

Standard Operating Policies, Procedures and Practices

Current as of April 24, 2024
With Change 3 of April 24, 2024



Lewis G. Watkins

Marine Corps League Detachment #1131

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Record of Changes

Chg. Nr.	Date	Description	Made By
1	10/6/22	Removes language from Section 4.2.1 that specifies "Prospective members and guests may stay through the general portion of a Detachment meeting but must leave prior to the conducting of League business." Removal authorized by SC Department Judge Advocate on 10/5/2022.	J.C. Day, Adjutant
2	3/21/2023	See attached listing. This change is a significant update to the SOP	J.C. Day, Adjutant
3	4/24/2024	Makes changes to Section 4.2.5 and 4.2.6 concerning Sargeant-at-Arms escort duties for new members, Deletes Section 6.2.1.	J.C. Day, Adjutant

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Change 3 makes the following modifications to the basic document.

Nr	Section	Change	Rationale
1	4.2.5	In line 2, change "...they are escorted out of the meeting while the Detachment votes ..." to "... they are escorted out of the meeting by the Sargeant-At-Arms while the Detachment votes ..."	Accuracy.
2	4.2.6	In line 2, change "... applicants are escorted back into the meeting and are sworn in ..." to "... applicants are escorted back into the meeting by the Sargeant-at-Arms and are sworn in ..."	Accuracy.
3	6.2.1	Delete the subsection in its entirety, i.e., The guidelines for the individual filling this position [Paymaster] are that if it is an elected position then it should be filled by a Regular Member, and if it is an appointed position it may be filled by either a Regular or Associate Member.	Accuracy. Paymaster is an appointed position. It can be filled by a Regular or Associate Member.

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Change 2 makes the following modifications to the basic document.

Nr	Section	Change	Rationale
1	2.1.1	Change 6 th line from "... <u>FMF</u> Corpsmen" to "... <u>Fleet Marine Force (FMF)</u> Corpsmen"	First use.
2	2.4.1.2	Delete in its entirety: "The Lewis G. Watkins Auxiliary Unit is currently the only Auxiliary Unit in South Carolina."	The Detachment's Auxiliary Unit has been disestablished.
3	2.4.4.4	Delete 2 nd sentence: "We also have agreement with the Anderson and Pickens detachments to service parts of their territories that they do not serve."	No longer true. Areas now serviced by the respective counties.
4	4.1	Add to the end of the section: "Per our bylaws, Honorary membership is for a period of one year. (National Bylaws, Section 515.c.)"	Accuracy. Per cited reference.
5	4.2.4	Change 2 nd line from: "... regularly scheduled Detachment Meeting," to "... regularly scheduled Detachment <u>Business Meeting</u> ,"	Accuracy. Trustees Meetings already discussed.
6	4.3	Change 2 nd line from: "... former Marine Corps ranks" to "... former Marine Corps <u>or other military ranks/rates</u> ..."	Accuracy. Members can be from other services.
7	6.1	Change 3 rd line from: "... in an official logbook." to in an official logbook <u>or binder</u> ."	Minutes have been retained in a binder for the past several years.
8	6.1.1	Delete subsection in its entirety: "It is the practice of this Detachment that our Adjutant be a Regular Member."	No requirement. An elected position in Detachment #1131.
9	6.2.1	Delete last sentence in its entirety: "It is the practice within our Detachment that the position be filled by a Regular Member."	No requirement. An elected position in Detachment #1131.
10	6.3	Change 5 th line from "... check and/or verify credentials ... at such meetings" to "... check and/or verify credentials ... at such meetings <u>as required</u> ,"	Verify credentials of unknown attendees only.
11	6.3	Change 8 th line from "Be empowered to deputize such Deputy Sergeant at Arms, ..." to "Be empowered to deputize a Sergeant at Arms, ..."	Replaces awkward sentence.
12	6.4	Change 6 th line from "... and in their immediate <u>meetings</u> ..." to "... and in their immediate <u>family</u> "	Accuracy. Discussion is about families.
13	6.4	Change 9 th line from "Perform such other duties with respect to such office ..." to " <u>Perform such other duties</u> as ..."	Replaces awkward sentence.

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14	6.5	Add to the end of the section: "The Tip of the Spear newsletter can also serve this function. The position [Historian/Americanism Officer] may be filled by the Adjutant or another member, subject to Commandant approval."	Currently no Historian/Americanism Officer assigned.
15	6.6.1	Delete the 1 st & 2 nd sentences: "At this time the Adjutant fills the position of Web Sergeant. Replace 2 nd sentence: "A position that not only maintains ... specific website." with "The Detachment Web Sergeant also monitors the National and Department website and initiates changes as required."	Any member could serve as the Web Sergeant. Replaces awkward sentence.
16	7	Change "The meetings of the Board of Trustees has traditionally been held on the first Tuesday of each month at 1830." to "... is held on the First <u>Thursday</u> of each month at <u>1700</u> ."	Accuracy. Time changed in 2022.
17	7.1	Delete last sentence in its entirety: " It has been the past practice of our Detachment that if notes are taken, they are done by the Immediate Past Commandant. "	Formal notes are not currently taken at the Trustees Meeting.
18	8.1.1.1	Change : "There may be a single candidate for each position <u>or multiple candidates.</u> "	Accuracy.
19	8.1.1.2	Change 1 st line from "A Birthday <u>Ball</u> Committee ..." to "A Birthday Ball <u>or Dinner</u> Committee ..."	Accuracy.
20	8.1.1.3	Change the 2 nd sentence from; " The Detachment is also a recipient of funds from the [golf] tournament since we advertise it as benefitting Toys for Tots and the Marine Corps. " to: " <u>The local Toys for Tots campaign is the sole recipient of funds from the TFT golf tournament.</u> "	Accuracy. TFT and MCL are separate entities from a donation/funding perspective.
21	11.2	Change 2 nd line from "... copies provided for other Detachments." to "... copies provided for other Detachments <u>as required.</u> "	Accuracy. Required reports are provided to the Department and to others on a as needed basis.
22	9	Change 1 st line from "... National <u>Bylaws</u> ..." to National <u>Administrative Procedures</u> ..." Link also updated to the current reference.	Accuracy.
23	9	Add the following sentence to the end of the section: "The appropriate uniform for a specific function is typically discussed at the monthly business meetings and my be included in the Tip of the Spear newsletter."	Clarity. For example, addresses uniform for Color Guard when required.

