



**2019 Edition**  
**Marine Corps League**  
**McLemore Detachment #324**  
**Administrative Procedures**

# McLEMORE DETACHMENT #324 ADMINISTRATIVE PROCEDURES



## MARINE CORPS LEAGUE McLemore Detachment

\_\_\_\_\_ 2019

From: McLemore Detachment #324, Marine Corps League  
To: Distribution List

Subj: McLEMORE DETACHMENT #324 ADMINISTRATIVE PROCEDURES

Ref: 2019 Edition of the Department Administrative Procedures  
2018 Edition of the National Administrative Procedures

1. **Purpose.** These Detachment Administrative Procedures provides guidance concerning the organization and function of the McLemore Detachment Marine Corps League. The primary goal of these Administrative Procedures is to supplement the Detachment Bylaws and to ensure that the Detachment is operated in accordance with the Marine Corps League and Department of Texas Bylaws and Administrative Procedures. Further that the Detachment follows applicable local, state, and national laws. The previous editions of Detachment Administrative Procedures are hereby canceled this date.

2. **Background.** Prior to \_\_\_\_\_ 2019 Detachment meeting held in Houston, TX, the Detachment Administrative Procedures were completely rewritten to align with the revised National and Department Bylaws and Administrative Procedures and the revised Detachment Bylaws. These Detachment Administrative Procedures provide detailed instructions for the execution of Detachment operations and the responsibilities and activities of Officers and members.

3. **Goal.** The goal of the Detachment Administrative Procedures is to provide Detachment leadership and membership direction and guidance to ensure that the Detachment and members are able to support

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the Mission and purposes of the Marine Corps League. These Administrative Procedures and the Detachment's Bylaws sets the specific guidelines and requirements for all Detachment members to follow.

4. **Ratification.** These Detachment Administrative Procedures were presented to all members at the \_\_\_\_\_, 2019 Detachment Meeting held in Houston, TX. There was a motion and a second by qualified delegates to accept and approve the Detachment Administrative Procedures. Discussion phase was opened, and all questions were answered and required changes were made. The Detachment Administrative Procedures were ratified/approved by majority vote of all members present at the \_\_\_\_\_ 2019 Detachment Meeting held in Houston, TX.

5. **Effective Date of McLemore Detachment #324 Bylaws.** These Bylaws are effective on \_\_\_\_\_, 2019, upon approval at the Detachment meeting, subject to approval by the Department Judge Advocate.

### 6. Reviewed and Approved:

\_\_\_\_\_  
Charles "Chuck" Dingas  
Detachment Commandant

\_\_\_\_\_  
John Pyle  
Detachment Sr. Vice Commandant

Respectfully Submitted:

\_\_\_\_\_  
Steve Oeding  
Detachment Judge Advocate

Approved:

\_\_\_\_\_  
Paula Land  
Department Judge Advocate

DISTRIBUTION:  
Department of Texas  
McLemore Officers and Members  
Detachment Website

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## SECTION ONE General

a. The name of the corporate entity is the McLemore Detachment #324, Marine Corps League. The McLemore Detachment of the Marine Corps League is a non-profit corporation incorporated in the state of Texas (Charter Number 00659341-01).

b. The principle mailing address of the McLemore Detachment shall be selected by the Detachment Paymaster and posted on the Detachment web page, or at such other place or places as the Detachment Board of Trustees may select in the best interests of its membership.

c. The corporate seal of the McLemore Detachment Marine Corps League shall be round in shape, made of five rings, the fifth and outer ring being a thick silver rope, the fourth ring next inward ring being a thin red circle, the third ring next inward ring being a thinner silver ring and the second ring being blue with McLemore Detachment 324 in yellow in the top half and Marine Corps League in yellow in the lower half and the center ring has the white shape of Texas centered on a grey background with the United States Marine Corps Emblem centered over it. Under the United States Marine Corps Emblem is written on two lines "Once a MARINE" "Always a MARINE".



