

ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

SECTION 100 - NAME AND PURPOSE The name of the body corporate is the Department of Texas Marine Corps League and is a subsidiary organization of the National Marine Corps League, which is a nonprofit Corporation incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington DC on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

- (a) To preserve the traditions and to promote the interest 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 and women who have given their lives to the Nation;
- (e) To foster love for the principals 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 parent(s).
- (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 101 - LOCATION The principal location shall be with the Commandant of the Department of Texas Marine Corps League.

SECTION 105 - CORPORATE SEAL The corporate seal of the Department of Texas Marine Corps League shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem, surrounded by the words, "SEMPER FIDELIS MARINE CORPS LEAGUE" within a border of two narrow rings.

SECTION 110 - POLICY:

- (a) The supreme power of the Department of Texas Marine Corps League shall be vested always in its membership functioning through its Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to the individual members of the Department.

- (b) The Department of Texas Marine Corps League shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and nonpartisan; 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 a basis for special consideration or preferment.
- (c) Nothing in the preceding section shall prohibit the Marine Corps League 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.

SECTION 120 - ORGANIZATION: The constituted bodies of this organization shall be:

- (a) The Department Organization to be known as the Department of Texas Marine Corps League.
 - (1) The organization is assigned Employer Identification Number (EIN) 74-2965970 with the Internal Revenue Service (IRS), and is reported as a 501(c)4 organization to IRS by National Headquarters of the Marine Corps League under Group Exemption Number (GEN) 0955.
 - (2) The organization is incorporated under the laws of the State of Texas and is certified by the Secretary of State to be a NON-PROFIT CORPORATION with Charter #649076-01.
 - (3) The organization is registered with Taxpayer No. 3-00072-4461-6 the State of Texas Comptroller of Public Accounts as exempt from Texas taxes.
- (b) Subordinate regional organizations to be known as Districts, the extent and boundaries of which shall be outlined in ENCLOSURE ONE of the Department of Texas Bylaws and Administrative Procedures.
- (c) Subordinate local organizations to be known as Detachments.
- (d) Such other subsidiary organizations as the National Organization may create, establish, or recognize.

SECTION 125 - COMPLIANCE WITH NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES

- (a) The National Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the Department of Texas Bylaws and Administrative Procedures and those of National.
- (b) Any amendments to, or revisions of the National Bylaws and Administrative Procedures, hereafter adopted which may be in conflict with these Bylaws and Administrative Procedures shall automatically become part of these Bylaws and Administrative Procedures.
- (c) Within these Bylaws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

SECTION 130 - INSTALLATION OF DEPARTMENT OFFICERS The Installation of Department Officers shall be held during formal ceremony, closing the convention.

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT CONVENTION

SECTION 200 - MEETINGS The Department Convention Shall be convened once each year during the month of June unless otherwise prevented by National Emergency or other circumstance beyond the control of the Department Commandant.

SECTION 205 - TIME AND PLACE The time and place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention one (1) year in advance. In an emergency, the Department Staff shall designate the time and place.

- (a) Each Detachment shall be provided written notification of the date and location of each pending Convention at least (60) sixty days prior to the opening date of the Convention. Such notification to include necessary forms for the Detachments certification of authorized Delegates and Alternates to such Convention.

SECTION 210 - PROCEDURE Immediately preceding the convening of each Convention, the Commandant and his/her Staff shall determine and establish the sequence and procedure with which the business of the Convention shall be conducted, in conformity with these Bylaws and Administrative Procedures.

SECTION 215 - RULES OF ORDER These Bylaws and Administrative Procedures shall govern the procedure and conduct of each Convention, and Robert's Revised Rules of Order shall be the parliamentary authority.