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24	9.1.1	Add the following to the end of the subsection: “Only two of the listed medallions are authorized for wear at one time. See Section V of Enclosure Three (3).”	Clarity.
25	9.1.1.1	Replace the subsection in its entirety with the following: “Marine Corps League covers are to be worn at monthly business meetings. Ball caps are not authorized. Prospective members will not wear hats at business meetings unless they are already a member of the Marine Corps League. A Detachment cover will be issued to new members once their application for membership has been approved.”	Specifically addresses ball caps. Reference: National AP, Enclosure (3), Section V.D.
26	9.1.1.2	Change the 1 st sentence from: “The red cover is to be worn at all official function of our Detachment, except work parties, our monthly breakfast, at Trustee meetings ...” to “The red cover is to be worn at official functions such as business meetings, conventions or other National or Department meetings, ...”	Clarity.
27	9.1.3	Make the following additions: “... Detachment Commandant Pin, Kennel Devil Dog of the Year Pin, <u>National Associate Member of the Year Pin (2021)</u> , <u>Past Department or Past Detachment Commandant Pin</u> , the Chapel of Four Chaplains Pin, MCL Membership Pin, or Retired Marine or <u>Retired Navy Pin, U.S. Flag Pin (3/8” x 3/4”)</u> , Vietnam War 50 th Commemorative Pin, Gold Star (2021) or Next of Kin <u>Deceased Personnel Pin (2021)</u> .”	Per latest National AP, Enclosure (3), VIII.
28	9.1.3.1	Change “ The wearing of flag lapel pins is not authorized. ” to “ <u>The wearing of the U.S. flag lapel pins is not authorized per the 2021 National Administrative Procedures. The crossed U.S and USMC flag pin is not authorized.</u> ”	Addresses 2021 AP change that allows U.S. flag lapel pins.
29	9.1.3.2	Change “Any pins ...on the red blazer of Evening Dress” to “... on the red blazer <u>or</u> Evening Dress.”	Accuracy.
30	10.1	Change 3 rd line from “... by the end of the second month of our fiscal year (August).” to “... by the end of the second month our fiscal year (_____).”	Accuracy. Reflects change of fiscal year.
31	11.1	Change 2 nd line from: “... with copies provided for other Detachments.” to “... with copies provided to other Detachments <u>as required</u> .”	Reduces unnecessary paperwork.
32	12	Change “ The Paymaster, ... is the coordinator of the Detachment related funding functions. ” to “ <u>The Senior Vice Commandant or other Detachment officer ... is the coordinator ...</u> ”	Detachment Paymaster does not currently perform this function.

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33	12.1.1	Change “ The annual golf tournament that benefits both Toys For Tots and the Detachment has a previously agreed upon split of 50/50. ” to “The TFT annual golf tournament profits solely benefit the <u>Detachment’s local TFT campaign.</u> ”	Accuracy. TFT and Detachment fund raising are separate entities.
34	13	Replace last sentence in 2 nd paragraph: “ Following discussions of the potential recipients, it will be the Commandant’s final decision as to the awardee. ” to “ <u>The Commandant will make the final awardee decision following discussions about potential recipients at appropriate meetings.</u> ”	Replaces an awkward sentence.
35	13.5	Remove the last sentence: “ As with the Toys for Tots program we service some areas of Anderson and Pickens counties where their respective Detachments are not active. ”	Accuracy. As of 2022, Detachment services Oconee County only.
36	14	Replace “ Our Detachment does not presently have any active involvement or participation with any other local veterans’ organization. However, if we are asked to assist another organization we should do so in the spirit of brotherhood and harmony. ” with “ <u>Our Detachment is currently a member of the Oconee County Veterans Council (OCVC).</u> ”	Accuracy.
37	14.1	Change the current list of organizations to: “ <u>Other local veterans’ organizations include the American Legion, Disabled American Veterans Chapter #41, the Veterans of Foreign Wars, <u>Vietnam Veterans of America, Military Order of the Purple Heart #748, the Patriots Hall Association</u>, the Fleet Reserve, <u>Oconee County Veterans Administration Office, and the combat Infantryman Association plus the Military Officers Association of America.</u>”</u>	Accuracy. We provide a representative to the Oconee County Veterans Council.
38	14.2	Add the following to the end of the section: “ <u>The Detachment should support other organizations with their projects if they benefit a veteran or the veteran community and are consistent with the approved annual budget.</u> ”	Per Detachment Financial guidelines.
39	14.3	Add a 2 nd sentence at the end of the section: “ <u>Detachment Marine Corps League donations and local Toys for Tots campaign fund donations are separate entities.</u> ”	Accuracy. Funds are not co-mingled.

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40	15	Change 2 nd sentence: “These requests are typically mailed to the Adjutant or the Commandant but may be asked of a member of the Detachment and then presented to the Commandant.” to “These requests are typically mailed <u>or emailed</u> to the Adjutant or the Commandant by the requesting organization. <u>Requests made to Detachment members are to be presented to the Commandant.</u> ”	Some requests are received by email or verbally. Replaces awkward sentence.
41	16	Change “The Detachment has an Honor Guard and a Color Guard ...” to “The Detachment <u>assembles an</u> Honor Guard and <u>and/or</u> Color Guard ...”	The Detachment no longer has a standing Honor Guard or Color Guard.
42	16.2	Add the following sentence at the end of the section: “The funeral home will have a copy of the DD214. The Detachment should check with the funeral home to verify the individual is eligible for military honors if the Detachment is requested to provide honors. Arrangements can be made with the Greenville, SC Marine Corps Reserve Center to request a formal detail for funeral services.”	Accuracy. The detail has been used on several occasions.
43	16.1.1.1	Remove the entire subsection on Color Guard uniform.	Uniform requirement covered in Section 16.1.
44	16.2, 16.3	Remove entire sections.	The Detachment no longer has a standing Color Guard.
45	17	Change “... a Ship’s Store through which <u>you</u> may purchase” to “a Ship’s Store through which <u>members</u> may purchase”	Clarity.
46	18.2	Change “ Since the website is available to not only our membership but also the general public extreme care must be taken as to not publish confidential Marine Corps League business on the website.” to “ <u>The website</u> is available to our membership <u>as well as</u> the general public <u>so</u> extreme care must be taken to <u>prevent publication</u> of confidential ...”	Clarity. Replaces an awkward sentence.
47	1103	Change 2 nd sentence from “[Honor Guard] will consist of a rifle team, ...” to “It will <u>typically</u> consist of a rifle team ...”	The Detachment no longer has an assigned Honor Guard. Volunteer dependent.

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48	1103	Change 4 th sentence from "...of white gloves and <u>black raincoats</u> as weather dictates" to "... of white gloves and <u>appropriate outerwear</u> ..."	Consistent with latest Uniform guidance.
49	1105	Change "1105" to "1104"	Consistency.
50	1105	Change "The Color Guard <u>is to</u> be used for parades and at other public events, ..." to "The Color Guard <u>may</u> be used for parades ...". Change last sentence from "... based on needs." to "... based on needs <u>and member availability.</u> "	There is no standing Color Guard. Volunteer dependent.