## SECTION TWO POLICY

a. The supreme authority of the McLemore Detachment shall always be vested in its members; only executive and administrative responsibility will be delegated to its Board of Trustees or to individual members of the McLemore Detachment.

b. The McLemore Detachment shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based 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 the basis for special consideration or preferment.

c. Nothing in the preceding subsection shall prohibit the McLemore Detachment from participating as an individual 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.

d. The Detachment conducts all activities in strict compliance with National and Department of Texas Bylaws and Administrative procedures. To that end, copies of these documents have been placed on the Detachment website so that they are accessible to each Detachment Member.

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### SECTION THREE Officers

- a. A quorum is established when three (3) or more elected officers are in attendance at any scheduled meeting of the Detachment.
- b. Elected officers of the McLemore Detachment will include the following: Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Paymaster.
- c. The Detachment Commandant shall appoint the following officers: Adjutant, Chaplain, Sergeant-at-Arms and other officers as they may deem necessary to serve the needs of the Detachment. The Detachment Commandant may call upon the membership to nominate and vote on candidates for appointed offices but the status of those officers shall remain appointed, not elected.
- d. A member may only serve in one elected office at a time. However, a member serving in an elected office may at the same time serve in an appointed office. For example, a member may serve as Adjutant and Paymaster.
- e. The term of office for elected officers is one (1) year. However Officers may be elected or appointed for an unlimited number of additional **one year** terms. In the event an Officer resigns or any Detachment officer is absent for two (2) consecutive meetings, barring extenuating circumstances, the Detachment Commandant will declare that the office is vacant. The Office will be filled in accordance with the National Bylaws Article IX, Section 925. In the case that a replacement is not available as specified, a member not currently serving as an Officer will be named. If the position is an elected position, the members will vote to approve the selection prior to the member assuming the office. Upon appointing a member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.
- f. The Detachment Paymaster shall, at all times, be in control of all moneys acquired or held by the Detachment. They shall maintain a bank account(s) in the name of McLemore Detachment, Marine Corps League with signature of either or both the Paymaster and Commandant being required on all checks issued by the Detachment. (The Detachment Commandant and Paymaster are included in a blanket bond issued by National Headquarters.) The Commandant is authorized to hold a credit card tied to Detachment Bank Account. Any expenditures made with the credit card must comply with the requirements listed below. The Commandant will promptly notify the Paymaster of any such expenditures. The financial records of the Detachment shall be audited by the Detachment Board of Trustees following the installation of the new officers each year. A record of such audit, indicating acceptance and/or exceptions by the newly seated Board of Trustees, shall be entered into the minutes of the Detachment meeting for the month following the audit.

### SECTION FOUR Election of Officers

- a. The Department Commandant shall appoint a Nominating Committee several months prior to January election. The Nominating Committee will normally consist of a Chairperson and two Members. ***The two members must not currently be serving as Detachment Officers and cannot be candidates for Office in the upcoming election.*** The Nominating Committee will solicit the members

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to determine interest in serving as a Detachment Officer. They will develop a slate of Officers, elected and appointed, and present it to the Commandant prior to the January meeting. If there are two or more qualified candidates for a position, the names of all qualified candidates will be submitted. The goal of the Nominating Committee is to have at least one qualified member listed for each position

b. *The Detachment Commandant shall appoint two members to conduct the election, an Election Officer and an Assistant Election Officer. These members must not be candidates for election.* At the designated time during the January Membership Meeting, the *Election Officer* will ask the Chairperson of the Nominating Committee to announce the Committee's slate of elected officers. After the slate is presented the *Election Officer* will request nominations from the floor. Nominations that are accepted are added to the slate of candidates.

c. The election may be conducted by voice vote, showing of hands or secret ballot. The method will be determined by the Commandant based on his perception of the best method to obtain an impartial vote. Whatever the method, the *Election Officer* will count the votes and the count will be verified by the *Assistant Election Officer*. The Announcement of the vote result will be made at the appropriate time. In the case of voice or show of hands, the result will be announced immediately to allow a recount if necessary. In the case of a secret ballot, the results will be announced after the counting of all ballots. In the case where there is only one candidate for each position, the vote can be completed for the entire slate by voice vote (Vote of Acclamation).

d. After the election of Officers, the incoming Commandant will name the appointed officers. He may do this at the January meeting or at a subsequent time. The Appointed Officers must be named prior to the installation of the elected Officers so that they can be installed at the same time. Although the Nominating Committee may have submitted names for the appointed positions, the incoming Commandant is not constrained by this and is free to select members of his own choice.

