

DEPARTMENT OF OHIO



CONSTITUTION AND BYLAWS 2008

DEPARTMENT OF OHIO
MARINE CORPS LEAGUE
CONSTITUTION

ARTICLE I
NAME

SECTION 1. The name of this association shall be -- "DEPARTMENT OF OHIO OF THE MARINE CORPS LEAGUE."

ARTICLE II
CORPORATE SEAL

SECTION 1. The corporate seal 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 Department of Ohio Marine Corps League, " all of this be surrounded by the outline of the Territorial boundaries of the State of Ohio.

ARTICLE III
PURPOSES

SECTION 1. The purposes of the Department of Ohio Marine Corps League shall be:

- (a) to preserve the traditions and to promote the interests of the United States Marine Corps League;
- (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 the 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 fellowship between those in service and those who have returned to civil life;
- (h) to aid voluntarily and to render assistance to all Marines and former Marines as well as to their widows and orphans;
- (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.

ARTICLE IV
POLICY

SECTION 1. The 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 non-partisan, nor shall it be used as a medium of political ambition or preferment. Preferment by reason of former or present civilian position shall not be countenanced.

ARTICLE V
POWERS

SECTION 1. That the organization:

- (a) shall have perpetual successions;
- (b) may charge and collect membership dues and receive contributions of money or property to be devoted to carrying out the purposes of the organization;
- (c) may sue or be sued;
- (d) may adopt a corporate seal and alter it at pleasure;
- (e) may adopt and alter bylaws not inconsistent with this constitution and laws of the United States or of the State of Ohio;
- (f) may establish and maintain offices for the conduct of its business;
- (g) may appoint or elect officers and agents;
- (h) may choose a board of trustees, consisting of not more than fifteen persons nor less than five persons to conduct the business and exercise the powers of the organization;
- (i) may acquire by purchase, devise, bequest, gift or otherwise, and hold, encumber, convey, or otherwise dispose of such real and personal property as may be necessary or appropriate for its purposes; and
- (j) generally may do any and all lawful acts necessary or appropriate to carry out the purposes for which the organization is created.

ARTICLE VI
REPEAL

SECTION 1. all existing constitutional provisions adopted by the Department of Ohio, Marine Corps League, prior to the date hereof, are hereby repealed.

SECTION 2. This constitution shall be in full force and effect from after its passage.

MARINE CORPS LEAGUE

BY-LAWS

ARTICLE ONE GENERAL

SECTION 100 - ORGANIZATION - The constituted bodies of this Association shall be:

- (a) A State Organization to be known as the Department Convention, Marine Corps League;
- (b) Subordinate regional organizations to be known as Divisions, the extent and boundaries of which shall be as outlined in the Department By-Laws of the Department of Ohio, Marine Corps League;
- (c) Subordinate local organizations to be known as Detachments;
- (d) Such subsidiary organizations as the Department Organizations may create, establish or recognize.

SECTION 105 - ORGANIZATIONAL SEAL

(See CONSTITUTION, Department of Ohio, Marine Corps League, Article II)

SECTION 110 - POLICY

- (a) The supreme power of the Department of Ohio, Marine Corps League, shall be vested always in its membership functioning through Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Department of Ohio, Marine Corps League.
- (b) Whenever the Constitution and By-Laws of the Department of Ohio, Marine Corps League, do not cover a situation, the Congressional Charter, the National By-Laws Marine Corps League, the National Administrative Procedures, and Roberts Rules of Order Newly Revised, applies.
- (c) The National By-Laws or National Administrative Procedures shall apply to all situations unless otherwise noted, substituting the word "Department" for National; "Detachment" for Department; "Department Adjutant-Paymaster" for National Comptroller.
- (d) It is specifically stipulated that should there exist any conflict between these By-Laws and the National Marine Corps League By-Laws as they now exist or may be amended, the National By-Laws and National Administrative Procedures shall prevail.

ARTICLE TWO
DEPARTMENT CONVENTION

SECTION 200 - AUTHORITY - The supreme legislative and policy making power of the Department of Ohio Marine Corps league shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

SECTION 205 - MEETINGS - The Department Convention shall be convened once each calendar year between 1 June and 30 June unless prevented by national emergency or other unpreventable cause.

(a) All Department Officers, Committee Chairmen and Detachment Commandants will submit their final reports in writing on Call of the Department Commandant during the Convention and shall be made a part of the Convention Minutes.

SECTION 210 - TIME AND PLACE - The Time and Place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention for the next succeeding year. Should the Department Convention fail to make such determination, the right and duty so to do shall rest upon the Department Board of Trustees.

SECTION 215 - PROCEDURE - (NATL AdPr 210 apply)

SECTION 220 - RULES OF ORDER - (NATL AdPr 215 apply)

SECTION 223 - COMMITTEES - Administrative Committees shall be: Credentials, By-Laws, Resolutions, Rules and Standing Committees.

SECTION 225 - CREDENTIALS: DELEGATES, ALTERNATES, MEMBERS -

(a) Delegates, Alternates and members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, authenticated by the Detachment, and must be registered with and approved by the Convention Credentials Committee.

(b) Delegates and Alternates to the Department Convention shall be determined on the basis of Detachment membership strength reported to and on record at Department Headquarters as of 31 May prior to the opening date of the Department Convention.

(c) Each Detachment shall be entitled to one Delegate and one Alternate Delegate for each block of five (5) members or major fraction thereof, of its members in good standing.

SECTION 230 - REGISTRATION

- (a) All approved and certified Delegates, Alternates and Members will receive from the Convention Registration Committee, a Convention Program and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Ticket.
- (b) Registration Fees at the Department Convention shall be four (\$4.00) Dollars. Advanced Registration Fees shall be three (\$3.00) Dollars provided that such is accompanied by properly executed official credential forms and received at Convention Headquarters not later than fifteen (15) days prior to the start date of the Department Convention.
- (c) The Host Detachment will pay the Department Of Ohio, Marine Corps League One (\$1.00) Dollar for each person registered, and the Department of Ohio will, in turn, give One (\$1.00) Dollar to the Department Of Ohio, Marine Corps League Auxiliary, for each registered Auxiliary member.
- (d) In the process of registration, should a member's credentials as a Detachment Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Adjutant-Pay- Master (or duly appointed representative in the absence of the member's Det. Adj-Pay) may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates and Alternates than the Detachment is allowed under provisions of these By-Laws.

SECTION 235 - VOTING

- (a) (NATL ByLw 110(a) apply)
- (b) (NATL ByLw 110(b) apply except the word "fifteen (15)" shall read "five (5)")
- (c) (NATL ByLw 110(c) apply except the word "ten (10)" shall read "five (5)")
- (d) (NATL ByLw 110(d) apply)
- (e) In the event of a Challenge of the stated vote of any Detachment by a registered and approved Delegate from that Detachment, the Roll of Delegates shall be called, and the Detachment Delegates shall rise and be identified as an approved Delegate before casting the vote.
- (f) All past Department Commandants attending the Department Convention shall be given one (1) vote in any measure or issue on the floor, including election of Officers, provided they have paid the registration fee as prescribed for Delegates.

SECTION 240 - ELECTIVE OFFICERS - The Department Officers to be elected by each Department Convention shall be: Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, Department Judge Advocate, Department Vice Commandant of Divisions as hereinafter provided, Also one (1) Trustee at Large.

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SECTION 245 - NOMINATIONS

(a) All nominations for elective offices of the Department shall be made from the Convention floor. All nominations shall not be later than noon on the day of the elections. All nominees must be members in good standing of the Marine Corps League and must be present at the time of nomination, and as each is placed in nomination, the nominee must rise and state that if elected, the nominee will accept the office and serve loyally and faithfully during the term to which elected.

