

DEPARTMENT OF PENNSYLVANIA



BYLAWS & ADMINISTRATIVE PROCEDURES

REVISED
JUNE 2021

MARINE CORPS LEAGUE AUXILIARY OF PENNSYLVANIA, INC.

CERTIFICATION

I, PDP Twila Gensel, Judge Advocate of the Marine Corps League Auxiliary of Pennsylvania, Inc., do hereby certify that these changes and amendments to the Department Bylaws and Administrative Procedures were presented to the Delegates and Members at the Department Convention held in New Cumberland, Pennsylvania on June 17 through June 19, 2021, and the Delegates and Members approved the amendments set forth by a majority vote of those present and voting.

PDP Twila Gensel, JA
PDP Twila Gensel, Department Judge Advocate

APPROVED BY:

Mary K. Brief, National JA
Mary Brief, National Judge Advocate


DATE:

September 14, 2021

MARINE CORPS LEAGUE AUXILIARY OF PENNSYLVANIA, INC.

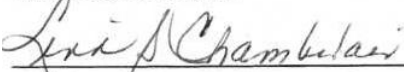
CERTIFICATION

I, PDP Tracey Killinger, Judge Advocate of the Marine Corps League Auxiliary of Pennsylvania, Inc., do hereby certify that these changes and amendments to the Department Bylaws and Administrative Procedures were presented to the Delegates and Members at the Department Convention held in York, Pennsylvania on June 21 through June 23, 2018, and the Delegates and Members approved the amendments set forth by a majority vote of those present and voting.



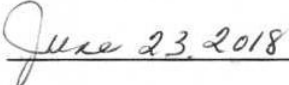
PDP Tracey Killinger, Department Judge Advocate

APPROVED BY:



Linda S. Chamberlain, National Judge Advocate

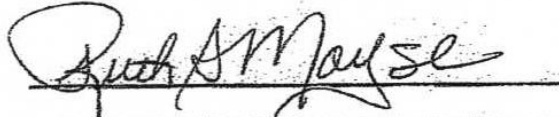
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MARINE CORPS LEAGUE AUXILIARY OF PENNSYLVANIA, INC.

CERTIFICATION

I, PNP Ruth S. Moyse, Judge Advocate of the Marine Corps League Auxiliary of Pennsylvania, Inc., do hereby certify that these changes and amendments to the Department Bylaws and Administrative Procedures were presented to the Delegates and Members at the Department Convention held in State College, Pennsylvania on June 25 through June 27, 2015, and the Delegates and Members approved the amendments set forth by a majority vote of those present and voting.


PNP Ruth S. Moyse, Department Judge Advocate

APPROVED BY:



Carol Smith, National Judge Advocate

DATE:

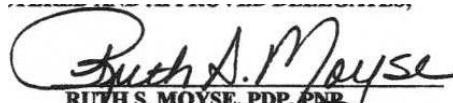


MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
Department Bylaws and Administrative Procedures

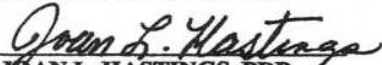
The Department of Pennsylvania, Marine Corps League Auxiliary Bylaws and Administrative Procedures were presented at the Department Convention in Carlisle, Pennsylvania on June 12 - 14, 2008 for ratification by the Delegates at the Convention, to become effective after approval by the National Judge Advocate, Marine Corps League Auxiliary.

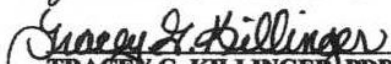
CERTIFICATION

I, RUTH S. MOYSE, JUDGE ADVOCATE, DEPARTMENT OF PENNSYLVANIA, MARINE CORPS LEAGUE AUXILIARY OF PA, INC., DO HEREBY CERTIFY THAT THE REVISED DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES WERE PRESENTED TO THE DELEGATES AT THE 63 RD DEPARTMENT CONVENTION HELD AT CARLISLE, PENNSYLVANIA ON JUNE 12 THROUGH JUNE 14, 2008, AND, BY A MAJORITY VOTE OF THE PROPERLY REGISTERED AND APPROVED DELEGATES, WERE APPROVED.