## SECTION FIVE Financial Management

a. This chapter defines the management of Detachment Finances and not the handling of funds. As specified above, the Paymaster shall, at all times, be in control of all moneys acquired or held by the Detachment.

b. The Commandant directs the preparation of a "Draft" Budget for the Detachment. The Budget consists of both income and expense projections. The majority of budget items should be in sufficient detail for expenditure approval when the Budget is voted on by the membership. This is normally done by having detailed line items in the budget i.e. Jeep Maintenance.

c. In order to insure that the Detachment meets our commitment for funds that are promised to other organizations (i.e. JROTC) and support local Marine Corps events (Poolee Day), the budget is based on the funds projected to be on hand at the beginning of the budget year. Thus, under normal circumstances, the money to support Detachment activities is on hand 1 January of the current year. Fund raising efforts in the current year are directed at funding the budget for the next calendar year.

d. The income projection is a critical element of the Budget as these funds will set the level of expenditures for the next year. As discussed above, annual expenditures will normally be limited to the funds on hand at the start of the year. Although these funds may be augmented in an emergency by current year fund raising, under normal circumstances, the "Fund Raising Plan" is aimed at funding the

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next calendar year. The “Fund Raising Plan” must have sufficient detail to provide a reasonable expectation that the income goal will be met.

e. The proposed budget is reviewed by the Officers and presented to the Detachment at the January Meeting. After the budget is reviewed and changed if required, the Detachment members approve the Budget. It is expected that approval will occur during the January meeting. If for any reason the Budget is not approved, each expenditure must be approved by the Board of Trustees and the membership prior to any funds being expended. Therefore it is essential that a budget be in place at the January meeting or as soon as possible thereafter.

f. Once the budget is in place, the member who is responsible for the budget line item may spend the funds allocated in the budget. For example, the Jeep Management Chair has control over the Jeep maintenance budget and the JROTC Chair has control over the JROTC budget. It is required that expenditures over \$500 will be reviewed with the Commandant prior to being expended. Once the budgeted funds are spent, the responsible Chairman may not spend any additional funds prior to Board of Trustees and membership approval of the expenditure or a budget adjustment.

g. There are two types of special (Non Routine) expenditures. The first one is a budgeted lines item without sufficient detail to allow advance approval. An example of this is “Donations”. This line item may include specific contributions are approved with budget approval. The Donations Line may also include funds that are not specifically allocated when the budget is approved. When a proposal to spend some or all of these unallocated fund is made, approval of the membership is required prior to dispensing any funds. The second type of special expenditures are items not included in the budget. All such items require Board of Trustee and membership approval.

h. It is expected that there will be a line item in the budget for emergency assistance funds. These funds may need to be distributed without an opportunity to obtain membership approval. In this case, the Commandant with the approval of two other elected officers may approve the expenditure. The membership will be informed at the next monthly meeting. The preferred method of disbursing assistance funds is to issue a check to the third party business/organization needing payment and not directly to the individual requiring assistance.

i. Funds will be allocated to a Commandant’s Discretionary Fund to allow the Commandant to pay items that need to be addressed in an expedited manner. Once the funds are expended, the Commandant may request that the expended funds be moved to another budget category or that the Discretionary Fund budget is increased.

j. Funds disbursed by the Paymaster will be made by check. All expenditures including reimbursement of members for purchases made on behalf of the Detachment must be substantiated by appropriate receipts.

k. Normally annual income will be held in the Detachment’s saving and checking accounts. In the event that a decision is reached to invest a portion of these funds, it will be done in accordance with the Detachment’s Investment Procedure.