(b) Nominations for Division Vice-Commandants shall follow the nomination of other Department officers.

(c) The Department Commandant shall direct the six Divisions to caucus and nominate candidates for their Division Vice Commandants, presenting the name of each nominee when Division Vice Commandants' nominations are called for. Nominees must be members in good standing of a Detachment, which is located in the Division in which they are nominated.

(d) A member in good standing may be nominated for more than one office, providing there is at least one other alternate nominee for each of the offices for which he is nominated. Upon election of office, the nominee must withdraw from other nominated offices.

SECTION 250 - ELECTIONS

(a) In addition to the Department Commandant, Sr. Vice Commandant, Jr. Vice Commandant and Judge Advocate, elect one (1) Trustee-at-Large for a term of two (2) years.

(b) Before voting begins, the Department Commandant shall select two (2) Past Department Commandants and two (2) Detachment Commandants to supervise voting and correctly tallying the vote's cast. Two (2) shall act as Tellers and two (2) as Judges.

(c) (NATL ByLw 125(c) apply)

(d) (NATL ByLw 125(d) apply)

(e) The election of Department officers shall be in the order of business during the afternoon of the final session. This shall be followed by the election of Division Vice Commandants by acclamation.

SECTION 255 - INSTALLATION - (NATL AdPr 225 apply)

SECTION 260 - TERM OF OFFICE - All Department officers shall be elected for one (1) year, and may succeed themselves. However, the Department Commandant may succeed for only one additional term. Department Trustee-at-Large will be elected for two (2) years.

SECTION 265 - QUORUM - (NATL ByLw 135 apply)

SECTION 270 - RIGHT TO SPEAK - (NATL ByLw 140 apply)

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SECTION 275 - STENOGRAPHIC EXPENSE – The Adjutant-Paymaster or Adjutant will record all convention minutes, and

- (a) Collect all reports from Department Officers, Trustees, Staff, and Detachments.
- (b) Make a Directory of Department Officers, Trustees, Staff, and Detachments.
- (c) Collect any and all other documents or papers that are generated during Convention, or that the Commandant and/or Board of Trustees may direct.
- (d) These reports, minutes, etc., shall become the Convention Packet. Such Packet shall be published and mailed to each Department Officer, Trustee, Staff, and Detachments within sixty (60) days after the Convention. At the convention if the expense is or will be great the Commandant with consent of delegates give the Adjutant-Paymaster or Adjutant till next Department meeting to pass out all convention reports, minutes and documents. An updated Department roster will be sent out within the 60 day time period.

The Adjutant-Paymaster or Adjutant shall be given a set fee of fifty (\$50) dollars. Said fee will be forfeited if the Convention Packets are not published within sixty (60) days after the Department Convention closes. The Department shall stand the expense for the publishing of the Convention Packet, certified by the Jr. Past Department Commandant.

SECTION 280 - CONVENTION COMMITTEE - (NATL AdPr 235)

- (a) Delete "and Administrative Procedures." and add Auditing, Time and Place.
- (b) Except "1 July" shall read "1 June"
- (d) (2) delete "and Administrative Procedures." wherever used.
- (d) (3) delete "and Administrative Procedures."

Add:

- (d) (5) Auditing Committee will audit Adjutant-Paymaster's books prior to the closing of the Department Convention.
- (d) (6) Time and Place Committee will consider bids for future Department Conventions.

SECTION 285 - BID FOR DEPARTMENT CONVENTION - Any Detachment may make formal written bid for a future Department Convention provided that such bid, in complete detailed form as outlined hereafter, is in the hands of the Department Time and Place Committee some time during the Convention. All formal written bids must include the following minimum requirements:

(a) A resolution approved at a regular meeting of the bidding Detachment signed by the Detachment Commandant and Adjutant-Paymaster inviting the Department of Ohio to hold its Department Convention in their City and including assurances. If the bid is accepted, the Detachment will submit itself to the guidance of the Department Convention Committee Chairman and will cooperate in every way.

(b) Written details of all entertainment activities with cost of each event and estimated cost of activities ticket.

(c) The Convention Committee will furnish:

(1) Badges for Delegates, Alternates, Registered Members and Visitors.

(2) A Banquet is to be held on the final evening of the Convention to be self-supporting. Entertainment to include a dance is at the discretion of the host Detachment or the Convention Committee.

(d) Assurance of reasonable availability of chauffeured motor vehicle for emergency use and for transportation of distinguished guests to and from normal transport terminals.

(e) Assurance of a Department Command Post and Information Center.

(f) Letters over signatures of the host city Mayor or Manager and the Executive Officer of the Chamber of Commerce Convention Committee inviting the Department Of Ohio, Marine Corps League, to their city and assuring them full cooperation.

(g) Assurance from City Authority and/or Motel Management of adequate free parking space, without ticketing.

(h) Letter from proposed host City-Hotel-Motel Manager detailing accommodations available and assurance of full cooperation as follows:

(1) Adequate and acceptable Gratis, where possible, hall to accommodate Joint Opening Session, meeting rooms for Department of Ohio, Auxiliary, Devil Dogs, Fleas, Memorial Service, Banquet (with dancing), and Committee Conference rooms.

(2) Adequate accessible Registration space free of interference by other organizations for full period of Registration.

(3) The Department of Ohio will furnish, unless received gratis from the Motel/Hotel Convention Headquarters, suitable room for Department Convention Guest(s) of Honor, plus food and refreshment during the Convention.

(4) Total available rooms with Convention rates, both single and double.

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(5) Choices of special luncheons, dinners and banquet, with Convention prices.

(6) Suitable rooms for Department Commandant, Adjutant-Paymaster and Auxiliary President will be provided by the Department of Ohio Marine Corps League, if not received gratis.

(i) Assurance to the Detachment and Department Convention Committee of such other reasonable assistance as is deemed advisable and necessary by the Department Convention Committee.

(j) Detachment may bid for the Department Convention by fulfilling all of these requirements listed in this section.

(k) The host Detachment Convention Committee Chairman shall, at the Department Staff Meeting following the Department Convention, show proof in writing that all debts incurred during the convention have been paid in full.

SECTION 290 - CONVENTION CORPORATION - (NATL AdPr 245 apply when and if necessary and when directed by Department Board of Trustees.)

ARTICLE THREE
DEPARTMENT BOARD OF TRUSTEES

SECTION 300 - COMPOSITION (NATL ByLw 200 apply) except add:

(h) Trustees-at-Large

SECTION 305 - POWERS (NATL ByLw 205 apply) delete "and Administrative Procedures" wherever used.

SECTION 310 - DUTIES - BOARD MEMBERS - (NATL ByLw 210 apply) delete "and Administrative Procedure" wherever used.

Delete Paragraph (e) and substitute:

(e) DEPARTMENT VICE COMMANDANTS OF DIVISION - It shall be the duty of the Division Vice Commandants to visit each Detachment in their Division at least once during their term of office. If a Detachment operates a Club House, it shall be the duty of the Division Vice Commandant to check each Club House at least once a year to see that all laws are being adhered to; to be held accountable to the Department Board of Trustees for the proper care and proper administration of their Division; make every continuing effort to establish new Detachments within their Division.

SECTION 311 - ATTENDANCE

(a) The Department schedules a minimum of seven meetings per year. Elected officers shall attend at least five such meetings. Failure to so attend without excusal is grounds for removal from office.