RUTH S. MOYSE, PDP, PNP
DEPARTMENT JUDGE ADVOCATE

BYLAWS COMMITTEE:


JOAN L. HASTINGS, PDP

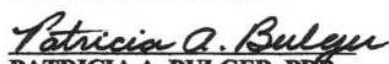

TRACEY G. KILLINGER, PDP


JOAN DEVLIN, PDP



CAROL CORLEY, PDP


SANDRA SELLERS
DEPARTMENT SECRETARY

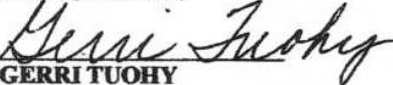

TWILA L. GENSEL, PDP


PATRICIA A. BULGER, PDP


PATRICIA DEGREGORIO, PDP


SYDNEY MINCHIN
DEPARTMENT PRESIDENT

APPROVED BY:


GERRI TUOHY
NATIONAL JUDGE ADVOCATE

DATE: July 13, 2008

MARINE CORPS LEAGUE AUXILIARY OF PA, INC.

BYLAWS

PREAMBLE

In the name of the beneficent God of all, we, the Wives, Widows, Mothers, Grandmothers, Sisters, Daughters, Granddaughters, Stepmothers, Stepdaughters, Daughters-in-Law, Aunts, Nieces, Mothers-in-Law and Sisters-in-Law of those men and women who are eligible for Regular Membership in the Marine Corps League, and Women Marines and Associate Members, for the common good of this Nation and all the Nations and people of our World, and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps and the Marine Corps League, Incorporated, to protect and advance the welfare of the wounded and disabled Marines and their dependents; and for the further purposes set forth hereinafter, do solemnly and firmly associate ourselves together in a nonprofit corporation known as the "Marine Corps League Auxiliary" and ordain and establish these Bylaws under authority to a Charter duly granted by the National Headquarters of the Marine Corps League, Incorporated.

FURTHER AUTHORITY

The Marine Corps League Auxiliary, Department of Pennsylvania was further issued a Charter on July 6, 1946, from the National Headquarters, Marine Corps League Auxiliary.

The Marine Corps League Auxiliary, Department of Pennsylvania received its corporate charter on September 15, 1994, from the Commonwealth of Pennsylvania (entity #2603449; microfilm #09465, pages 0291-0292) and shall be subject to the authority of such corporate charter. [For incorporation purposes, this Organization shall also be known as the Marine Corps League Auxiliary of Pennsylvania, Incorporated, or abbreviated as MCLA of PA, Inc.].

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

**BYLAWS
ARTICLE ONE
DEPARTMENT CONVENTIONS**

SECTION 100 – AUTHORITY – The supreme legislative and policy making power of the MCLA of PA, Inc. shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

SECTION 101 – COMMITTEES – DEPARTMENT CONVENTION – The Department Convention Administrative Committees shall be: Credentials and Rules.
(Rev. 06/18)

SECTION 105 – CREDENTIALS – DELEGATES, ALTERNATES, MEMBERS, AND GUESTS

- (A) Delegates, Alternates, and Members desiring to attend business sessions of the Department Convention **MUST** possess a paid-up membership card and must be registered with the Credentials Committee and be issued an appropriate Credentials badge. Guests must also be registered with the Credentials Committee and issued a Guest Badge.
- (B) Delegates and Alternates to the Department Convention shall be determined on a basis of the Unit membership strength as of the end of the month prior to the Convention. Only members in good standing are eligible to be elected as a Delegate or Alternate Delegate for a Unit. One Delegate and one Alternate Delegate are authorized for each block of ten (10) members and for a partial block.
- (C) Should a Unit be in default of payments to the Department as of the opening date of the Convention, such fact shall be reported to the Credentials Committee and the Delegates or Alternates of such Unit shall not be approved unless or until settlement is made by the Unit or its Delegates at the Convention site, unless previously resolved.
- (D) A Unit shall **NOT** be recognized at the Department Convention if it fails to have transmitted at least five Members during the current fiscal year to the National Headquarters through the Department channels; nor shall any Delegates be authorized from such Unit.
- (E) Notwithstanding the provisions of the above, **NO** paid **MEMBER** in good standing may be deprived of her individual vote at the Department Convention.
- (F) Delegate/Alternate badges of a Unit may be claimed by a registered Member of that Unit only.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