l. The Chairman of the Business and Finance Committee will issue a report monthly showing the income and expenditures both monthly and year to date compared to the Detachment Budget. The Paymaster will report the funds held in various Detachment bank accounts each month at the Detachment’s membership meeting. The status of any funds held in an investment account will be reported every six months by the Paymaster.

m. The National Bylaws specify that: “No detachment officer, committee chairperson, or other member of any detachment shall enter into or sign any contract or agreement for the purpose of binding the detachment without first submitting such contract or agreement to the Detachment

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Board of Trustees. All documents shall be forwarded to the entire Detachment Board of Trustees for approval, amendments, or rejections.” In the case of the Detachment, certain items are “pre-approved” by the Board of Trustees at the time of budget approval. Items that meet this criteria are detailed above.

### **SECTION SIX Investment Policy**

a. The efforts of previous generations of McLemore members left significant funds for the Detachment. Prior to 2014, the Detachment experienced several years of declining membership and activity. The residual funds were the only available financial resource of the Detachment and played an important role in the survival of the Detachment. As the Detachment fortunes improved, a decision was reached to create a “Legacy Investment Fund” and to put \$40,000 of remaining funds in an investment fund. At about the same time, the Detachment voted to limit our current expenditures to funds raised by the Detachment in the previous year. The “Legacy Investment Fund” is considered by long term members to be insurance for the continued existence of the Detachment.

b. The goal of the Detachment investment policy is to maximize the return on invested funds while minimizing risk and expense.

c. General Provisions:

1. The officers of the Detachment have the responsibility for the investments and management of the Detachment investment assets.

2. All transactions shall be for the sole benefit of the Detachment and performance of the investment shall be reported to the membership biannually.

3. The Commandant and Paymaster shall have the specific authority to manage the funds and to carry out decisions approved by the membership concerning withdrawals of monies from the fund. All such transactions will be reported to the membership at the first general membership meeting following any transaction.

4. The officers will endeavor to operate the investment program in compliance with all applicable state, federal and local laws and regulations concerning management of investment assets.

5. Specific investments and investment status shall be reviewed annually at a general membership meeting.

### **SECTION SEVEN Members and Associate Members**

a. Regular Members: Persons applying for regular member status in the Detachment must meet the criteria of Article 5 Section 515 and 520 of the National Bylaws. However the Detachment will be the sole judge of whether a proposed member shall be granted regular member status.

b. Associate Members: Persons applying for Associate Member status must meet the criteria of Article 5 Section 515 and 520 of the National Bylaws. In addition a Detachment member must confirm that a proposed Associate Member “espouses the principles and purposes of the Marine Corps League as contained in its Congressional charter.” However the Detachment will be the sole judge of whether a proposed associate member shall be granted associate member status.

*c. As directed in Article 5 Section 515 of the National Bylaws, Associate members shall not vote on a regular or associate membership applications or participate in the nomination process*

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*and/or vote for elected officers.* However the Detachment allows an Associate Member to vote on any issue involving the internal affairs of the Detachment.

d. Although an Associate Member may not serve in an elected Officer position, they may serve in an appointed Officer position.

e. Once accepted as a member in good standing by the Detachment membership, a member may not be removed from the Detachment roll except:

1. by disciplinary action in accordance with National Administrative Procedures
2. by that member requesting transfer,
3. by resignation in writing
4. by the member becoming delinquent as defined in the National Administrative Procedure.
5. upon a Death Notice being processed by National Headquarters

f. Chapter 7 “Members” of the National Administrative Procedures provides detailed administrative instructions for the enrollment and management of members. The Detachment will, in all cases, follow these instructions in handling member administration.