(b) Department meetings shall count as separate meetings, i.e., Saturday and Sunday.

(c) Department Annual Convention shall count as three separate meetings, i.e., Friday, Saturday and Sunday.

(d) Excusal from meetings shall be at the discretion and ruling of the Department of Ohio Commandant. Excuses shall be limited to one or more of the following:

- (1) Weather conditions
- (2) Hospitalization of the Officer or immediate family
- (3) Death in the immediate family
- (4) Authorized Marine Corps league Business
- (5) Absences authorized by the Department Commandant

SECTION 315 - VACANCY - (NATL ByLw 215 apply)

SECTION 320 - BOARD MEETINGS - The Department Commandant will call the Department Board of Trustees into a meeting immediately following the business session of the Convention, and seek the advice and council of the new Board of Trustees concerning his policy and programs for the ensuing year. He will hold Board of Trustee and Staff Meetings thereafter at such time and places as he may determine, at which time he will report in writing, and receive written reports concerning the affairs of the Department, these meetings shall be held on a regular scheduled basis.

(a) Any member of the Marine Corps League, in good standing, may attend any meeting of the Department Board of Trustees; or any meeting held by any constituent unit of the Marine Corps League, without vote, and may have the privilege of voice on the floor of any meeting.

(b) Immediately after the election business section of each Department Convention for the purpose of selecting appointed Department Officers and Standing Committees, and for the transaction of such other business as may properly come before it.

SECTION 325 - QUORUM - (NATL ByLw 225 apply)

SECTION 330 - VOTING - (NATL ByLw 230 apply)

SECTION 340 - EXPENSES

(a) Department of Ohio will reimburse the Department Commandant, Department Adjutant-Paymaster or Department Adjutant and Department Paymaster, the sum of Forty-Five (\$45) dollars for each Department Convention, Board of Trustees and /or Department Meeting they attend. This payment will help cover the expenses of the office and will not to exceed one hundred eighty (\$180) dollars per officer per year.

(b) The Department of Ohio will reimburse the Department Commandant, Department Adjutant-Paymaster or Department Adjutant and Department Paymaster, the sum of Seventy-five (\$75.00) dollars for each Central Division and/or National Staff Meeting they attend.

(c) The Department of Ohio shall reimburse the Department Commandant a sum of Ninety (\$90) for each day in attendance at the National Convention, representing the Department of Ohio. The reimbursement shall not exceed Five Hundred Forty (\$540) Dollars per year. The Department Commandant will furnish proof of days in attendance and submit a written report at the next Department meeting following the National Convention.

ARTICLE FOUR
DEPARTMENT STAFF

SECTION 400 -COMPOSITION - (NATL ByLw 300 apply) except delete "assistant Division Vice Commandants"

SECTION 405 - POWERS - (NATL ByLw 305 apply) except delete "assistant Division Vice Commandant,"

SECTION 410 - DUTIES STAFF OFFICERS (NATL ByLw 310 apply) with the following exceptions:

- A. delete "(a)"
- B. (b) (2) and (3) delete
- C. (b) (6) add, "To be done by the Adjutant, when this is a split office."
- D. (b) (4) and (8) change "June 30" to read "May 31"
- E. (b) (9) change "July 1, to June 30" to read "June 1, to May 31"
- F. (b) (10) change "agency or firm" to read "auditing committee"
- G. (b) (12) change "June 30" to read "May 31"
- H. (b) (14) add, "Expenditures shall only be made by check, signed by the Department Commandant and Department Adjutant-Paymaster"
- I. delete "(c)"
- J. delete "(d)"
- K. (e) (1) delete "and Administrative Procedures"
- L. delete paragraph (h) and substitute:
 - (h) Editor Buckeye Marine shall, under the direction of the Department Commandant, have supervision and control of the editing and printing of the Buckeye Marine. The Buckeye Marine shall be published at least for each regular scheduled Department meeting and the Annual Convention.
- M. add (s)

(s) ASSISTANT DIVISION VICE-COMMANDANT

- (1) When the number of Detachment within a Division exceeds eight (8), the Department of Ohio Commandant may appoint an Assistant

Division Vice-Commandant, to aid and assist the duly elected Division Vice Commandant.

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(2) Duties shall be the same as the Division Vice Commandant when directed to do such duties. Shall carry no vote as other appointed officers.

(3) Required to attend at least five of called meetings.

SECTION 415 - STANDING COMMITTEES AND DUTIES - (NATL AdPr 300 apply)

Exception add, "if formed" between "duties are"

(k) Youth Committee

(1) Composition

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(a) The Youth Committee shall be comprised of the Department Commandant, The Department Division Commandant's, Past Department Commandants, Department Commandant appointments and a Committee Chair and Committee Secretary.

(b) A committee on Youth shall consist of not more than fifteen members.

(c) Each member must be a member in good standing of the Marine Corps League.

(d) The Department Commandant shall, as soon as practicable after his/her election, but at any time before the close of the convention, appoints the Chair of the Youth Committee.

(2) Duties

(a) Shall meet at all Department Meetings, Department Convention and special meetings as required. Shall examine all information, suggestions and commitments of the Youth Committee and such other matters pertaining to youth programs as may be referred to or initiated by it. Deciding what action to be taken.

(b) Review of the Youth Budget for Income and Expenditures to determine that it is being maintained in a current status for the year. Note any need for fundraisers or donations to fill the need for funds to accomplish the mission of the Youth Committee.

To effect removal of any committee members or chairman, the Department Commandant shall notify such member or chairman by certified mail, return receipt requested addressed to the member at his/her last known place of address, and shall file a copy of such notice with the Department Adjutant.

SECTION 420 - ADVISORY COUNCILS AND DUTIES - (NATL AdPr 310 apply)

addition of ", if formed." between "duties are"

SECTION 425 - APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS
TERM (NATL AdPr 320 apply)

SECTION 430 - VACANCY (NATL ByLw 315 apply)

SECTION 435 - CONTRACTING AUTHORITY (NATL ByLw 320 apply) except change
"National Executive Director" to read "Department Senior Vice Commandant."

ARTICLE FIVE
DIVISIONS

SECTION 500 - FORMATION - To obtain more effective administrative functioning the Department of Ohio is divided into geographical units called Divisions.

SECTION 505 - POWERS (NATL AdPr 405 apply) except change "National By-Laws, Article Two (2), Section 210 (e)" to read "Department By-Law Article Three (3), Section 310 (e)"

SECTION 510 - DIVISION ALIGNMENT - The Divisions of the Department of Ohio will be composed of the following counties:

(a) NORTH EAST DIVISION: Ashtabula, Carroll, Columbian, Geauga, Harrison, Jefferson, Lake, Mahoning, Portage, Stark, Summit, Trumbull and Tuscarawas.

(b) NORTH WEST DIVISION: Allen, Auglaize, Crawford, Defiance, Erie, Fulton, Hancock, Hardin, Henry, Huron, Logan, Lucas, Marion, Morrow, Mercer, Ottawa, Paulding, Putnam, Sandusky, Seneca, Van Wert, Williams, Wood and Wyandott.

(c) SOUTH EAST DIVISION: Adams, Athens, Belmont, Gallia, Guernsey, Hocking, Jackson, Lawrence, Meigs, Monroe, Morgan, Muskingum, Noble, Perry, Pickaway, Pike, Ross, Scioto, Vinton and Washington.

(d) SOUTH WEST DIVISION: Brown, Butler, Champaign, Clark, Clermont, Clinton, Darke, Fayette, Greene, Hamilton, Highland, Miami, Montgomery, Preble, Shelby and Warren.