SECTION 110 – VOTING

- (A) Except as otherwise provided in these Bylaws, a majority vote of the properly registered and approved Delegates voting shall carry any measure and decide any issue on the floor of the Convention.
- (B) A roll call vote may be required and recorded upon the request of any ten (10) properly registered and approved Delegates. During a roll call vote, each Delegate complying with section 105 is entitled to cast votes for ten Members, providing that the total vote of the Unit's Delegates does not exceed the Unit membership strength. Such Delegate or Alternate (in the absence of a Delegate present at the time of voting) may, on behalf of the total properly registered, approved and paid absent Delegates, cast the votes of the Unit's full voting strength.
- (C) A Unit President, being a properly registered and approved Delegate, may cast the full voting strength of the Unit, subject to the will of the properly registered and approved Delegates present from the Unit. In the event of a challenge by a registered Delegate to the stated vote of her Unit, then a roll call of each Delegate from that Unit shall be called to cast her vote for the ten Members authorized, providing that the total vote of the Unit's Delegates does not exceed the Unit membership strength
- (D) Should our organization succumb to a situation that prevents us from holding an in-person Convention and must utilize a program such as ZOOM, the voting process will be the same as referenced in current paragraphs (A-C), and Article 1, Section 135 Quorum shall also apply. (Rev. 06/21)

SECTION 115 – ELECTIVE OFFICERS – The Department Officers to be elected at each Department Convention shall be: Department President; Department Senior Vice President; Department Junior Vice President; Department Judge Advocate; and the Department District Vice Presidents (and Assistant District Vice Presidents, when applicable).

- (A) **CAUCUS** – Units of the Department Districts will caucus prior to the nominations for other elective officers and elect a District Vice President (and Assistant District Vice President, when applicable) to represent their District during the Convention year following. NO Unit or District caucus will be called without first announcing the caucus on the floor of the Convention so that all Delegates from each Unit are aware of the time and place of the caucus.
- (B) **QUALIFICATIONS FOR ELECTIVE DEPARTMENT OFFICE** – No restrictions apply to the qualifications for elected office in the Department of PA except that restriction applied by the National Bylaws which restricts a new Member from being elected to an office for one year.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

SECTION 120 – NOMINATIONS

- (A) Nominations for elected Department officers shall be made from the floor no later than the day proceeding the day on which the elections are held.
- (B) Each nominee shall be a member in good standing at the time of her nomination and should be present at the time of nomination so that she may respond, when called upon, that if elected she “will accept the office and serve loyally, faithfully and to the best of her ability during the term to which elected”.
- (C) If a nominee is NOT able to attend the Convention, she will submit a letter stating that she will accept the nomination and will serve if elected.

SECTION 125 – ELECTION

- (A) The election of Department officers shall be the next to last order of business. The election of the Department Officers shall be by roll call vote as approved by the Delegates at the Convention. If only one nomination is made for the offices, the Secretary will cast a unanimous vote for the slate of officers. When two or more nominations are made for the same office, the election will be by Roll Call vote. (Rev. 06/18)
- (B) If the vote is by roll call, prior to the voting, the Department President shall appoint two Past Department Presidents and two Past Unit Presidents to supervise the election. The elections shall be conducted in accordance with the National Bylaws. (Rev. 06/18)

SECTION 130 – TERM OF OFFICE – The Department Officers shall be elected for one (1) year and may succeed themselves in office for two additional years if elected. (Rev. 06/21)

The Department Officers shall be elected for one (1) year and may succeed themselves in office one additional year if elected.

SECTION 135 – QUORUM – The minimum number required to transact the regular and legal business of the Convention shall be a majority of the properly registered and approved Delegates.

Section 140 – RIGHT TO SPEAK – All properly registered and approved Delegates, Alternates, Members, and guests, when recognized by the Chair, shall have the right to speak on any subject and all issues brought to the floor of the Convention. (Rev. 06/18)

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

**BYLAWS
ARTICLE TWO
DEPARTMENT BOARD OF TRUSTEES**

SECTION 200 – COMPOSITION – The Department Board of Trustees shall be composed of the Department President; Department Senior Vice President; Department Junior Vice President; Department Judge Advocate; Department District Vice Presidents; and the Department Junior Past President.

SECTION 205 – POWERS – In between Conventions, in compliance with the provision of the Department Charter issued by the National Headquarters of the Marine Corps League Auxiliary, the National Bylaws and Administrative Procedures and in conjunction with the mandates and directives of the Department Convention, the powers of the Department Board of Trustees shall be as follows:

- (A) May recommend to the National Board of Trustees to suspend or revoke, for cause, a charter granted to a Unit by the National organization; and may recommend to suspend or remove from office, for cause, any Department or Unit Officer, in accordance with the Grievance and Discipline Chapter of the National Administrative Procedures.
- (B) To exercise such other power and to do such other things as are compatible with these Bylaws in the best interest of the MCLA of PA, Inc.; and to exercise executive power between Department Conventions.
- (C) To take such action and engage in such activities as are not in violation with Federal, State, County, or Municipal Laws or Ordinances.
- (D) To exercise such other powers and to do such other things as required by the corporate charter granted by the Commonwealth of Pennsylvania.