### **SECTION EIGHT Detachment Committees**

a. The Detachment has established several standing Committees to assist in the management of the Detachment. The Committees are responsible for specific activities where the involvement of members with special expertise and interest is valuable. Each Committee is composed of a Chairperson appointed by the Commandant and members that can be either assigned or volunteer.

b. The Committees, active at the time this procedure, is enacted are:

1. Funeral Honors/Ceremonies
2. Social Events
3. Business and Finance
4. Communications
5. Americanism Album

c. The missions of current standing Committees are:

1. The Funeral Honors/Ceremonies Committee manages Detachment efforts to provide Funeral Honors and Ceremonial Details.

2. The Social Events Committee identifies, organizes and manages Detachment social events.

3. The Business and Finance Committee’s assists the Commandant by providing financial and scheduling management resources. The Committee is responsible for preparing and issuing Management Level Detachment Financial Reports, maintaining Annual Financial Records for use in budgeting, assisting in the annual budget development process and for preparing and issuing the Detachment Schedule. (The Committee has no role in the day to day handling or management of Detachment Funds or transaction reporting which is the responsibility of the Paymaster and Commandant.)

4. The Communications Committee manages the Detachments external and internal communications including all “social media” outlets.

5. The Americanism Album Committee prepares and submits the Detachment’s Americanism Album

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d. The creation of additional Committees or termination of current Committees in the future does not require inclusion in or removal from this Administrative Procedure. The establishment or disestablishment of a committee should be noted in the Meeting Minutes of the meeting where the action was taken. The name of the Committee, the Chairperson and the committee's mission statement should be noted in the Minutes along with whether the committee is being started or closed.

### **SECTION NINE Tax and Corporate Status**

- a. The Detachment's Employment Identification Number (EIN) is 7600800486.
- b. The Detachment is incorporated in and registered in the State of Texas under Charter Number 00659241-01.
- c. The Detachment is a 501(c) (4) Tax Exempt organization under the Marine Corps League Group Exemption. Donations to the Detachment are tax exempt by the Donor. The Detachment is authorized to issue a W-9 Form if requested.

### **SECTION TEN Funeral Honors**

- a. The Detachment has the honor of conducting Funeral Honors in support of the 1<sup>st</sup> Battalion 23 Marines, 4<sup>th</sup> Marine Division. Further in cases where the Battalion has not been notified, Funeral Honors are conducted in direct response to a family or Funeral Home Request.
- b. The Detachment normally provides the "Fallen Marine Ceremony" and the Three Volley Rifle Salute. The Detachment is prepared to provide the Flag Folding Detail and to play "Taps" if required
- c. The "Fallen Marine Ceremony" is provided by one or more members supported by a member that manages the playing of the recorded commands, bugle call and Marines Hymn. The normal uniform for members participating the ceremony is the Red Jacket. **Devil Dog Ribbons and Marine of the Year Medals will not be worn.** As part of the ceremony, the Detachment presents a framed certificate and ribbon pin to the next of kin.
- d. The three volley salute is provided by a minimum of three members. If additional members are available, five or seven rifles may be used. A member may serve as the Officer in Charge of the detail if there is an even number of members participating. **The uniform for the rifle detail is the standard undress uniform with the long sleeve white aviator shirt and black tie. The United States flag will be on the right sleeve. The participant will not wear either Marine of The Year medal or Devil Dog Ribbons medal.**
- e. In the event the Detachment is requested to provide the Flag folding detail, the uniform will be the same as the rifle detail. In the case of providing a bugler to play taps, the bugler may wear either the Red Jacket or blue trousers,
- f. The Commandant will appoint a member to be in charge of the conduct of the Funeral Honors. In addition, he will appoint an alternate member to provide assistance as required. All other members are encouraged to participate either as uniformed members of the Honor Detail or in appropriate civilian attire to assist with requirements such as playing the recorded music.

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### **SECTION ELEVEN**

#### **Revision of Detachment Administrative Procedures**

- a. The Detachment Administrative Procedures maybe changed by  $2/3$  majority of members present at any regular scheduled Membership Meeting subject to approval by the Department Judge Advocate.
- b. The Board of Trustees shall have the authority to identify and correct clerical errors in the Detachment Bylaws and the Detachment Administrative Procedures where the error is clearly evident and the correction shall make no material change to the intent, form, or function of the bylaws or the administrative procedure in question.