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1. **Purpose.** The Purpose of this document is to put into words the policies, procedures and practices that have become the guiding principles by which our Detachment has been operating since its inception in 2003.
2. **Structure.** The Marine Corps League is the only Congressionally chartered United States Marine Corps related-veterans organization in the United States. Its Congressional Charter, under Title 36 of the United States Code, was approved by the 75th Congress and signed by President Franklin D. Roosevelt on August 4, 1937.
 - 2.1. The National Bylaws of the Marine Corps League provide that geographic Divisions, state Departments and local Detachments may be formed in order to promote the mission of the Marine Corps League.
 - 2.1.1. The mission of the League states that members of the Marine Corps League join together in camaraderie and fellowship for the purpose of preserving the traditions and promoting the interests of the United States Marine Corps, banding together those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service that they may effectively promote the ideals of American freedom and democracy, voluntarily aiding and rendering assistance to all Marines, Fleet Marine Force (FMF) Corpsmen and former Marines and FMF Corpsmen, and to their widows and orphans; 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.
 - 2.2. Our Detachment was chartered on April 3, 2003.
 - 2.3. The documents that direct or influence our operations are:
 - 2.3.1. Roberts Rules of Order, revised
 - 2.3.2. National Bylaws and Standard Operating Procedures and Administrative Procedures
 - 2.3.3. Southeast Division Standard Operating Procedures
 - 2.3.4. Department of South Carolina Bylaws and Administrative Procedures
 - 2.3.5. Lewis G. Watkins Detachment #1131 Bylaws and Standard Operating Procedures
 - 2.3.6. Marine Corps League Ritual Manual
 - 2.3.7. Marine Corps League Guidebook for Detachment Officers
 - 2.3.8. Marine Corps League Uniform Guide
 - 2.4. Related Marine Corps and Marine Corps League organizations that are supported by our Detachment
 - 2.4.1. Marine Corps League Auxiliary
 - 2.4.1.1. The Marine Corps League Auxiliary was chartered on September 4, 1937 as a subsidiary organization of the Marine Corps League. On August 25, 1950, the Auxiliary was incorporated under the laws of the District of Columbia as an affiliate of the Marine Corps League. The Auxiliary was formed for the purposes of promoting the interests of the U. S. Marine Corps, the Marine Corps League, and to protect and advance the welfare of Marines and their dependents. Auxiliary members participate in a wide variety of programs that benefit and preserve the fundamental rights and freedoms of every person of this Nation, young and old.
 - 2.4.2. Marine Corps League Foundation
 - 2.4.2.1. The Foundation was established in 1990 to raise and collect funds for the charitable and educational activities of the Marine Corps League and to distribute those funds diligently within the mandates of a non-profit 501c(3) agency as designated by the Internal Revenue Service.
 - 2.4.2.2. The bulk of the funds distributed annually are directed to the Scholarship program of the Marine Corps League. These scholarships are granted to the children and grand-children of Marines who have lost their lives in service to their country, and to children and grandchildren of members of the Marine Corps League and its Ladies Auxiliary. Applications are encouraged by League members from every state and the local sponsoring Detachment is responsible for determining that the applicant(s) it is

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sponsoring have demonstrated through activities or interviews that values such as respect, attitude, patriotism and self-discipline are held.

2.4.3. Military Order of Devil Dogs

2.4.3.1. The Military Order of the Devil Dogs is the fun and honor society of the Marine Corps League. Its main purpose is to promote good fellowship amongst the members of different Marine Corps League Detachments. The order provides amusement and entertainment at all gatherings of the League, when and where advisable, preserves and strengthens the principles and ideals of the League, maintains true allegiance to the United States of America and its Constitution and laws. It fosters and extends American institutions of freedom and defends America against all enemies foreign and domestic. The Order is also very active in raising funds for children's hospitals and associated charities.

2.4.3.2. Members of our Detachment belong to S.C. Pack 313.

2.4.4. Marine Toys for Tots Foundation

2.4.4.1. Marine Toys for Tots Foundation, an IRS recognized 501(c)(3) not-for-profit public charity is the fundraising, funding, and support organization for the U. S. Marine Corps Reserve Toys for Tots Program. The Foundation was created at the behest of the U. S. Marine Corps and provides support in accordance with a Memorandum of Understanding with the Commander, Marine Forces Reserve, who directs the U. S. Marine Corps Reserve Toys for Tots Program. The Foundation has supported Toys for Tots since 1991.

2.4.4.2. The mission of Marine Toys for Tots Foundation is to assist the U. S. Marine Corps in providing a tangible sign of hope to economically disadvantaged children at Christmas.

2.4.4.3. The primary goal of the Foundation is the same as that of the overall Toys for Tots Program, i.e., to deliver, through a new toy at Christmas, a message of hope to less fortunate youngsters that will assist them into becoming responsible, productive, patriotic citizens.

2.4.4.4. Our Detachment participates as a collector and distributor of toys in Oconee County because there is no local Marine Corps Reserve component that could serve our county. The Local Coordinator for the National Toys for Tots program is appointed by the Toys for Tots Foundation.

2.4.4.4.1. A link to our Detachment's program is provided on our website – www.mcl1131.org

2.4.4.4.2. If you do not have a computer and would like a copy of the program, you should send a request to our Local Coordinating Officer.

3. **Bylaws.** Our Bylaws are based upon and further refine the National and Department Bylaws so that they apply to our specific Detachment. If there is nothing specifically stated in our Bylaws, but it is present in either the Department or National Bylaws, then we are also bound by that entry. Bylaws are documents that define the general guidelines or framework for an organization's management and operation and may be changed or added to from time-to-time as necessary.

3.1. Our Bylaws, in Article XI Amendments, addresses the general issue regarding change to our Bylaws. Specifically, any member may suggest changes to our Bylaws, providing that they are not unlawful and do not contradict anything that is currently in the Department or National Bylaws. A motion to consider a change to the Bylaws can either be made from the floor at a general membership meeting or by a member of the Board of Trustees at a Trustees meeting.

3.2. The suggested change will be discussed at a Trustees meeting in order to prepare the motion for change to the general membership for their discussion and vote.

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- 3.3. The Judge Advocate will be tasked to prepare the documentation for the vote of the membership in accordance with the provisions of our Bylaws.
 - 3.4. If the motion to change or add to the Bylaws is carried, then the change and an amended copy of the Detachment Bylaws is sent to the Department Judge Advocate for Department approval. Upon written receipt of Department approval, the amended set of Bylaws becomes effective.
4. **Members.** Regular, Associate and other types of membership is addressed in our Bylaws and more fully described in the National Bylaws, Article Six, and Article Five, Section 540. We rely upon the National Bylaws to be the most current authority on the types and requirements for the various categories of League membership.
- 4.1. The process that we follow for Honorary Membership is to identify the prospective individual, present the nomination to the Detachment's Board of Trustees, have the Board of Trustees review the nomination and vote either for or against the nomination. If the nomination is accepted a letter is sent/hand carried to the individual inviting them to become Honorary Member and to attend our next regularly scheduled meeting. At that meeting an appropriate certificate will be presented to them recognizing their Honorary Membership status. Honorary membership is for a period of one year. (National Bylaws, Section 515.c.)
 - 4.2. The practice that our Detachment follows from membership application through the administration of the membership oath is as follows:
 - 4.2.1. A sponsor identifies a prospective member and encourages them to attend a regular Detachment meeting in order to meet other members and get a feeling for the organization.
 - 4.2.2. The prospective member fills out an application form, verifies the service period of the applicant and their type of discharge from their DD-214, and provides a check for the first year's membership dues. In general, the following apply to Marine applicants:
 - 4.2.2.1. Must have served on active duty for at least 90 days.
 - 4.2.2.2. Must have received the EGA (Eagle, Globe and Anchor).
 - 4.2.2.3. Applicants who have been discharged must be in receipt of an Honorable Discharge or a General Discharge Under Honorable Conditions.
 - 4.2.2.4. For FMF Corpsman applicants refer to National Bylaws, Article Six.
 - 4.2.3. The sponsor, in the event he/she is not the Junior Vice-Commandant, provides the application data to the Junior Vice-Commandant for further processing by the Adjutant and Paymaster. In the absence of the Junior Vice-Commandant, the materials may be given to the Detachment Adjutant.
 - 4.2.4. A list of the prospective members is reviewed at the Trustees Meeting immediately preceding the next regularly scheduled Detachment Business Meeting, time permitting. If any Trustee is aware of any reason why an applicant should not be presented to the membership, they should make the other Trustees aware of the reason at this time.
 - 4.2.5. Prospective members are presented to the Detachment membership for consideration. They then are escorted out of the meeting by the Sargeant-at-Arms while the Detachment votes upon their application for membership.
 - 4.2.6. Upon being voted favorably upon by the membership, applicants are escorted back into the meeting by the Sargeant-at-Arms and are sworn in as members according to their application request.
 - 4.2.7. The Paymaster then cashes the applicant's check and submits the required paperwork to the Department Paymaster for further processing.
 - 4.3. **Rank.** The Marine Corps League has members and elected or appointed officers. There is no rank in the Marine Corps League and, by practice, former Marine Corps or other military ranks/rates are not used. If an individual wishes to state their last service rank during their background talk when being

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considered for membership or upon their initiation process that is their option, but it is not used in the day-to-day operations of the Detachment.