(e) NORTH CENTRAL DIVISION: Ashland, Coshocton, Cuyahoga, Holmes, Lorain, Medina, Richland and Wayne.

(f) CENTRAL EAST DIVISION: Delaware, Fairfield, Franklin, Knox, Licking, Madison, Muskingum and Union.

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ARTICLE SIX
DEPARTMENT

SECTION 600 - FORMATION (NATL AdPr 500 apply)

SECTION 605 - POWERS (NATL AdPr 505 apply)

SECTION 610 - AUTHORITY (NATL AdPr 510 apply)

SECTION 615 - BY-LAWS (NATL ByLw 400 apply)

SECTION 620 - OFFICERS - At Convention the Department will elect a Commandant, a Senior Vice Commandant, a Junior Vice Commandant, Judge Advocate, a Trustee At Large, and six Division Vice Commandant (N.E., N.W., S.E., S.W., N.C. and C.E.).

At Convention the Department shall appoint a Chaplain, Sergeant At Arms, Adjutant, and a Paymaster or and Adjutant/Paymaster.

SECTION 625 - QUORUM - A majority of the Department Staff shall constitute a quorum. No member of the Staff shall vote by proxy.

SECTION 630 - MEETINGS (NATL ByLw 410 apply)

(a) The Department shall hold an annual Convention in accordance with National Bylaws, and shall hold two Department meetings before the next scheduled annual Department Convention. The first such Department meeting should be scheduled in October, and the second in February or March, with the second scheduled to occur following the National Mid-Winter Conference.

SECTION 635 - TRUSTEES (NATL ByLw 415 apply)

SECTION 640 - DEPARTMENT DUES

- (a) The Department per capita dues is \$5.00 per member per annum
- (b) The Buckeye Marine fund will receive \$2.25 of each member's per annum dues for the operation and publishing of the Buckeye Marine.
- (c) The Youth Fund will receive \$1.00 of each member's per annum dues for the operation of the Youth Fund.
- (d) The Department of Ohio General Fund will receive \$1.75 of each member's per annum dues for the operation of the Department of Ohio.
- (e) Funds received from the National Life Members Fund each year, should be allocated as follows: BM 45%, GF 35%, and YF 20%.

SECTION 645 - NATIONAL DUES (NATL ByLw 610 apply)

SECTION 650 - DEFAULT (NATL ByLw 420 apply)

SECTION 655 - FREEDOM OF ACTION (NATL ByLw 425 apply)

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SECTION 660 - BONDING (NATL ByLw 440 and 815 apply) except add:

- (a) The Department will require two signatures for withdrawal of any Department Funds. This could be from a checking account, savings account, etc.
- (b) The Department will have an audit once a year and as a minimum have an Adjutant/ Paymaster or Paymaster report in writing at every scheduled Department meeting.
- (c) Should the Department not adhere to this By-Law, the Bonding of the Department Commandant and Department Adjutant-Paymaster (Or Paymaster, as applicable) under the "blanket bond" is revoked.

ARTICLE SEVEN
DETACHMENTS

SECTION 700 - CHARTER (NATL AdPr 600 apply)

SECTION 705 - NAME (NATL ByLw 500 apply)

SECTION 710 - AUTHORITY (NATL AdPr 610 apply)

SECTION 715 - BYLAWS (NATL ByLw 505 apply)

SECTION 720 - OFFICERS (NATL ByLw 510 apply)

SECTION 725 - QUORUM (NATL ByLw 520 apply)

SECTION 730 - TRUSTEES (NATL ByLw 525 apply)

SECTION 740 - ELECTION, INSTALLATION (NATL ByLw 530 and AdPr 620 apply)

SECTION 745 - MEMBERS (NATL ByLw 540 apply)

SECTION 750 – BONDING (NATL ByLw 545 and 815 apply) except add:

- (a) The detachment will require two signatures for withdrawal of any Detachment Funds. This could be from a checking account, savings account, etc.
- (b) The Detachment will have an audit once a year and as a minimum have a Paymaster report in writing every quarter.
- (c) Should the Detachment not adhere to this By-Law, the Bonding of the Detachment Commandant and Detachment Adjutant-Paymaster (or Paymaster, as applicable) under the “blanket bond” is revoked.

SECTION 755 - DEFAULT (NATL ByLw 535 apply) except add:

- (a) Should a Detachment be in default of payment of funds from any source due to the Department as of 31 May, prior to a Department Convention, such fact shall be reported to the Adjutant-Paymaster to the Department Convention Credentials Committee and the credentials of that Detachments' Delegates and Alternates shall not be approved.

SECTION 760 - ADDITIONAL DETACHMENT (NATL ByLw 550 apply)

SECTION 770 - CHARTER SUSPENSION, REVOCATION (NATL ByLw 555 apply)

ARTICLE EIGHT
MEMBERS

SECTION 800 - MEMBERSHIP ELIGIBILITY (NATL ByLw 600 apply)

SECTION 805 - MEMBERSHIP APPLICATION (NATL ByLw 605 apply)

SECTION 810 - INITIATION (NATL AdPr 700 apply)

SECTION 815 - MEMBERSHIP DUES AND FEES (NATL ByLw 610 apply)

SECTION 816 - DEPARTMENT OF OHIO DUES

- (a) The annual dues for the Department shall be fixed by the Department of Ohio Convention through a change to By-Law Article 6 Section 640.
- (b) The Detachment shall collect Department dues at the same time dues are collected for National and Detachment, and shall forward said Department and National dues to the Department Adjutant-Paymaster, within thirty (30) days of collection.

SECTION 820 - GOOD STANDING (NATL ByLw 615 apply)

SECTION 825 - DELINQUENT MEMBER (NATL ByLw 620 apply)

SECTION 830 - INELIGIBLE MEMBER (NATL ByLw 625 apply)

SECTION 835 - MEMBERSHIP TRANSFER (NATL AdPr 710 apply)

SECTION 840 - MEMBER's DEATH (NATL AdPr 720 apply)

SECTION 845 - RIGHTS OF MEMBERS (NATL ByLw 630 apply)

SECTION 850 - RIGHTS OF APPEAL (NATL ByLw 635 apply)

SECTION 855 - MEMBER AT LARGE (NATL ByLw 640 apply)

SECTION 860 - LIFE MEMBERS (NATL ByLw 645 apply)

ARTICLE NINE
SUBSIDIARIES

SECTION 900 - AUTHORITY (NATL ByLw 700 apply)

SECTION 905 - REPORTS (NATL AdPr 800 apply)

SECTION 910 - MARINE CORPS LEAGUE AUXILIARY (NATL AdPr 810 apply)

SECTION 915 - MILITARY ORDER OF DEVIL DOGS (NATL AdPr 820 apply)

SECTION 920 - MILITARY ORDER OF DEVIL DOG FLEAS (NATL AdPr 830 apply)

SECTION 930 - THE MARINE CORPS LEAGUE FOUNDATION (NATL AdPr 870 apply)

SECTION 935 - MARINE CORPS LEAGUE YOUNG MARINE PROGRAM (NATL AdPr 840
apply)

SECTION 940 - MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM
(NATL
AdPr 860 apply)

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**ARTICLE TEN
GRIEVANCE and DISCIPLINE**

(see NATL AdPr Chapter Nine)

ARTICLE ELEVEN

MISCELLANEOUS

SECTION 1100 - FUND RAISING (NATL AdPr 1000 apply)

SECTION 1105 - RESPECT (AdPr 1005 apply)

SECTION 1110 - RESOLUTIONS: SUBMITTING and PROCESSING - Resolutions may be submitted for consideration at a Department Convention, provided said resolution is in proper form.

