimentary hotel.
 - k. The local detachment/department should pay for the hotel and local transportation during the visit.
 - l. Complimentary soft drinks, snacks, and wine make accommodations more comfortable.
 - m. Host should make all arrangements for tickets to events, meals and transportation during the visit and pay charges for same.

- n. Press, radio, television and newspaper should be notified when the National Commandant is in the area for proper coverage.**
- o. At the banquet - a corsage should be presented to the First Lady or female guest**

ENCLOSURES (1 – 4)

Application to host the Department of South Carolina Convention

The _____ Detachment # _____ makes this bid to host the
20____ Department Convention, for the dates of _____ through _____.

1. We have read, understand and agree to abide by SOP Section V, Conference Bids, and Section VI, Host Detachment Responsibilities.
2. We have checked with the Department Commandant and find adequate and satisfactory, the size and locations of meeting rooms for the Commandants' Council meeting and the Convention Business Sessions.
3. We find the banquet facilities and catering abilities of the proposed hotel/motel to be adequate and satisfactory.
4. We, the host detachment, will submit a full and complete After-Action Report, to the Department Commandant and Department Adjutant, no later than the first Department Quarterly Meeting after the Department Convention.
5. The host hotel/motel is:
Name _____
Address _____
City _____
Reservations Number _____
6. Complimentary rooms will be provided for (enter numbers available):
Hospitality Room(s) _____, Ships Store _____
National/Department Officer(s) _____.

Detachment Commandant

Detachment Adjutant

Enclosure #1

Department of South Carolina
 20__ Convention Registration

Detachment: _____ # _____
 Amount Enclosed \$ _____

Officer/Title/Member	Name (as you wish it shown on name badge)	Del	Alt	Assoc	Guest/Spouse	Amt\$
Detachment Commandant						
Detachment Senior Vice						
Detachment Junior Vice						
Detachment Judge Advocate						
Detachment Adjutant						
Detachment Paymaster						
#####	#####	###	###	###	Total	\$.00

List only those attending. Check if Delegate, Alternate or Associate Member and write in Spouse or Guest. Registration fee for each Marine Corps League regular member or associate member attending is Five-Dollars (\$5.00), if postmarked or delivered to Department Paymaster by _____, then \$6.00 after, or at door. Preprinted name badges will be available at check-in for those preregistering before _____ . No charge for name badges for spouse/guest

Mail this form with detachment check for registration fees to: Paymaster Charles Hardy, 124 Sheath Drive, Columbia, SC 29212-2211

Department of South Carolina Convention After-Action Report

Conference City _____ Dates Held _____

Host Detachment _____ # _____

Name of Hotel _____ Phone # _____

Fax # _____

Name of Coordinator _____ Phone # _____

E-mail _____

Number Rooms Pre-Reserved: Thursday _____ Friday _____ Saturday _____

Number Rooms Rented At Convention: Thur. _____ Fri. _____ Sat. _____

Early Hotel Reservation Cost INCLUDING Tax: \$ _____ Number used _____

Number of Accessible Rooms Reserved: _____ Number used: _____

Number of Conference / Meeting Rooms: _____ Number of Complimentary Rooms: _____

Number of Members attending Conference:

Marine Corps League Members _____

Marine Corps League Associate Members _____

Military Order of the Devil Dogs _____

Number of Dignitaries invited and attending requiring Complimentary Room & Banquet _____

What was raffled? _____

Income from MCL Registration \$ _____ (50% goes to Dept of SC) \$ _____

Banquet Tickets sold _____ Cost Each \$ _____ Number Attending Banquet _____

Additional information strongly suggested on the reverse of this form or on additional pages includes any deficiencies noted in the hotel/motel facilities and/or services. Any difficulties encountered should be stated. Any suggestions for changes to planning, or operation of a convention should also be given. Attach a P&L statement.

Copies to go to the Department Commandant, Department Adjutant, and the coming year's host Detachment.