5. **Elections and Elected Officers.** As mentioned above and, in our Bylaws, a Nominating Committee is formed each January for the purpose of identifying members who have an interest in an elected office within the Detachment. There are four elected offices – Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate. There are two sources of information available that describe the duties and desired traits of each office, the Bylaws, and the Guidebook for Detachment Officers.
 - 5.1. Commandant. Observe and enforce the observance of the Congressional Charter, The National Bylaws, the State Department Bylaws, and the Bylaws of this Detachment. Direct to the officers and members of this Detachment such orders as he/she may deem reasonable and necessary to effectuate the proper conduct and good management of this Detachment, so long as it does not conflict with such Bylaws. Call meetings as provided or permitted by such laws. Seek and utilize the advice and assistance of the Board of Trustees in administering the affairs of this Detachment. With the Adjutant and Paymaster, have the primary custody of the funds and property of this Detachment, subject to supervision by the Board of Trustees. With the advice and consent of the Board of Trustees, appoint such officers and committee chairpersons as provided herein. Represent this Detachment at social, civic, charitable, and fraternal functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this Detachment and the Marine Corps League. Perform such other duties as may be properly assigned to him/her from time to time.
 - 5.2. Senior Vice Commandant. Closely and directly aid and assist the Commandant in executing and administrating the affairs and activities of this Detachment. Preside over the business and affairs of this Detachment, in the place and stead of the Commandant, during any absence or incapacity of the Commandant, subject to the direction and control of the Board of Trustees. Be primarily responsible for the operation and effectiveness of the Budget Committee and the Awards Committee of the Detachment. Perform such other duties as may be properly assigned to him/her from time to time. Design, implement and supervise the social activities of the Detachment with an emphasis on “Family” activities.
 - 5.3. Junior Vice Commandant. Closely and directly aid and assist the Commandant and Senior Vice Commandant in administering the affairs and activities of this Detachment. Preside over the business and affairs of this Detachment, in the place and stead of the Commandant and the Senior Vice Commandant, subject to the direction and control of the Board of Trustees. Be primarily responsible for the operations and effectiveness of the Audit and Membership Committees of the Detachment, and for relationships with other veterans’ organizations. Perform such other duties as may be properly assigned to him/her from time to time.
 - 5.4. Judge Advocate. Be the Detachment legal adviser and parliamentarian (the Immediate Past Commandant serves as parliamentarian to the Board of Trustees). Handle all grievances in accordance with Department of South Carolina and National Marine Corps League Bylaws & Administration Procedures. Interpret the Bylaws of the Marine Corps League, the Department of South Carolina, and this Detachment, and shall rule on the application and effect of such Bylaws, subject to the right of appeal. Advise, counsel, construe and render opinions on questions of law and procedure to the Commandant and the Board of Trustees when requested to do so. Advise the Commandant and Board of Trustees regarding Bylaws, rules, regulations, and procedures pertinent to the affairs and activities of this Detachment as he/she may be called upon to do. Perform such other duties, with respect to such office as may be properly assigned to him/her from time to time.
 - 5.5. Each individual that considers standing for an elected office should make themselves familiar with the description of duties of Detachment Officers as outlined in the Guidebook for Detachment Officers since it goes into greater detail regarding the general outline and requirements of each elected position. Each Detachment also has its own individual practices which further refine these descriptions.

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5.6. It has been the generally accepted practice of our Detachment that individuals standing for election do not campaign for the position. That has been based on the belief that the members know the candidates and their record of participation and leadership (elected or otherwise) within the Detachment. The only exception to this practice is a short statement from each candidate for office just prior to voting on election night.

6. **Appointed Officers.** There are several offices within the Detachment that are filled by Appointed Officers. Within our Detachment those appointed positions include:

6.1. Adjutant. Act as the “recording and corresponding secretary” of this Detachment. Keep a true record (minutes) of all general Detachment business meetings, typewritten or neatly written in ink, in an official logbook or binder. Keep a current record of all members and send notices of all Detachment meetings and activities to the members. Work closely with the Paymaster to maintain a current and accurate record of member accounts for dues and other indebtedness. Keep the record and files of all correspondence of the Detachment as directed by the Commandant and Board of Trustees. Prepare and file all corporate reports and returns required by local, state, and federal law, and keep all corporate records of this Detachment in a safe and secure manner. With the Commandant and Paymaster, have the primary custody of the funds and property of this Detachment, subject to the supervision of the Board of Trustees. Keep and maintain the official copy of the Detachment Bylaws. Perform such other duties with respect to such office as may properly be assigned to him/her from time to time.

6.2. Paymaster. Act as the “treasurer” of the Detachment. Keep and maintain a current and accurate record of all monies received and disbursed by the Detachment. Keep and maintain the financial records and books of the Detachment. Keep and maintain all membership dues accounts on a current basis, send dues notices to the members, and be responsible for the prompt collection of all dues and assessments. Upon approval by the Board of Trustees, pay the debts and expenses of this Detachment. Prepare and submit to the Board of Trustees such financial statements and as may be required by said Board. Submit his/her books and records to the Board of Trustees for audit upon any request made by said Board. Be personally accountable for any monetary discrepancies which may be disclosed by audit. Close the financial books and records at the end of each fiscal year, and furnish year-end financial statement as required by the Board of Trustees for audit by the trustees. After approval by the Board of Trustees, the financial results will be presented to the membership. Be bonded as required by National Article 5-545. Perform such other duties with respect to such office as may be properly assigned to him/her from time to time.

~~6.2.1. The guidelines for the individual filling this position are that if it is an elected position then it should be filled by a Regular Member, and if it is an appointed position it may be filled by either a Regular or Associate Member.~~

6.3. Sergeant at Arms. Act as the “peace officer” of this Detachment at all Detachment meetings and activities. Act as “house officer” of this Detachment, being responsible for the keeping of the Detachment Charter, colors, Bible, meeting room equipment, etc., and for preparing the meeting room for meetings. At all Detachment meetings, check and/or verify the credentials of persons in attendance at such meetings as required, serve as official escort to and for authorized guests, and otherwise secure the quarters during meetings and official functions of this Detachment. Maintain and preserve order at all Detachment meetings and activities unless excused by the Commandant. Be empowered to deputize a Deputy Sergeant at Arms, with the approval of the Commandant, as may be necessary to preserve order and to effectuate the proper performance of his/her duties. Perform such other duties as may be properly assigned to him/her from time to time. Coordinate all ceremonial activities of the Detachment under the Guidance the Detachment Commandant and Senior Vice Commandant.