(a) The resolution must be in writing and presented to the Resolution Committee at the Department Convention.

(b) The Chairman of the Resolution Committee will present all resolutions to the Convention, with recommendation of approval or disapproval.

(c) For any adoption of a Resolution, two-thirds (2/3) of the present and voting Delegates will be required.

SECTION 1115 - AMENDMENTS (NATL ByLw 800 apply) except change "National" to "Department"

SECTION 1120 - EFFECTIVE DATE (NATL ByLw 805 apply) except change "National" to "Department"

SECTION 1125 - BYLAWS DISTRIBUTION

(a) Each Detachment shall be supplied, without charge, two (2) copies of the Bylaws of the Department of Ohio each time they are printed or a published change is made thereto. These copies are to be made available to any member in good standing, for examination upon request.

(b) Any member of the Department may purchase copies of The Department Bylaws for a nominal fee from the Adjutant-Paymaster or Adjutant.

SECTION 1130 - DEPARTMENT OF OHIO AWARDS

(a) WALTER KILDOW TROPHY - A traveling membership award, to be retired only when the same Detachment wins it at the Department Convention for three (3) consecutive years. Trophy is awarded according to the following rules:

(1) Awarded at the Fall Department Meeting to the Detachment with the highest paid membership.

(2) Awarded at the Spring Department Meeting to the Detachment with the greatest percentage gain of membership between Department Meetings.

DOMCL BYLAWS Page 19

(3) Awarded at the Department Convention to the Detachment with the greatest percentage gain of membership over the previous year. Trophy is engraved with the Detachment name and year; the Department pays the cost of engraving.

(4) Trophy is held by the Detachment for a four (4) month period. It is the responsibility of the Detachment holding the Trophy to have it at the following Department Meeting or Convention.

(b) COMMANDANT'S TROPHY - A membership award, to be retained by the Detachment. Trophy is awarded according to the following rules:

(1) Trophy is awarded by a point system. The points are awarded by the following method:

| | |
|---|------------|
| Associate member | 5 points |
| Life members | 10 points |
| Renewal members | 15 points |
| Reinstated members | 20 points |
| New members | 30 points |
| Detachment with 100% membership | 200 points |

(2) All membership dues sent in and postmarked no later than Midnight on December 31st will be counted for the point system.

(3) Trophy to be awarded at the first Department Meeting scheduled after end of calendar year, all Detachments are eligible to receive this award.

(c) MARINE OF THE YEAR - Nominees for the Department of Ohio Marine of the Year shall originate at the Detachment level, and shall be signed by the Detachment Commandant, and/or Awards Committee Chairman.

(1) Nomination shall be in writing, and submitted to the Department Commandant no later than the first Department Meeting scheduled after the end of the calendar year.

(2) Nomination shall include the name, detachment and reasons for nomination, including, but not limited to... activity in the league, attendance at meetings, activity in securing new members and activity at state and/or national level.

(3) Nominee may be from a Detachment other than the Detachment that is nominating him/her.

(4) Nominations will be turned over to the Department Marine of the Year Society to review the nominees, determine if there is a suitable candidate and make the Marine of the Year presentation at an appropriate time during the Department of Ohio convention.

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(5) All past Department of Ohio Marines of the Year that are members in good standing will make up the Department Marine of the Year Society.

(6) The Department Marine of the Year Society will meet at least once a year at convention to select one member to serve as president for that year and maintain the records of the Society.

ARTICLE TWELVE
VETERANS AFFAIRS DIRECTORS

CH 1-11

SECTION 1200 - ORGANIZATION - The Department of Ohio has offices occupied by the Veterans Services Officers and such other employees that may be hired to assist the Veterans Services Officers.

- (a) To oversee the organization, operation, budget and day-to-day procedures of the office(s), there will be three (3) Veteran Affairs Directors, (VAD) ,
- (b) The VAD, will be responsible to the Department of Ohio, Marine Corps League Board of Trustees for the operation of the Veterans Services Officer(s) and all functions pertaining to his/her office.

SECTION 1210 - VETERANS AFFAIRS DIRECTORS (VAD) - Three VAD's will be elected to serve three year terms of office. Each year at the Department Convention one new three-year term member will be elected.

- (a) At each convention the three-year DIRECTOR will succeed to the two-year position, the two-year DIRECTOR will succeed to the one-year position and the one-year DIRECTOR will step down and turn over his post.
- (b) Elections will be in accordance with the National Marine Corps League and Department Of Ohio, Marine Corps League By-Laws.
- © The Chairman of the VAD, will be the (1) year member.
- (d) The treasurer of the VAD, will be elected by the VAD,.

SECTION 1220 - QUALIFICATIONS - To be qualified to be elected to the VAD, the following criteria will apply:

- (a) Must be a member of the Marine Corps League in good standing with current dues paid.
- (b) Must have attended a department meeting preceding the Department Convention at which they will be elected. Excused absence will be weather, hospitalization of member or immediate family, death in immediate family, or other authorized Marine Corps League business. The Department Commandant shall make ruling on valid excuses. The VAD, Chairman will maintain attendance records during his term of office for all three members. He should insure this with the sign-in book provided at the Department meetings.
- (c) Must display a keen interest in the job and be prepared to spend time in this job.

SECTION 1230 - VACANCY - During the term of office when a vacancy occurs between Department Conventions of a VAD, the Department of Ohio Board of Trustees will appoint a replacement until the next convention. Any duties being vacated will become the responsibility of the chairman.

CH 1-11

SECTION 1240 - DUTIES - The VAD will be responsible for the following areas:

- (a) The hiring of all employees for the Veterans Services Office(s); including establishing criteria, advertising, and interviewing.
- (b) Investigating all labor problems within the Veterans Affairs Office(s) and shall mediate to a solution, acceptable to all concerned. Even if such mediation concludes that termination of employment is the only acceptable conclusion.
- (c) Control the expenditure of all funds, within income, to support the operation of the Veteran Affairs Office(s). A report of expenditures will be provided to the Board of Trustees at each Scheduled Department Meeting.
- (d) Prepare all annual budget submissions.
- (e) Authorizing all major purchases for the Veterans Affairs Office(s). All three (3) VAD's must concur on the major purchase.
- (f) Checks issued by the VAD will require two of the VAD's signature, one being the Treasurer.
- (g) To fill a vacant Veterans Service Officer position between Conventions; should a Veterans Service Officer resign, become incapacitated, or any other valid reason whereby the office is vacated.

SECTION 1250 - MEETINGS - Will meet at the call of the Chairman. A meeting must be held at least once between staff meetings and prior to the Convention [minimum of four (4) meetings between conventions].

SECTION 1260 - EX-OFFICIO MEMBERS - The Commandant, Department of Ohio, President of the Auxiliary and the Veterans Affairs Officer(s) are Ex-officio members of the Board of the VAD. They may attend meetings, but have no voting authority.

SECTION 1270 – VETERAN SERVICES OFFICERS (VSO)

- (a) Criteria for hiring: The ideal applicant for Veteran Services Officer will have a strong background in customer service and contact, excellent organizational skills, possess the ability to work with others in a dynamic and changing work environment and be detailed oriented. Public speaking, sales or other public contact work is helpful, as is an administrative or personnel background. This position is open to qualified members of the Marine Corps League and the Marine Corps League Auxiliary.

1. Have some office background but not necessarily a trained secretary.
2. Computer oriented, able to input and output data.
3. Contract will be for a period of at least one-year and will be renewed at the annual Convention.