**DEPARTMENT OF SOUTH CAROLINA
MARINE CORPS LEAGUE
AWARD RECOMMENDATION FORM**

Date: _____

From: _____, Detachment # _____
(Insert Your Full Name & Full Title)

To: Department Sr. Vice Commandant

I, _____ recommend _____ for the
(Name & Title, if any) *(Proposed Recipient's Name)*

following award: _____ based upon

these reason(s): _____

(Use additional pages, if needed)

ENDORSEMENT

From: Department Sr. Vice Commandant

To: Department Commandant

Recommendation of above award to _____
(Proposed Recipient's Name)

Endorsed _____ Not Endorsed _____

Signature: _____
(Sr, Vice Commandant, Chairman, Awards Committee)

Note: This form is not to be used for the Department Marine of The Year Award.

Department/Detachment Awards

1. **Distinguished Citizen Silver**, Awarded for distinguished service above and beyond the normal to the Marine Corps League and/or the community.
 - a. Recommended by Individual, Detachment/Department/Division Vice Commandant
 - b. Approved by Department/Division Vice Commandant
 - c. Awarded by Department Commandant/Division Vice Commandant

2. **Distinguished Citizen Bronze**, Awarded for distinguished service above and beyond the normal to the Marine Corps League and/or the community.
 - a. Recommended by Individual, Detachment/Department/Division Vice Commandant
 - b. Approved by Detachment/Department/Division Vice Commandant
 - c. Awarded by Detachment/Department Commandant/Division Vice Commandant

3. **Distinguished Service Bronze**, Awarded for distinguished service above and beyond the normal to the Marine Corps League and/or the community.
 - a. Recommended by Individual, Detachment/Department/Division Vice Commandant
 - b. Approved by Detachment/Department/Division Vice Commandant
 - c. Awarded by Detachment/Department Commandant/Division Vice Commandant

4. **Department Recruiter Medal – Silver**, Awarded to member of the Department having the highest number of new members, over five, recruited during the period 1 July – 31 June.
 - a. Recommended by Detachment/Department Commandant
 - b. Approved by Department Commandant
 - c. Awarded by Department Commandant

5. **Department Meritorious Unit Commendation**, Awarded to a Detachment that has performed at a high, or above average, efficiency in one or more areas, while maintaining good performance in all other areas.
 - a. Recommended by Department Commandant
 - b. Approved by Department Commandant
 - c. Awarded by Department Commandant

6. **Individual Meritorious Commendation**, Awarded to an Individual regular member, or associate member, who has performed at a high, or above average, efficiency in one or

more areas, while maintaining good performance in all other areas, or to an individual member who has, through his/her personal effort, performed a task, duty or service to the US Marine Corps, The Marine Corps League, his/her Department and/or Detachment, that is especially notable, or well above the norm.

- a. Recommended by an Individual, Detachment/Department Commandant
- b. Approved by Detachment/Department Commandant
- c. Awarded by Detachment/Department Commandant

Note: *In cases that the nomination of a member for a Department level award is made by an individual, the nomination should be submitted to the Department Senior Vice Commandant via, and with the endorsement of, the Detachment Commandant, unless the Detachment Commandant is the proposed recipient of the award. In that case, the award is submitted to the Department Senior Vice Commandant, via and with the endorsement of, the Detachment Senior Vice Commandant.*

Department Marine of the Year, Awarded to the Regular Member of the Department that has most exemplified the spirit of the US Marine Corps and the Marine Corps League by service and deeds to his/her community, State, Nation, the Marine Corps League and/or the United States Marine Corps. Such service would have to be above and beyond that of most other members of the Marine Corps League, Department of South Carolina.

1. Normally the Detachment Marine of the Year, but not necessarily.
2. Recommendation is submitted by the Detachment, to the Marine of the Year Committee, in narrative or outline form.
3. Approval is by the Marine of the Year Committee.
4. Award is made at Annual Department Convention Banquet by the Department Commandant, or his designee.

Department Associate Member of the Year, Awarded to the Associate Member of the Department that has most exemplified the spirit of the US Marine Corps and the Marine Corps League by service and deeds to his/her community, State, Nation, the Marine Corps League and/or the United States Marine Corps. Such service would have to be above and beyond that of most other associate members of the Marine Corps League, Department of South Carolina.

1. Recommendation is submitted by the Detachment, to the Associate Member of the Year Committee, in narrative or outline form.
2. Approval is by the Associate Member of the Year Committee.
3. Award is made at Annual Department Convention Banquet by the Department Commandant, or his designee.