6.4. Chaplain. Act as the spiritual and human welfare officer of this Detachment in the same manner as, or similar to, a member of the clergy. Be responsible for arranging and/or conducting the religious and/or memorial services of this Detachment, or in which this Detachment is involved (including

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- funerals). Respond to the spiritual needs of the members of this Detachment as may be appropriate. Take note of illness and death of members of this Detachment and in their immediate family or as otherwise appropriate. Arrange for recognition of and visitation with Detachment members who are suffering illness, disability or other unusual hardship as may be appropriate. Be empowered to appoint an Assistant Chaplain, with the approval of the Commandant, to aid and assist him/her in the proper performance of his/her duties. Perform such other duties as may be properly assigned to him/her from time to time.
- 6.5. Historian/Americanism Officer. Be primarily responsible for the historical records of the Detachment. He/she should solicit articles, photographs and other media to maintain the Detachment's archives and history. The maintenance of a scrapbook which chronologically depicts the Detachment's history is a good vehicle to portray the activities of the Detachment. The Tip of the Spear newsletter can also serve this function. This position may be filled by the Adjutant or another member, subject to Commandant approval.
- 6.5.1. In our Detachment, the Historian is also responsible for providing the material and report that is submitted annually for the Americanism Award. The scrapbook mentioned above is an invaluable tool for this activity.
- 6.6. Newsletter Editor/Web Sergeant. Be primarily responsible for the collection of materials from Detachment members for inclusion in a monthly newsletter, including but not limited to articles from officers, meeting and convention schedules, a Detachment calendar of events/activities, etc.
- 6.6.1. The Detachment Webmaster also monitors the National and Department websites and initiates changes as required.
- 6.7. The Detachment currently has no other Appointed Officers.
7. **Trustee Meetings.** Article III of our Bylaws defines the membership of our Board of Trustees as its elected officers and the Immediate Past Commandant. The meetings of the Board of Trustees is held on the first Thursday of each month at 1700. The date, time, and location of Trustee meetings is subject to change based upon an action of the Trustees.
- 7.1. As stated in the Marine Corps League Program for Professional Development, these meetings are informal meetings and the taking of notes is not necessary unless the Trustees choose to do so.
- 7.2. Trustee meetings are generally not closed meetings. Detachment members may attend but are not allowed to participate in the discussions nor offer any comment unless specifically called upon to do so.
- 7.3. A Trustee may make a motion to enter into Executive Session during a Trustees meeting in accordance with the guidelines of Robert's Rules of Order, at which time all attendees other than the Trustees need to leave the meeting. Upon return from an Executive Session, the attendees other than the Trustees may reenter the meeting.
8. **Committees.** As specified in our Bylaws there are four standing committees, the Budget Committee, chaired by the Senior Vice-Commandant; the Awards Committee, also chaired by the Senior Vice Commandant; the annual Audit Committee, chaired by the Junior Vice Commandant; and the Membership Committee, also chaired by the Junior Vice Commandant. Upon the recommendation of the Commandant, the Board of Trustees may appoint members to these committees as it deems necessary.
- 8.1. The Detachment may have other committees. With the exception of the Nominating Committee, the Board of Trustees, upon the recommendation of the Commandant, is responsible for appointing additional committees. The Board of Trustees, upon the recommendation of the Commandant, is solely responsible for approving the chair and members of any additional committees.
- 8.1.1. Our Detachment has historically had these additional committees:
- 8.1.1.1. A Nominating Committee, whose purpose is to canvas the eligible membership of the detachment for all individuals that desire to seek an elected position in the Detachment

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and are willing to serve, if elected. There may be a single candidate for each position or multiple candidates.

- 8.1.1.2. A Birthday Ball or Dinner Committee, whose purpose is to plan and execute the annual Marine Corps Birthday celebration. The link to the protocol to be followed at the Birthday may be found on the National Marine Corps League website under the bullet Proper Protocol.
- 8.1.1.3. A Toys for Tots Golf Tournament Committee, whose purpose is to schedule and conduct an annual golf tournament for the primary benefit of Toys for Tots. The local Toys for Tots campaign is the sole recipient of funds from the TFT golf tournament. The Local Coordinating Officer for Toys for Tots has been the appointed Chair by the Trustees for this Committee.

9. **Uniforms.** Enclosure Three Uniform Code – Marine Corps League National Administrative Procedures has a full description of the uniforms and uniform requirements for all members of the Marine Corps League. The link is <http://www.ncmcl.org/forms/2021-National-Admin-Procedures-COMLETE.pdf>. All members should familiarize themselves with the stated requirements so that members attending functions present the same standard outward appearance and, as in the regular Marine Corps, we are wearing only those items that are allowed on our uniform. The appropriate uniform for a specific function is typically discussed at monthly business meetings and may be included in the Tip of the Spear newsletter.

9.1. The high points as excerpted from Enclosure Three (3), and those that are most commonly violated, are:

9.1.1. **The Cover.** The basic uniform of the Marine Corps League is the unique cover that identifies the members of the Marine Corps League. Because all other parts of the uniform that are designated in Enclosure Three are optional, the cover remains the only consistent identifier for Marine Corps League members, which is why the cover is worn indoors at appropriate Marine Corps League functions. When a Marine Corps League member is wearing the appropriate cover, they are considered to be in uniform. Only two of the listed medallions are authorized for wear at one time. See Section V of Enclosure Three (3).

9.1.1.1. Marine Corps League covers are to be worn at monthly business meetings. Ball caps are not authorized. Prospective members will not wear hats at business meetings unless they are already a member of the Marine Corps League. A Detachment cover will be issued to new members once their application for membership has been approved.

9.1.1.2. The red cover is to be worn at all official functions such as business meetings, conventions or other National or Department meetings, and at formal functions where the Red Blazer is worn, unless otherwise directed by the Commandant.

9.1.2. **Medals and Ribbons.** Marine Corps League and Department of Defense medals and/or ribbons should never be mixed on any uniform. The wearer has the choice of wearing authorized medals and/or ribbons or either, but never together and mixed.

9.1.3. **Lapel Pins.** The following, and only the following lapel pins may be worn on the red blazer or Evening Dress Jacket: Past National Commandant Pin, National Marine of the Year Pin, Past Department or Detachment Commandant Pin, Devil Dog of the Year Pin, National Associate Member of the Year Pin (2021), Past Department or Past Detachment Commandant Pin, the Chapel of Four Chaplains Pin, MCL Membership Pin, or Retired Marine or Retired Navy Pin, U.S. Flag Pin (3/8" x 3/4"), Vietnam War 50th Commemorative Pin, Gold Star (2021) or Next of Kin Deceased Personnel Pin (2021). Ordained Chaplains or Ministers may wear a DOD approved symbol of their religion. **Whatever pins are approved for wear only two pins can be worn at a time**, wearer's choice.

9.1.3.1. The wearing of the U.S. flag lapel pins only is authorized per the 2021 National Administrative Procedures. The crossed U.S. and USMC flag pin is not authorized.

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9.1.3.2. Any pins other than those mentioned above are not authorized for wear on the red blazer or Evening Dress Jacket.