DOMCL BYLAWS Page 23

4. Move to the job location, there will be no travel or moving expense reimbursement.

(b) DUTIES

1. Familiar with Federal Laws, their interpretations, and applications within the framework of service to veterans.
2. Assist all veterans of U.S. Military Services, their orphans, dependents, and/or surviving spouse in securing benefits provided by law.
3. Attend schools approved by the Veterans Affairs Directors that will train and/or assist in the duties.
4. Attend all Department of Ohio meetings and Conventions, giving a full report on their activities.
5. Must not disclose during or after their employment any information concerning any case, client, and/or any other information concerning the veteran service work.
6. Present a neat appearance. Show concern for Veterans, dependents, families, and spouses and their problems.
7. Complete forms and reports required by the Veterans Administration and the VAD.
8. Other assignments and duties as required.

SECTION 1280 – BONDING

- (a) All the Veterans Affairs Directors shall be bonded.
- (b) Any withdrawal of funds will require two signatures. This could be from a checking account, savings account, etc.
- (c) The VAD books will have an audit at a minimum once a year. Said audit will take place at the Department Convention or any Department meeting. The Department

Commandant will appoint a three (3) member audit committee. The Treasurer will make available all pertinent papers, receipts, etc.

DOMCL BYLAWS Page 24
BY-LAWS APPROVAL

The By-Laws were presented to the 72nd Department Convention of the Department of Ohio in Perrysburg, Ohio on the 10th and 11th days of June 2011.

On the 11th day of June 2011, The Department Convention approved and adopted revised Department By-Laws, which became effective at the close of the 72nd Department Convention of the Department of Ohio, Marine Corps League.

By-Laws Committee:
John E. Cook, Judge Advocate
Ronald F. Kiessling, PDC, Member

CERTIFICATION

I Ellen Leidy, Department Commandant of the Department of Ohio, Marine Corps League, do hereby certify that the By-laws were approved by a majority of the delegates present and voting at the 72nd Department Convention, Department of Ohio, Marine Corps League, in Perrysburg, Ohio on the 11th day of June 2011.

Ellen Leidy
Commandant Ellen Leidy

Attest,
Chris Clunk
Chris Clunk, Adjutant

Certification

I have reviewed the By-Laws of the Department of Ohio, Marine Corps League dated 11 June 2011 and find nothing there in that is in conflict with the National By-Laws and Administrative Procedures currently in force. The By-Laws of the Department of Ohio are approved.

Richard D. Gore 8/9/11

Richard D. Gore Sr.
National Judge Advocate
Marine Corps League

Note: Original signature page on file with the Department JA

DOMCL BYLAWS Page 25

Attachment A

DEPARTMENT OF OHIO
MARINE CORPS LEAGUE
BYLAW UPDATES

Constitution

Page 1 1977
Page 2 1977
Page 3 1977

By-Laws

| | | | |
|---------|------|---------|------|
| Page 1 | 1988 | Page 23 | 1996 |
| Page 2 | 1988 | Page 24 | 1988 |
| Page 3 | 1988 | Page 25 | 2008 |
| Page 4 | 1997 | Page 26 | 2008 |
| Page 5 | 1997 | Page 27 | 2008 |
| Page 6 | 1988 | Page 28 | 2008 |
| Page 7 | 1988 | Page 11 | 2011 |
| Page 8 | 1988 | Page 22 | 2011 |
| Page 9 | 1995 | | |
| Page 10 | 1997 | | |
| Page 11 | 2007 | | |
| Page 12 | 2000 | | |
| Page 13 | 1997 | | |
| Page 14 | 1990 | | |

| | |
|---------|------|
| Page 15 | 1988 |
| Page 16 | 1988 |
| Page 17 | 1988 |
| Page 18 | 1988 |
| Page 19 | 2007 |
| Page 20 | 1992 |
| Page 21 | 1996 |
| Page 22 | 1992 |

Attachment B

Department of Ohio
Annual Convention

2nd or 3rd weekend of June Conventioneers arrive starting Thursday and the last ones leave on Sunday.

| Rooms required | Thursday | Friday | Saturday | |
|-------------------|---|--------|--|----------|
| | 25 | 35 | 35 | 95 total |
| Requires room for | 1-Department Commandant MCL 1-Department President MCLA 1-Speaker 1-Hospitality Room | | | |
| Meeting Rooms | Fri/Sat MCL 50-75 pp Fri/Sat MCLA 20-25 pp | | theatre with head table classroom with head table | |
| Parking | Free | | | |
| Special Dinner | Friday Past Commandant's/Presidents Dinner 35-50 pp | | | |
| Banquet | Saturday with cash bar 100-125 pp | | | |

Sleeping Rooms are reserved by and paid by the individuals. They will require double and or single rooms. We need to know what the rooms will cost. Ideally the price of a room will be the same for singles or doubles.

The 4 required rooms complimentary, if not note price and location in your facility.

The meeting rooms complimentary, if not note price.

The Hotel should at least have a coffee shop, since many of the convention goers eat at the Hotel for breakfast and lunch. A lounge is an asset, since many of the conventioners like to have a drink and discuss things.

Attachment C

Department of Ohio
Staff Meetings

Meetings held between conventions (Two or three). One end of September or beginning of October, one in January or February, if a third one it would be in March or April.

| | | | |
|-------------------|----------------------|------------------------------|----------|
| Rooms required | Friday | Saturday | |
| | 25 | 25 | 50 total |
| Requires room for | 1-Hospitality Room | | |
| Meeting Rooms | Fri/Sun MCL 20-30 pp | theatre or round large table | |
| | Sat MCL 50-75 pp | theatre with head table | |
| | Sat MCLA 20-25 pp | classroom with head table | |
| Parking | Free | | |

Sleeping Rooms are reserved by and paid by the individuals. They will require double and or single rooms. We need to know what the rooms will cost. Ideally the price of a room will be the same for singles or doubles.

The hospitality room complimentary/could be the meeting room

The meeting rooms complimentary, if not note price.

The Hotel should at least have a coffee shop, since many of the meeting goers eat at the Hotel for breakfast, lunch and dinner. A lounge is an asset, since many of the meeting goers like to have a drink and discuss things.

Attachment D

MARINE OF THE YEAR NOMINATIONS

Article Eleven, Section 1130 – Department of Ohio Awards

(c) MARINE OF THE YEAR - Nominees for the Department of Ohio Marine of the Year shall originate at the Detachment level, and shall be signed by the Detachment Commandant, and/or Awards Committee Chairman.

(1) Nomination shall be in writing and submitted no later than the

Spring Quarterly Meeting.

(2) Nomination shall include the name, detachment and reasons for nomination, including, but not limited to. Activity in the league, attendance at meetings, activity in securing new members and activity at state and/or national level.

(3) Nominee may be from a Detachment other than the Detachment that is nominating him/her.

(4) Nomination must be submitted to the Department Commandant, who in turn will appoint a Marine of the Year Committee, to review the nominees.

(5) The Marine of the Year Committee will present their recommendation to the Convention floor, before elections.

When its time to submit candidates for the Department of Ohio “Marine of the Year” The candidates should be nominated on the basis of recognition earned in the past year – not for several years past. This does not mean an older member of 20 years or even 50 years cannot be selected. If they have earned the recognition for service to the League this past year, they should be nominated.

In order to provide a common ground upon which the candidates can be evaluated, the following is suggested items to cover for the Marine of the Year nomination.