SECTION 220 - REGISTRATION

- (a) All approved and certified Delegates and Alternates will receive from the Convention Registration Committee a program and such activities admittance tickets as they desire, upon payment of the amount indicated on the Convention Activities Program.
 - (1) All other members desiring to attend the Convention activities must pay the registration fee.
- (b) The Registration fee at the Convention shall be five (\$5.00) dollars per member of the Marine Corps League and other non-members other than members of the Marine Corps League Auxiliary, who shall set their own registration fee.
- (c) In the process of registration, should a member's credentials as a Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly appointed representative, in the absence of the member's Detachment Commandant) may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates or Alternates than the Detachment is allowed under the provisions of these Bylaws and Administrative Procedures.
- (d) In the event the Delegate whose credentials are challenged is a Detachment Commandant, or upon any appeal by a member to the action of the Credentials Committee, the Department Commandant shall appoint a Grievance Committee composed of three (3) members who shall immediately hear the grievance. The Committee shall report its findings to the Convention floor. The Committee finding shall require a majority vote for acceptance. The aggrieved party shall not participate in this vote.

- (e) (Deleted) (Change 2 – 3/4/2005)

SECTION 230 - STENOGRAPHIC EXPENSE The expense of recording the proceedings of the Department Convention shall be borne by the Department Headquarters.

SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES

- (a) The Convention Administrative Committees shall be the Credentials, Bylaws, Resolutions, and Rules.
- (b) So far as possible, the Department Commandant will appoint one member from each District to serve upon each Convention Committee, notifying each appointee of the selection, and designating one member to call the first meeting of the Committee. At the first Committee meeting, the Committee members present will select the chairman.
- (c) The duties of the Convention Administrative Committees are:
 - (1) **Credentials Committee** shall:
 - (a) Examine the credentials of each Delegate and Alternate.
 - (b) Determine that each member desiring to register, must Possess a current membership card.
 - (c) Compile a list of the approved Delegate voting strength of each Detachment which is in good standing. Such list shall be presented as a part of the Committee's final report to the Convention.
 - (d) Disapprove the credentials of Delegates, Alternates, or members of Detachments which are not in good standing at the time of the Convention.
 - (2) **Bylaws Committee** shall: Receive and consider all proposed changes of the Department Bylaws and Administrative Procedures which are properly submitted in accordance with the requirements of these Bylaws and Administrative Procedures. All changes meeting said requirements of the Bylaws and Administrative Procedures shall be referred to the committee for its consideration and action. All proposed changes not meeting the prescribed requirements, shall be returned to the submitting Detachment member with an explanation of the discrepancies.
 - (3) **Resolutions Committee** shall: Receive and consider all properly submitted resolutions (not Bylaws proposals) complying with the requirements of these Bylaws and Administrative Procedures, and it may offer resolutions on behalf of the Committee which it deems to be advisable and necessary.
 - (4) **Rules Committee** shall: Study the rules of the Convention employed at prior Conventions and determine the need for any additional rules or revisions thereof for recommendations to the Convention for application during the current Convention.

SECTION 240 - CONVENTION COMMITTEE The Department Convention Committee shall be composed of three (3) members who will select their Chairman.

- (a) The Convention Committee shall receive and review all bids for the Department Convention and Staff Meetings and notify the Convention body of their recommendation. Should the Convention bid be rejected or no bid received, the members of the Convention Committee shall select a location. Should the site selection be made early enough, this information shall be presented at the first Department Convention or Staff Meeting as the situation allows. The information should include location, dates and rates of rooms, prices of meals, banquet, etc. Should other difficulties arise and the selection be delayed, the Convention Committee shall immediately notify the Department Commandant.
- (b) The Convention Committee Chairman will work closely with the host Detachment to insure an orderly and enjoyable Convention.