10. **Financial Controls.** All organizations need robust controls that indicate the financial well-being of the operations. Our Detachment needs the same level of control. In order to address the matters of control, our Bylaws and practices are as follows:
 - 10.1. An annual budget is prepared under the direction of the Senior Vice Commandant. This budget needs to be in place and ready to be submitted to our membership by the end of the second month of our fiscal year (August). The budget is first reviewed and challenged by the Board of Trustees, and, when accepted by the Trustees, is presented to the membership for their discussion and approval.
 - 10.2. The Paymaster is tasked with keeping the financial records of the Detachment and submitting monthly financial results to the membership at each regularly scheduled monthly meeting.
 - 10.3. The Judge Advocate is tasked with reviewing the books and records of the Detachment on a quarterly basis.
 - 10.4. The Junior Vice Commandant is tasked with chairing the Audit Committee and conducting an annual audit of the Detachment's books and records.
 - 10.5. The Paymaster is tasked with filing the annual IRS 990 form at the conclusion of the fiscal year and submitting to the Department Paymaster an acknowledgement of that filing.
11. **Required Filings and Reports.** The Detachment is required to periodically file various reports to either National or the Department of South Carolina for use at quarterly and annual meetings.
 - 11.1. Reports provided to the Department, either quarterly or annually, are provided to the Department Adjutant prior to the meeting with copies provided for other Detachments as required. These reports are displayed at the entrance to the room and at the Commandants Council held on the first day of the annual Department Convention.
 - 11.2. These reports are a record of the Detachment's activities for the appropriate period. They include information such as:
 - 11.2.1. Growth and retention numbers
 - 11.2.2. Toys for Tots activities and annual numbers
 - 11.2.3. community involvement
 - 11.2.4. Parade participation
 - 11.2.5. Veterans' activities, and
 - 11.2.6. Other Detachment accomplishments through the year
 - 11.3. All Detachment reports are combined by the Department for presentation to National for use at its meetings and Convention.
12. **Fund Raising.** The Detachment raises funds to support its operations in a variety of manners. The Senior Vice Commandant or other Detachment officer, as instructed by the Commandant and authorized by the Board of Trustees and voted upon by the Detachment's members, is the coordinator of the Detachment related fundraising functions. The Local Coordinating Officer for the for Tots program is responsible for Toys for Tots fund raising activities.
 - 12.1. If an event is to benefit both the Detachment in general as well as Toys for Tots an agreement must be in place that specifies the revenue sharing that will take place between the two functions.
 - 12.1.1. The TFT annual golf tournament profits solely benefit the Detachment's local campaign.
13. **Awards and Certificates** Each year there are opportunities to provide recognition to those who either support our Detachment or are supported by our Detachment. Copies of the recommendation forms and certificates presented for each award are found in Appendix A. It should be noted that while the awards are available for recognition purposes there may be instances where an award is not presented each year.

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With certain exceptions (Marine of the Year, Commandant's Award, JROTC Award, and the Eagle Scout Award) any member of the Detachment may submit a recommendation for an award certificate to be presented. All submissions should be detailed on the request form found in Attachment A for the specific award. The submissions will be given to the Awards Committee, chaired by the Senior Vice Commandant, which will validate the information provided and select the most qualified potential recipients, and then forward their recommendations to the Detachment Commandant and Board of Trustees for final consideration. The Commandant will make the final awardee decision following discussions of potential recipients at appropriate meetings.

The awards that we traditionally present include:

- 13.1. The Distinguished Citizen Award, which is presented for distinguished service above and beyond what would normally be expected to either the Marine Corps League or the community. Our Detachment places a heavier weight on the service to our community, as opposed to the Marine Corps League, our belief being that the Distinguished Service Award is more fitting for exemplary service to the League.
 - 13.2. The Distinguished Service Award, which is presented for distinguished service above and beyond what would normally be expected to either the Marine Corps League or the community. Our Detachment places a heavier weight on the service to the Marine Corps League as opposed to the general community, our belief being that the Distinguished Citizen Award is more fitting for exemplary service to the community.
 - 13.3. The Marine of the Year Award, this award is voted on solely by past Detachment recipients of the Marine of the Year Award. It should be presented to an individual that clearly exceeds in all that they do, that is committed to the success of the Detachment, and that works in concert with the Detachment. It is our practice that the most recent recipient of the Marine of the Year Award will act as the Chairperson of this committee.
 - 13.4. The Associate Member of the Year, this award is given to the Associate member who is actively involved with the Detachment and does the most to promote the Detachment and its programs as well as most exemplifying the spirit of the Marine Corps League.
 - 13.5. The Marine Corps League Community Service Award, which is presented to members of the Junior Reserve Officer Training Corps (JROTC) that are recommended to the Detachment by a school's JROTC Commander. This is a Marine Corps League Department level award that is signed by the Department Commandant and may be presented by a Detachment Commandant or JROTC coordinator for the Detachment. In order for a scout to receive this recognition, his supporting JROTC program must submit a request to the Detachment.
 - 13.6. The Marine Corps League Eagle Scout Award is in place to recognize the achievement of our youth in attaining the Boy Scouts of America's highest award. Every scout who reaches the rank of Eagle Scout is presented a citizenship award at a ceremony that is usually held in conjunction with his troop's Court of Honor ceremony. This is a Marine Corps League Department level award that is signed by the Department Commandant and may be presented by a Detachment Commandant or Boy Scout coordinator for the Detachment. In order for a scout to receive this recognition, his supporting troop must submit a request to the Detachment.
 - 13.7. The Certificate of Appreciation award can be given by the Detachment in acknowledgement of any act or action by an individual, company or organization that either benefitted the Detachment or promoted the Detachment for the good of the League.
 - 13.8. The Commandant's Award is a personal recognition certificate that is given out at the discretion of the Detachment Commandant.
14. **Relationships with Other Veterans' Organizations.** Our Detachment is currently a member of the Oconee County Veterans Council.