League activities, meeting attendance, membership, is the candidate active in Department and/or National Activities, active in Detachment affairs, accepts responsibility at activities, active securing members & reinstatements, holds office, elected or appointed in the League, serves on committees and/or chairs a committee, mention the League activities the candidate participates in, don’t forget to write about their attitude, Espirit De Corps and their Community involvement.

The Ohio Marine of the Year Society

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MARINE OF THE YEAR EVALUATION

As the name indicates, “Marine of the Year” candidates should be nominated on the basis of recognition earned in the past year – not for several years past. This does not mean an older member of 20 years or even 50 years cannot be selected. If they have earned the recognition for service to the League this past year, they should be nominated.

In order to provide a common ground upon which the names can be rated, below is a suggested guideline to select the Marine of the Year.

Department of Ohio MARINE OF THE YEAR

JUDGING CRITERIA

Members Name: _____

Nominations are considered for those members that have distinguished themselves over the period from 1 January to 31 December of the prior year that nominations are accepted.

1. Was the nominee a member in good standing during the last 12 months? No=0 Yes=5 _____
2. Does the nominee hold an elected office at the Department level? No=0 Yes=5 _____
3. Does the nominee hold an appointed office or committee chair in the Department? No=0 Yes=3 _____
4. Does the nominee serve as a committee member in the Department? No=0 Yes=2 _____
5. Does this individual active in attending Department meetings?
0-20%= 1, 21-40%=2, 41-60%=3, 61-80%=4, 81-100%=5 _____
6. Is the nominee active in attending Division and/or National meetings? No=0 Yes=1-5 _____
7. Does the nominee participate in MCL activities? Such as, but not limited to:
Marine Corps Birthday celebration No=0 Yes=1 _____
Toys for Tots No=0 Yes=1 _____
Young Marines No=0 Yes=1 _____
Color Guards, Funeral Details, or Memorial Day, etc. _____ X 1 = _____
Other Marine Corps League activities? No=0 Yes=2 _____
8. Does the nominee display other intangibles worthy of a Marine of the Year?
Attitude No=0 Yes=1-5 _____
Esprit De Corps No=0 Yes=1-5 _____
Community involvement No=0 Yes=1-5 _____
9. Does the nominee hold any other position in the Department of Ohio? No=0 Yes=3-5 _____
10. Is the nominee a member of the Military Order of Devil Dog? No=0 Yes=2 _____

TOTAL POINTS _____

Department of Ohio, Marine Corps League Awards and Citations Officer Standard Operational Manual



May 2002 Printing

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Mission Statement

Awards and citations are a means that the Department has for recognition of those members, individuals, businesses, and organizations that have provided service to the Department, Community, and the Marine Corps League.

Except as outlined in Department, and National By-Laws and Administrative Procedures all awards are at the Commandants discretion, and may be changed from those requested.

The Awards and Citation Officer is appointed or re-appointed each year when the Commandant is installed and serves at the Commandants discretion.

The purpose of the Awards and Citations Officer is:

1. Recommend to the Commandant those members that are deserving of the

appropriate recognition by the Department for service to the Department, Community, and the Marine Corps League.

2. Recommend to the Commandant those individuals, businesses, and organizations that deserve the appropriate recognition by the Department for service to the Department, Community, and the Marine Corps League.
3. Monitor and report to the Commandant on available awards outside the Department (National, community, other) to eligible members or Detachments.
4. Monitor and report to the Commandant on available awards outside the Department (National, community, other) that the Department would be eligible to receive.

The duties of the Awards and Citations Officer are:

1. Insure that an appropriate awards inventory (certificates, frames, medals, plaques, and ribbons) are on hand and available when a request is made for recognition.
2. Insure that certificates are printed, and that all items needed by the Commandant for recognition are available when needed.
3. Insure that certificates are printed, and that all items needed by the Junior Vice Commandant for recognition on membership are available when needed.
4. Insure that certificates are printed, and that all items needed by other Department officers or committees for recognition are available when needed.
5. Submit articles to the Buckeye Marine concerning awards within the Department.
6. Obtain information for the Commandant on available awards outside the Department (National, community, other) for eligible members and the Department.
7. Submit proper requests for the Commandant on awards outside the Department (National, community, other) for eligible members and the Department.
8. Insure those award certificates received by the Department are properly turned over to the proper individuals for future reference.
9. Act as the Master of Ceremonies during the Commandants awards presentation at each quarterly meeting and at Department conventions.

DEPARTMENT MEMBERSHIP AWARDS

Walter Kildow Trophy* – Presented each quarter as outlined in the Department By-Laws and is determined from the records of the Department Paymaster on Department membership. **See *Department of Ohio By-laws, Article 11, Section 1130, (a)***

Commandants Award* – Presented each year at the Winter Quarterly meeting as outlined in the Department By-Laws and is determined from the records of the Department Paymaster on Department membership. **See *Department of Ohio By-laws, Article 11, Section 1130, (b)***

100% membership Awards* @ – Presented each year at the Department Convention to those Detachments with 100% membership from the prior year and is determined from the records of the Department Paymaster on Department membership.

Recruiter of the Year @ – Presented each year at the Department Convention to the top recruiter in the Department of Ohio as determined by information supplied from each Detachment to the Department Junior Vice Commandant.

Department Recruiter Metal (Silver) (M52+M41bar) along with a Distinguished Service Award (C04B+P03) authorizing the wearing of the ribbon.

Recruiter Awards @ - Presented each year at the Department Convention to members that have recruited five (5) new members into the Marine Corps League as determined by information supplied from each Detachment to the Department Junior Vice Commandant. **See Enclosure 1**

* Determination of these awards is made through a spreadsheet program which has the membership numbers from the Department Paymaster added each quarter to determine the award.

@ Junior Vice Commandants membership awards

DEPARTMENT AWARDS

Marine of the Year – Presented each year at the Department Convention to the Department member that has exemplified the principles and purposes of the Marine Corps League as determined by the Marine of the Year Committee.

Marine of the Year Medal (Department)(M61) along with the(M61bar) and FMF Device (M30) as the Marine of the Year and a Citation authorizing the wearing of the ribbon.

See Department of Ohio By-laws, Article 11, Section 1130, (c)

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Robert Overbeck Award – (Detachment History Book Competition) Presented each year at the Department Convention to the Detachment with the best history book based on a point judging system. The winning detachments name will have an engraved plate affixed to the “Robert Overbeck” Trophy located in the Department office in Columbus. **See Enclosure 2**

History books will be judged by a point system as follows:

1. Book & Cover - Appearance & Layout 1-5 points
2. Quality & Quantity of Content 1-5 points
3. Organization of Content - By Date, By Event 1-5 points

4. Identification of Content - Individuals, Activities 1-5 points

Maximum number of points

20 points

Raymond Berling Memorial Saber – Presented each year in May by the Department of Ohio to the leading Ohio State University Marine Corps Officer candidate enrolled in the Military Science program (NROTC) at Ohio State University.

VAVS Awards – Presented each year at the Department Convention to individuals who have performed volunteer service based on information received on number of hours served and cumulated hours for the period October 1 to September 30 each year. In addition once an individual reaches the 1000 hours of service the Department of Ohio also presents the Marine Corps League Volunteer Service patch and a Distinguished Service Certificate (C04B).

50 Year Service Award – Presented each year at the Department Convention to members that have had 50 years of continuous membership in the Marine Corps League. **See Enclosure 3**

AUTHORIZED AWARDS
See enclosure 4 for requests

Distinguished Citizen Medal (Silver)(M22+M07bar+C04B) * - Awarded to a Detachment member for distinguished citizenship and service above and beyond that which might be expected to the Community, or Marine Corps League at the Commandants discretion.