- (c) The Chairman and the committee shall be responsible to the Commandant and the Board of Trustees for all planning, arrangements, control, administration and the final successful conclusion of the Department Convention and Staff Meetings.
- (d) Any Detachment may make a formal or informal bid for a Department Convention or Staff meeting. It is desired that the bids be received one year in advance. The host Detachment must provide the following:
- (1) On site adequate meeting rooms for the Department, Marine Corps League Auxiliary, Devil Dogs and Devil Dog Fleas.
 - (2) Must provide a hospitality room with adequate refreshments food and beverages.
 - (3) Must provide complementary rooms and the Banquet meal for invited VIP's and/or guests of honor. The Department Commandant shall choose the Guest of Honor.
 - (4) Complimentary rooms will be provided for the Department Commandant and the Department Auxiliary President. The banquet invitation will be complimentary for those individuals and companions.
 - (5) The registration fee for the Annual Department Convention for members of the League shall be five (\$5.00) dollars. The registration fee for the annual Staff Meeting shall be five (\$5.00) dollars. The registration fee for the Texas Marine Corps League Auxiliary will be set by the Auxiliary. All persons entering the hospitality room must pay this fee in advance.
 - (6) The Host Detachment will liaison with the Department Convention Committee Chairman when all arrangements have been completed for approval and further instructions this must be accomplished ninety (90) days prior to the Convention and Staff Meetings. The host Detachment will notify all Detachments and Auxiliary Units in the Department of Texas via mail, including information about the hotel/motel restaurants meeting rooms, committee meetings, etc.
 - (7) The registration fee collected is to be utilized by the Host Detachment/Auxiliary Unit at their discretion.
 - (8) Letter from proposed host city Mayor or Manager and the Executive Officer of the Chamber of Commerce inviting the Marine Corps League to their city and assuring their full cooperation.
 - (9) Adequate accessible Registration room that can be secured, free of interference for the full period of registration.

ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DEPARTMENT STAFF

SECTION 300 - STANDING COMMITTEES - DUTIES The Department Standing Committees and their Duties are as follows:

- (a) **MARINE OF THE YEAR SOCIETY:** Marines who have been formerly honored as Department of Texas Marine of the Year shall assume the privilege of membership in the Marine of the Year Society. The Society is charged with receiving and reviewing recurrent nominations for the Marine of the Year award and selects a spokesperson from among their membership to name their selection for the Department of Texas Marine of the Year at the Department Convention. (See Enclosure Three (3))
Change 1 - 04
- (b) **BUDGET AND FINANCE:** It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the convention a financial program and budget for the conduct of business and affairs of the League for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the League.
- (c) **AMERICANISM COMMITTEE:** The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League. (See enclosure Two (2) for guidelines)
- (d) **AWARDS AND CITATIONS COMMITTEE:** Shall have the duty of recommending to the Staff awards and citations for use by Detachments, all recommendations for Department awards, and shall certify that the recipient is worthy of said award. The Committee shall establish written guidelines and/or forms, as it deems necessary and appropriate, and shall publish those forms in ENCLOSURE THREE (3). The Senior Vice Commandant will chair this Committee.
- (e) **SCHOLARSHIP COMMITTEE:** The Department Scholarship Committee shall be composed of five members. The Department Commandant will appoint the Chairman and three members annually. The Department Adjutant/Paymaster will also serve on this Committee. (See Enclosure Four (4) Scholarship Application.)
 - (1) The Scholarship Committee shall have custody of the Scholarship Fund through the Department Adjutant/Paymaster and shall be prepared to give a complete accounting as to the disposition of same at each Staff Meeting with an annual report at the Convention. All funds received by the Committee shall be deposited in the name of the Cam Posey Memorial Scholarship Fund. Such funds are to be drawn upon only on Mandate of the Department Convention by check, signed by the Department Commandant and the Department Adjutant/Paymaster.
 - (2) All applications for a grant from the Scholarship Fund should be submitted to the Chairman of the Committee. The Committee shall then meet and review the application(s) and select the recipient(s) for the Grant. Said applications shall be received no later than 1 May each year. No other applications will be considered after that date. The Grant shall be presented at the Department Convention Banquet each year.
 - (3) The Cam Posey Memorial Scholarship Fund grants scholarships is the amount of \$300.00 to qualified individuals in the order of need and preference as follows:
 - a) Sons and daughters of Marines who have lost their lives in the line of duty;