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- 14.1. Other local veterans' organizations include the American Legion, Disabled American Veterans Chapter #41, the Veterans of Foreign Wars, Vietnam Veterans of America, Military Order of the Purple Heart #748, the Patriots Hall Association, the Fleet Reserve, Oconee County Veterans Administration Office, and the Combat Infantryman Association plus the Military Officers Association of America.
 - 14.2. The Detachment should support other organizations with their projects if they benefit a veteran or the veteran community and are consistent with the approved annual budget.
 - 14.3. Our Detachment should never actively participate in direct fund raising for another organization as it could cause confusion with the supporters of our Detachment. Detachment Marine Corps League donations and local Toys for Tots campaign fund donations are separate entities.
15. **Requests for Participation at Outside Programs/Functions.** The Detachment is often asked to attend or provide some activity at local functions. These requests are typically mailed or emailed to the Adjutant or the Commandant by the requesting organization. Requests made to Detachment members are to be presented to the Commandant.
- 15.1. All requests, unless a standing request that the Detachment has participated in for several years, must be presented to the Commandant or Adjutant then presented to the Board of Trustees for approval.
 - 15.2. Requests should include an overview of the program, what it is intended to accomplish, and a list of other organizations participating.
 - 15.3. No member of the Detachment has the authority to accept a request for outside participation in any event or program without the approval of the Board of Trustees.
 - 15.4. The uniform of the day for the Detachment will be decided by the reason for the event/program, weather, and appropriateness.
16. **Honor Guard/Color Guard.** The Detachment assembles an Honor Guard and/or a Color Guard to provide a professional and dignified service to a Veteran and his/her family in a time of crisis or to present the Colors of the United States at requested events or services.
- 16.1. The Detachment provides an Honor Guard and a bugler, as well as a flag folding detail for any honorably discharged Veteran whose family or funeral director or the Marine Corps Reserve requests it of us. The funeral home will have a copy of the DD214. The Detachment should check with the funeral home to verify the individual is eligible for military honors if the Detachment is requested to provide honors. The Greenville Marine Corps Reserve Center can provide, upon request, an Honor Guard for funerals. The Center can be contacted at 864-299-3937.
 - 16.1.1. Uniforms for these events will be decided by the Commandant or the Honor Guard/Color Guard captain.
17. **Ship's Store.** The Detachment maintains a Ship's Store through which you members may purchase items that are currently available or order items for your use. Uniform items, apparel, memorabilia, etc. may be ordered.
- 17.1. The Ship's Store is administered by the Paymaster and any profits made through sales go first to replenishing inventory and then, if there is an excess, to the general funds of the Detachment.
18. **Detachment Website.** The Detachment has a website that is available to its members as well as the general public. The website address is www.mcl1131.org
- 18.1. The Newsletter Editor/Web Sergeant is responsible for the publication of articles submitted to him by the Detachment monthly.
 - 18.2. Since the website is available to our membership as well as the general public extreme care must be taken as to not prevent publication of confidential Marine Corps League business on the website.
 - 18.2.1. Contents deemed to be inappropriate will be removed promptly from the website by the primary reviewer, the Web Sergeant/Webmaster.

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- 18.2.2. The second level of review is the Detachment Commandant. The monthly updated website as well as the printed version of The Tip of the Spear Newsletter cannot be made generally available until the Commandant has signed off on both.
- 18.3. The Detachment has a Terms of Use policy which is attached as Appendix B.
19. **Detachment Seal/Logo.** The Detachment has a Seal/Logo that has been approved by the membership. The seal/logo is displayed on the first page of this document. The Adjutant is the keeper of the file containing the Seal/Logo.

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**APPENDIX A
AWARDS AND CERTIFICATES**

Marine Corps League
Detachment 1131
Award Recommendation Form

Date: _____

To: _____, Senior Vice Commandant

I _____ recommend _____ for the following award _____ based upon the attached reasons.

Date received: _____

To: _____, Detachment Commandant

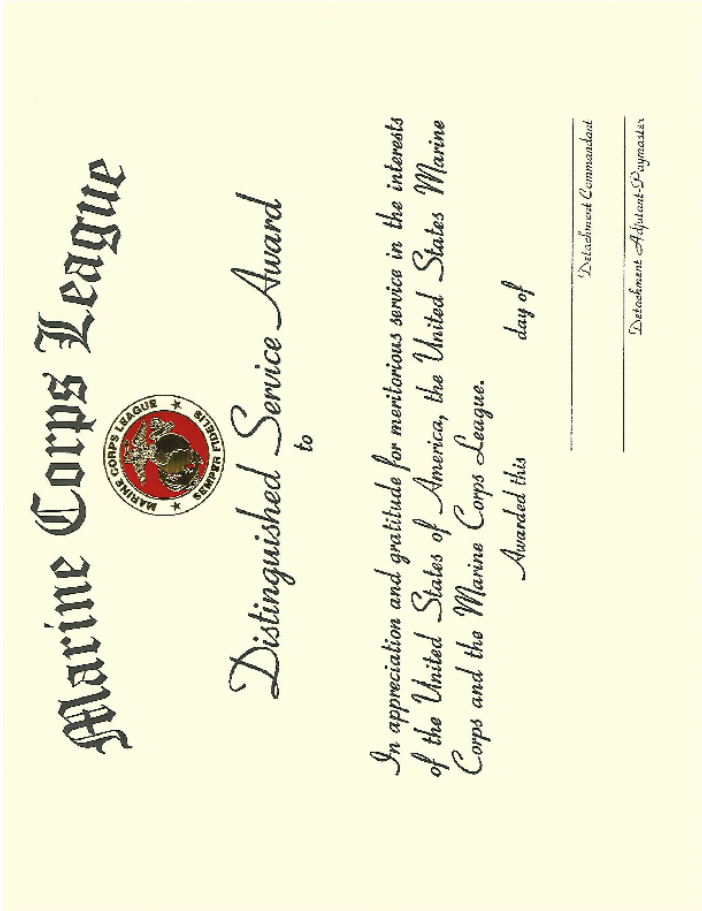
Date Received: _____

Approved: _____ Disapproved: _____

If approved, date to be awarded: _____

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Marine Corps League



Meritorious Commendation
(Individual)
to

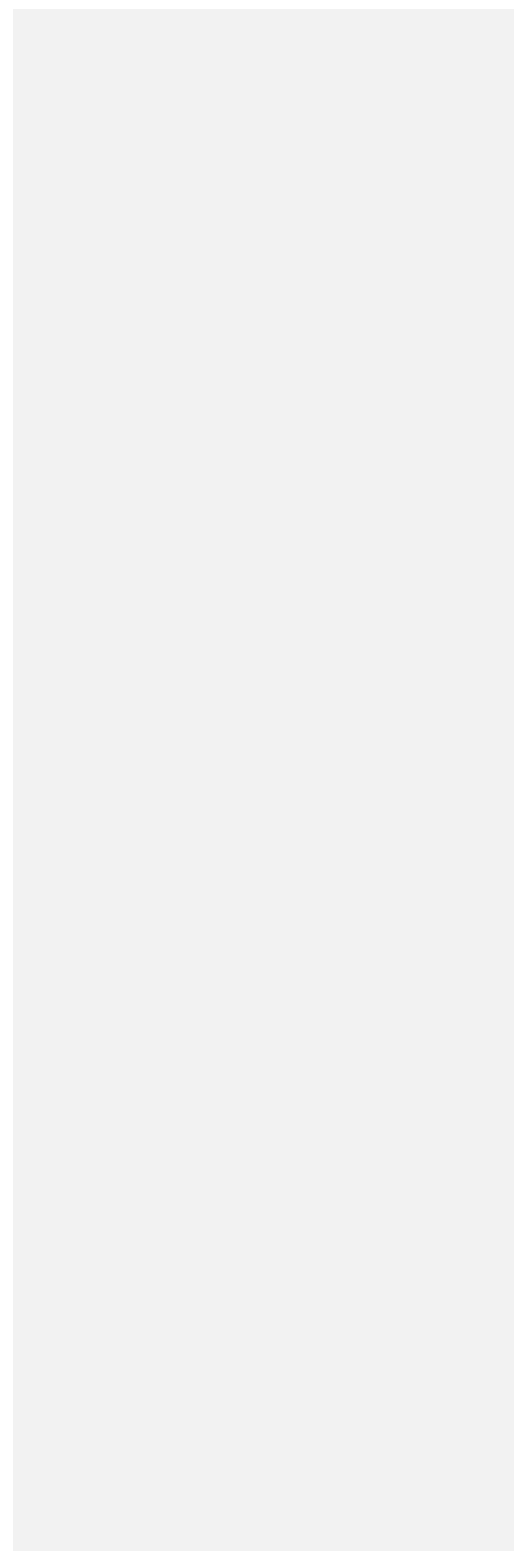
In appreciation and gratitude for meritorious service in the interests of the United States of America, the United States Marine Corps and the Marine Corps League, for the period

Awarded this _____ *to* _____ *day of* _____

AUTHORIZED TO WEAR THE MERITORIOUS COMMENDATION RIBBON.