Distinguished Citizen Medal (Bronze)(M21+M06bar+C04B) * - Awarded to a Detachment member for distinguished citizenship and service above and beyond that which might be expected to the Community, or Marine Corps League at the Commandants discretion.

Distinguished Service Medal (M18+M03bar+C04B) * - Awarded to a Marine Corps League member for distinguished service above and beyond that which might be expected to the Department at the Commandants discretion.

Department Commandant Medal (M17+M02bar) - This Medal will be presented to the newly elected Commandant by the out going Commandant for the Department at the time of the Commandants installation.

Page 34

Department Staff Medal Elected (M59+M48bar) - This Medal can be obtained and worn by newly elected Officers at the time of their installation.

Department Staff Medal Appointed (M58+M47bar) - This Medal can be obtained and worn by newly appointed Officers at the time of their appointment.

Meritorious Unit Commendation (M10+C07) * - Awarded to a Detachment for meritorious service to the Department at the Commandants discretion.

Meritorious Individual Commendation (M11+C06) * - Awarded to a member for meritorious service to the Department at the Commandants discretion.

Distinguished Service Award (C04B) * - This certificate will be awarded to a League or non-League member who have distinguished themselves through service to the League or their community. This award will be presented by the Commandant anytime the Distinguished Citizen Metal (Silver or Bronze), Distinguished Service Medal, or Recruiter of the Year Medal is awarded.

Certificate of Appreciation (C10) * - This award can be presented for appreciation of loyalty and patriotism to country and the Marine Corps League. This award will be presented to a League or non-League member by the Commandant at their discretion.

Certificate of Appreciation (For Displaying the U.S. Flag) (C01) - Can be presented to those individuals, business, or organizations for displaying the United States Flag.

Eagle Scout Good Citizenship Award (C09) - This award can be presented to those Boy Scouts that have attained the rank of Eagle Scout.

* Indicates an award that may be forwarded for consideration by the National Awards Committee for additional action.

Enclosure 1

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Department of Ohio
Marine Corps League

Junior Vice Commandants Membership Recruitment Program

This is to certify that the following Marine Corps League member has met the criteria of the Department of Ohio by recruiting five (5) or more new members between April 1, _____ and March 31, _____.

Detachment _____ Number _____

Recruited by _____ Membership Card # _____

Names of new members

- 1 _____ 11 _____
- 2 _____ 12 _____
- 3 _____ 13 _____
- 4 _____ 14 _____
- 5 _____ 15 _____
- 6 _____ 16 _____
- 7 _____ 17 _____
- 8 _____ 18 _____
- 9 _____ 19 _____
- 10 _____ 20 _____

(List additional names on the back of this form)

Certified true and correct

Detachment Commandant

Detachment Adjutant/Paymaster

All forms must be in by April 15, _____

Mail to:
Department of Ohio Junior Vice Commandant

Enclosure 2

6/1/2002 Printing

**Department of Ohio
Marine Corps League**

**Robert Overbeck Award
(Detachment History Book Competition)**

Detachment _____ Number

Detachment Representative _____

All books must be picked up by _____ from

History books will be judged by a point system as follows:

- | | |
|--|------------|
| 1. Book & Cover - Appearance & Layout | 1-5 points |
| 2. Quality & Quantity of Content | 1-5 points |
| 3. Organization of Content - By Date, By Event | 1-5 points |
| 4. Identification of Content - Individuals, Activities | 1-5 points |
| Maximum number of points | 20 points |

Scoring section

(To be filled out by Judges only)

- | | |
|--|-------|
| 1. Book & Cover - Appearance & Layout | _____ |
| 2. Quality & Quantity of Content | _____ |
| 3. Organization of Content - By Date, By Event | _____ |
| 4. Identification of Content - Individuals, Activities | _____ |
| Total number of points | _____ |

Enclosure 3

Department of Ohio 6/1/2002 Printing
Marine Corps League

50 years of service awards request form

From: Detachment

Detachment Name and Number

Subject: 50 Year Service Award

To: Department of Ohio Commandant _____

Via: Department of Ohio Awards Committee Chairperson

Name and Title, if any

I recommend

Recipient's Name and Membership Number

Who joined the Marine Corps League on _____ at _____
Date joined the League *Detachment joined*

Based upon the reason(s) _____

And has been a member in good standing since that time to the best of my knowledge for recognition by the Department of Ohio for their many years of service to the Marine Corps League.

_____ Date _____
Detachment Commandant Signature

Mail to:
Department of Ohio Awards and Citations Officer

Enclosure 4

Department of Ohio

Marine Corps League

Awards request form

From: Detachment

Detachment Name and Number

Subject: Award

To: Department of Ohio Commandant _____

Via: Department of Ohio Awards Committee Chairperson

Name and Title, if any

I recommend _____
Recipient's Name

For the following award _____
Be specific on Award type

Based upon the reason(s) _____

_____ Date _____

Detachment Commandant Signature

Mail to:
Department of Ohio Awards and Citations Officer

PROTOCOL
National Officer

The following is the proper protocol when we have distinguished National Officers and guests visiting our Department or our Detachment.

A National Office, upon requests, travels many miles to be our guest and help us improve our organization, enlighten us, and to up-date the news wherever possible, his/her official visit should be our concern to sow that we appreciate that he/she is present.

A distinguished guest chairman should be appointed, one who knows how to handle such an assignment. He/she should see that the visiting officer or guest is given a warm welcome.

The visiting National Officer or guest should be provided with a detailed itinerary of events he/she is expected to participate in, including suggestions for proper dress for the occasion. If the visiting National Officer or guest is to serve as a speaker he/she should be advised in advance of a special topic, how long the talk should be, and/or question and answer session.

Under all circumstances he/she should be assigned an aide to insure that he/she arrives at the designate locations on time. Remember he/she may not be familiar with your city.

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.

Some basic rules

1. All invitations should be in writing. If invitation is verbal or email a written letter should follow to confirm...date, time, and place.
2. Meet National Officer and/or guest upon arrival.
3. Complimentary hotel accommodations, flowers, soft drinks, snacks, and wine to make accommodations more comfortable.
4. Take care of his/her Registration and Badge, if required.
5. Host should make all arrangements for tickets to events, meals, and transportation during the visit and pay charges for same.
6. At the Banquet, corsage should be presented to the first lady or female guest.
7. Press, Radio, Television, and Newspapers should be notified, when the National Commandant is in the area for proper coverage.

Note: The invited National Officer and his/her guest are responsible for their transportation expenses to and from their point of origin.

The following is the proper protocol when we have distinguished Department Officer and guests visiting our Detachment.

A Department Office, upon requests, travels many miles to be our guest and help us improve our organization, enlighten us, and to up-date the news wherever possible, his/her official visit should be our concern to sow that we appreciate that he/she is present.

A distinguished guest chairman should be appointed, one who knows how to handle such an assignment. He/she should see that the visiting officer or guest is given a warm welcome.

The visiting Department Officer or guest should be provided with a detailed itinerary of events he/she is expected to participate in, including suggestions for proper dress for the occasion. If the visiting Department Officer or guest is to serve as a speaker he/she should be advised in advance of a special topic, how long the talk should be, and/or question and answer session.

Under all circumstances he/she should be assigned an aide to insure that he/she arrives at the designate locations on time. Remember he/she may not be familiar with your city.

Visiting Department Officer 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.

Some basic rules

1. All invitations should be in writing. If invitation is verbal or email a written letter should follow to confirm...date, time, and place.
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