- b) Sons and daughters of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
 - c) Grandchildren of active members of the Department of Texas, Marine Corps League or Marine Corps League Auxiliary;
 - d) Members of the Department of Texas, Marine Corps League, Marine Corps League Auxiliary or any honorably discharged Marine in need of rehabilitation training not provided for in government programs;
 - e) Any needy person seeking further education and training upon recommendation of a Detachment Commandant in the Department of Texas, Marine Corps League.
- (f) **YOUTH ACTIVITIES:** The committee shall have a chairperson who shall serve as the Department of Texas liaison with the Young Marines organization in Texas and with the National Organization of the Young Marines. The committee chairperson shall also act as the Department of Texas liaison to other youth organizations such as the Youth Physical Fitness Program, Boy Scouts, Girl Scouts, and such other youth organizations which serve to promote Americanism.
- (g) **VAVS CHAIRMAN:** It shall be the duty of the Veterans Administration Volunteer Service Representative to:
- (1) Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.
 - (2) Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
 - (3) Receive recommendations, from Detachments, of members willing to serve in the VAVS Program, and, as appropriate request VAVS certifications for required representatives and deputies.
 - (4) Guide and instruct Detachment VAVS Chairmen and VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
 - (5) Receive and compile comprehensive VAVS Program activity reports from various participating Detachments and provide copies to the National Board and Veterans Administration.
 - (6) Conduct a VAVS Workshop at each Department Convention
 - (7) Attend annual VAVS Meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.
 - (8) Submit an annual report to the Department Board of Trustees at each Mid-Winter Meeting.
 - (9) Serve as a member of the Awards Committee to select a recipient of the VAVS Bernard Joseph Sheeler Award (See ENCLOSURE THREE (3) for award guidelines).
- (h) **CORPORATE MEMBERSHIP CHAIRMAN:** The Corporate Membership Chairman shall serve as a representative of the Department to corporations or persons who express interest in supporting the

interests of the Marine Corps League in Texas through financial or other assistance, and shall implement a program or programs to promote awareness of the League to potential supporters.

SECTION 310 - ADVISORY COUNCILS AND DUTIES: The advisory Councils and their duties are as follows:

- (a) **PAST DEPARTMENT COMMANDANTS' COUNCIL:** Past Department Commandants should avail themselves to the current Department Commandant for the purpose of advising him/her in the performance of his/her duties through a joint council consisting of all Past Department Commandants with the Junior Past Commandant as Chairman.

- (b) **DETACHMENT COMMANDANTS' COUNCIL:** The Detachment Commandants' Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Senior Vice Commandant, as a collective advisory body is charged with the responsibility of providing assistance to the Department Board of Trustees. It shall be the general duty of this council to:
 - (1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Board of Trustees, Staff and Detachments.
 - (2) Receive and evaluate suggestions and relationships which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, Board of Trustees and Staff.
 - (3) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
 - (4) Pursuant to accomplishing the above responsibilities they shall develop a proposed plan, policies, procedures and systems for recommendations to the Department Board of Trustees for it's consideration.
 - (5) Meet semi-annually at the Department Board meeting preceding the Department Convention and the Midwinter Staff meeting at which a Council report will be rendered to the Department Board of Trustees. (Conduct of interim business between Council Conferences shall be accomplished via mail or telephonic means.)

SECTION 320 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERMS:

All appointed officers, Committee Chairmen and Committee Members shall serve at the pleasure of the Department Commandant and the Board of Trustees. All of the above shall surrender all monies, records and properties of the Department of Texas Marine Corps League in their charge to their successors.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

DISTRICTS

SECTION 400 - FORMATION: To obtain more effective administrative functioning, the Department of Texas is divided into geographical areas to be called Districts.

SECTION 405 - POWERS: The function of the Districts, being administrative only, no District will adopt Bylaws nor will it assess any dues or fees, and only expenses authorized in advance by the Department of Texas Board of Trustees for a District will be paid by the Department. The duties and authority of Vice Commandants of Districts are:

- (1) Be held accountable to the Department Board of Trustees for the care and proper administration of their Districts.
- (2) Arrange for, convene and supervise not less than one (1) District Conference each year for the purpose of discussing District problems, planning and executing means and methods of strengthening and increasing the effectiveness of the District.
- (3) Arrange for detailed schools of instruction.
- (4) Make every continuing effort to establish new Detachments within their District.
- (5) May appoint an Assistant District Vice Commandant, when in the opinion of this officer, such action is necessary to assist in the constructive growth and enhancement of the District.
- (6) The Assistant District Vice Commandant will represent his District in the absence of the District Vice Commandant.
 - (a) Perform additional duties as directed by the District Vice Commandant.
 - (b) All authorized expenses of the Assistant Vice Commandant, approved by the District Vice Commandant, will be charged against the allocated budgeted amount for that District Vice Commandant.