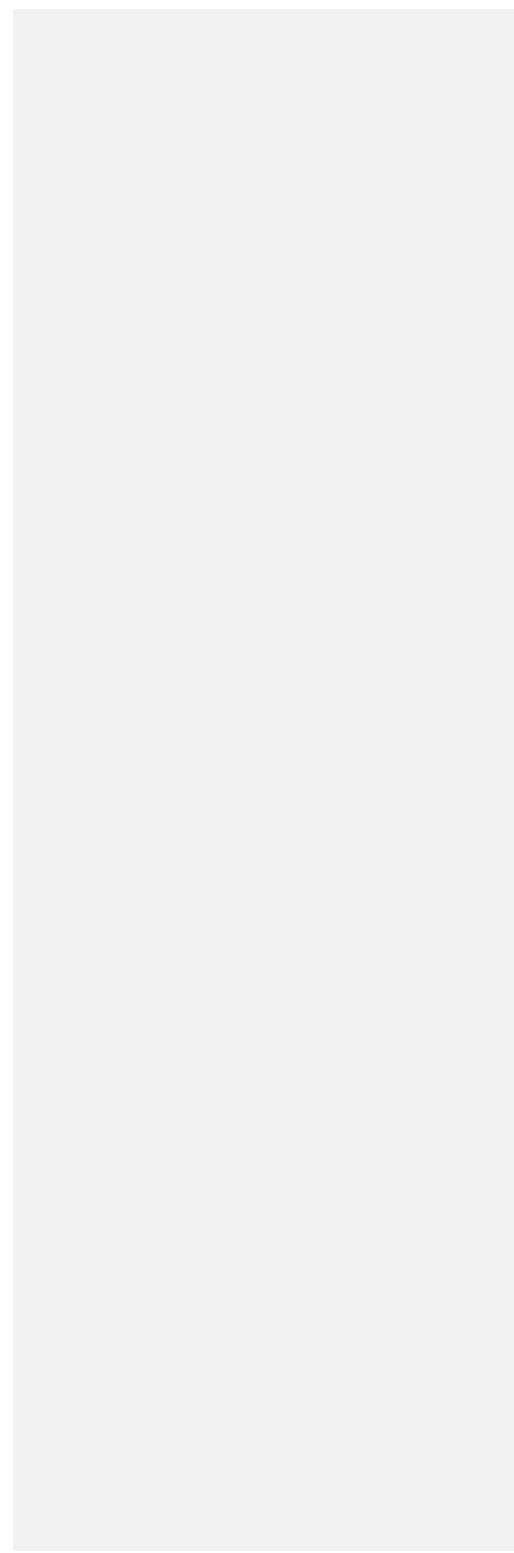
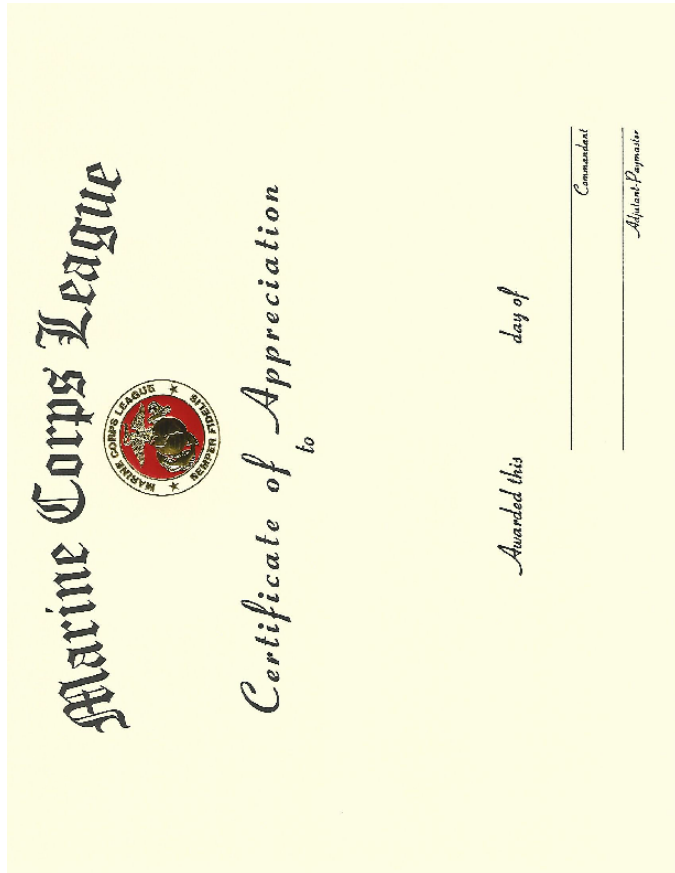
Commandant

Adjutant General



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Appendix B WEB SITE TERMS OF USE

Terms of Use policy as published on our website www.mcl1131.org

Terms Of Use

Please read these terms of use carefully before using this website ("Site"). These terms of use apply to this Site owned, operated, licensed, or controlled by Marine Corps League Detachment 1131 ("DET 1131"). By using this Site you acknowledge your understanding of and your agreement with these terms of use. If you do not agree to these terms of use, you may not access or use this Site. These terms of use are subject to change at any time, which changes shall take effect when posted on this Site. Please check these terms periodically for changes. Your continued use of this Site following the posting of changes to these terms of use will mean you accept those changes.

IF THESE TERMS OF USE ARE NOT ACCEPTABLE TO YOU IN FULL, YOU MUST IMMEDIATELY TERMINATE YOUR USE OF THIS SITE.

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- Post or transmit any unlawful, threatening, abusive, libelous, defamatory, obscene, pornographic, profane or otherwise objectionable information of any kind, including without limitation any transmissions constituting or encouraging conduct that would constitute a criminal offense, give rise to civil liability or otherwise violate any national or international law;
- Post or transmit any information or software which contains a virus, worm, Trojan horse or other harmful component;
- Interfere with the functioning of this Site or restrict or inhibit any other user from using this Site;
- Post, publish, transmit, reproduce, distribute or exploit any information, software or other material obtained through this Site for commercial purposes without the prior written consent of **DET 1131**.

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ANY ATTEMPT BY ANY PERSON TO DAMAGE THIS SITE OR UNDERMINE ITS OPERATION MAY BE A VIOLATION OF CRIMINAL OR CIVIL LAWS. MARINE CORPS LEAGUE DETACHMENT 1131 RESERVES THE RIGHT TO SEEK DAMAGES FROM ANY SUCH PERSON TO THE FULL EXTENT OF THE LAW.

Advertising

DET 1131 does not endorse any product or service of any advertiser that may appear from time to time on its website.

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Non-Affiliation

This site is not affiliated with the Department of Defense, the Department of the Navy, or the United States Marine Corps and none of those organizations have any financial obligation to **DET 1131**.

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Adopted by the members of the Lewis G. Watkins Detachment

Date: April 34, 2024

Signed:

Commandant: //s// Todd Alexander

Judge Advocate: //s// Donald K. Alexander