SECTION 410 - DISTRICT ALIGNMENT The Districts of the Department of Texas Marine Corps League shall be aligned in accordance with their geographical areas outlined on the map of the State of Texas included in the back of these Bylaws and Administrative Procedures. (See ENCLOSURE (1) ONE)

ADMINISTRATIVE PROCEDURES

CHAPTER FIVE

DEPARTMENT

SECTION 500 - FORMATION: The Department of Texas Marine Corps League is chartered in accordance with National Headquarters of the Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER FIVE, SECTION 500.

SECTION 505 - POWERS: Whatever power is vested in the National Organization, shall in corresponding circumstances be vested in the Department.

SECTION 510 - AUTHORITY: The Department shall be governed by a Department Convention subordinate to National Convention.

SECTION 520 - DEPARTMENT DUES: The Department Convention shall determine the amount of the Department per capita dues. The current dues for the Department of Texas members is five (\$5.00) dollars annually.

SECTION 530 - INSTALLATION OF DEPARTMENT OFFICERS: Department officers shall be installed as directed by NATIONAL BYLAWS and ADMINISTRATIVE PROCEDURES.

ADMINISTRATIVE PROCEDURES

CHAPTER SIX

DETACHMENTS

SECTION 600 - CHARTER: A Detachment may be organized, chartered and instituted as provided and directed by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SIX.

SECTION 610 - INSTALLATION OF DETACHMENT OFFICERS:

- (a) The Detachment must request from the Department Commandant an installing Officer. This procedure ensures that the department will provide appropriate support for the detachments and that proper documents are processed and submitted in a timely manner. All detachment officer installation requirements of National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SIX, shall nevertheless be followed and complied with.

ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN

MEMBERS

SECTION 700 - INITIATION: All applicants acceptable for membership in the Marine Corps League shall be properly obligated in accordance with National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

SECTION 710 - MEMBERSHIP TRANSFER: Any member in good standing may transfer from one Detachment to another as provided by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER SEVEN.

SECTION 720 - 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 any 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 National and Department Chaplain with a copy furnished to the National Adjutant/ Paymaster .
- (3) Utilize the "Notice of Death" form (available from National Headquarters) to report the death.

(b) It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend the funeral services of a deceased member. To this end, the Detachment Commandant, with the assistance of the Detachment Chaplain and Adjutant/Paymaster, shall develop a plan to notify Detachment members in a timely manner.

ADMINISTRATIVE PROCEDURES
CHAPTER EIGHT
SUBSIDIARIES AND SUBORDINATES

SECTION 800: Each National subsidiary organization and each National subordinate group which directly or indirectly operates under the Congressional Charter and the name of the Marine Corps League, must report to the National Headquarters as directed by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER EIGHT.

ADMINISTRATIVE PROCEDURES

CHAPTER NINE

GRIEVANCE AND DISCIPLINE

CHAPTER NINE, SECTION 900: Any and all grievances and consequential discipline that originate within the Department of Texas shall be addressed in full compliance with National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER NINE.

ADMINISTRATIVE PROCEDURES

CHAPTER TEN

MISCELLANEOUS

SECTION 1000 - FUNDRAISING: Fundraising activities may be entered into by the Department and its subsidiary and subordinate organizations as directed and permitted by National Marine Corps League ADMINISTRATIVE PROCEDURES, CHAPTER TEN.

SECTION 1005 - RESPECT:

- (a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar Cloth, during all meetings of the Department of Texas Marine Corps League. No disrespect to the Bible by act, word, or deed shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Bible or Altar as a resting place for any item or material. All space between the Altar and the Chair shall be considered hallowed ground and shall not be traveled upon while the Bible is opened.
- (b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 1010 - RESOLUTIONS - SUBMITTING AND PROCESSING: Resolutions may be submitted by a member in good standing or a Detachment for consideration by the Department Convention, provided said resolution(s) are in a proper form in compliance with all the following requirement:

- (a) The resolution(s) must be typewritten, with an original and three (3) copies, and must be received by the Department Adjutant/Paymaster or Commandant no later than thirty (30) days prior to the Department of Texas Convention at which action thereon is desired. One copy will be retained by the Department Adjutant/Paymaster as a part of a permanent file; one copy shall be placed in a working file, to be referred to the Department Resolution Committee for the Committee's consideration and action; one copy shall be used by the Department Adjutant/Paymaster as a source for distributing the resolving clauses to all Detachments and Department Board members at least fifteen (15) days prior to the Department Convention; and the fourth copy noting the date it was received at the Department Headquarters, shall be returned to the proposer/sponsor, serving as prima facie evidence of compliance with this section of the Administrative Procedures.
- (b) All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Texas Marine Corps League in Department Convention assembled. Any resolution not drawn in this form shall be returned by the Department Adjutant/Paymaster to the proposer/sponsor for correction.
- (c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of a Department Convention unless in compliance with the requirements of this section.
- (d) The Department Adjutant/Paymaster shall prepare an adequate supply of all resolutions received by the Department Adjutant/Paymaster in accordance with this section and shall make such supply available for distribution to all Delegates, all members, and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all resolutions received by the Adjutant/Paymaster shall be

available at the Convention for inspection by any Delegate and member of the Department of Texas Marine Corps League in good standing who desire to take advantage of such inspection.

SECTION 1015 - AMENDMENTS: The Administrative Procedures cannot be waived by the Department Board of Trustees but 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 Department Board of Trustees or at the Department Convention (Article Eight (8) Section 800 Department Bylaws is applicable). Amendments, revisions or repeals cannot in any manner violate the provisions of the Department Bylaws.

SECTION 1020 - EFFECTIVE DATE: Each amendment, revision, or appeal of a provision of the Department of Texas Administrative Procedures which are approved at the Department Convention, as outlined in Section 1015, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 1025 - DISTRIBUTION: The Administrative Procedures shall be distributed in the same manner as the Bylaws, as set forth in Article Eight (8) of the Department of Texas Bylaws.

SECTION 1030 - ENCLOSURES: Enclosures One (1) through Four (4) are for information in fulfilling the duties of the various offices of and use by the Officers and members of the Department of Texas Marine Corps League and the Detachments and members therein.

ENCLOSURE ONE (1) - MAP – DEPARTMENT OF TEXAS MARINE CORPS LEAGUE DISTRICT OUTLINES: A map of the state of Texas shown with assigned boundaries for the designated districts.

ENCLOSURE TWO (2) - AMERICANISM PROGRAM: This is the guide to be used in the Annual reports of Americanism by the Detachments to the Americanism Awards Committee at each Department Convention.

ENCLOSURE THREE (3) - MARINE CORPS LEAGUE AWARDS: Guidelines and forms for the various awards presented by the Department Commandant and the Department Awards and Citations Committee.

ENCLOSURE FOUR (4) - DEPARTMENT OF TEXAS' CAM POSEY SCHOLARSHIP INSTRUCTIONS AND APPLICATION: These are the rules, requirements and application forms to be filled out when applying for the Department of Texas Marine Corps League Cam Posey annual Scholarship Grant.

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We, INSERT NAME, Commandant of the Department of Texas, and INSERT NAME, Adjutant/Paymaster of the Department of Texas and INSERT NAME, Judge Advocate of the Department of Texas do certify that the foregoing Bylaws and Administrative Procedures of the Department of Texas Marine Corps League, were revised and accepted by a majority two-thirds vote of the duly registered and certified delegates to the Department of Texas Annual Convention held at San Antonio, Texas on the fourteenth of June 2003.

Attested:

Signed:

/S/ S. J. BRIDGEWATER
Commandant
Department of Texas
Marine Corps League

/S/ JOE R. CHAVEZ
Adjutant/Paymaster
Department of Texas
Marine Corps League

/S/ A. R. KOTRLA JR.
Judge Advocate
Department of Texas
Marine Corps League

/S/ JOHN V. RYAN
National Judge Advocate
Marine Corps League

The Department Adjutant/Paymaster shall retain the original copy of this page