SECTION 210 – DUTIES – BOARD MEMBERS – The specific duties of the Department Board of Trustee Officers shall be as follows:

(A) DEPARTMENT PRESIDENT –

- (1) Shall preside at all sessions of the Department Convention and at all Department Staff Meetings.
- (2) She shall observe and enforce the National and Department Bylaws and Administrative Procedures of the Marine Corps League Auxiliary.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

- (3) The President or designated representative shall attend the National Convention, National Mid-Winter Staff Meeting and the National Northeast Division Meeting, after which a complete written report shall be submitted to the Department Staff and Units in a timely manner.
- (4) Seek the advice of the Department Board of Trustees and with their advice and consent, appoint such officers as are necessary to conduct the business of the Department to include, but not limited to the following appointed officers: Department Treasurer; Secretary; Captain of the Guard; Assistant Captain of the Guard; Outer Guard; Historian; Chaplain; Convention Liaison; Liaison to MCL of PA; three (3) Auditors, Bylaws and Administrative Procedures Committee; Awards Chair; Americanism Committee Chair; Child Welfare Committee Chair; Civics Committee Chair; Rehabilitation Committee Chair; VAVS Committee Chair; Scholarship Committee Chair and Scholarship Donation Chair. (Rev. 06/18)
- (5) Appoint, with the advice and consent of the Board of Trustees, any other committee members as necessary at the Department Convention or during the year as is deemed necessary.
- (6) Represent the Department at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of the organization.
- (7) Install Unit Officers when requested by the elected Unit President. (Rev. 06/18)
- (8) Ensure that the report of Installation of Department Officers is submitted to National Headquarters by July 31st annually. Ensure that the Department is NOT in default of payment of moneys due National Headquarters.
- (9) With the advice and consent of the Board of Trustees, should invite a guest of honor to the Department Convention, cost of which shall be borne by the MCLA of PA, Inc., if not covered by the MCL of PA Convention Committee. The only exception to this is if the MCLA of PA, Inc. does not have sufficient funds to cover the expense of a guest. In that event, no guest is to be invited.

(B) DEPARTMENT SENIOR VICE PRESIDENT –

- (1) Shall give every assistance to the Department President and during the absence or illness of the President, shall perform the duties of that office.
- (2) She shall create and promulgate (publish) such membership incentives and programs as will produce membership growth.
- (3) The Department Senior Vice President shall arrange and be responsible to host the Department President's Social at the Department Convention.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

- (4) She shall notify the Units of the time and place of the President's Social and invite the members of the Units to attend.

(C) DEPARTMENT JUNIOR VICE PRESIDENT –

- (1) In the absence of the Department President and the Department Senior Vice President, she shall perform the duties of that office.
- (2) She shall be responsible for the ways and means of the Department during the Convention year, to include Department Staff Meetings and the Department Convention Raffle.

(D) DEPARTMENT JUDGE ADVOCATE –

- (1) Shall interpret the National and Department Bylaws and Administrative Procedures when requested.
- (2) During the Department Convention or Staff Meetings, when a point of order is called, she shall render an Opinion, whereupon the Chair shall Rule on the Opinion rendered. Such Ruling shall be final unless challenged or appealed by a properly registered and approved Delegate or Member of the Board of Trustees as delineated by the National Bylaws.
- (3) Shall perform such other duties as outlined in the National Bylaws and Administrative Procedures.

(E) DEPARTMENT DISTRICT VICE PRESIDENTS – (Rev. 06/18)

- (1) Shall hold and conduct at least one meeting within their District during the year notifying each Unit President within their District as to the time and place of the scheduled meeting.
- (2) Shall mentor the Assistant District Vice President and coordinate with same on functions within the District.
- (3) Assist in the forming of new Units.
- (4) Coordinate with MCL of PA, Inc. District Vice Commandant on any function within the District.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

(F) ASSISTANT DEPARTMENT DISTRICT VICE PRESIDENT(S) –
(Rev. 06/18)

- (1) Shall coordinate with the District Vice President on when and where to hold the District Meeting and on any event(s) being held within the district
- (2) Shall assist the Department District Vice President in conducting the District Meeting
- (3) Assume the duties of the Department District Vice President if she is unable to perform said duties.

(G) JUNIOR PAST DEPARTMENT PRESIDENT – Shall be a full voting Member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Marine Corps League Auxiliary.

SECTION 215 – VACANCY – Same as the National Bylaws.

SECTION 220 – BOARD MEETINGS-QUORUM-VOTING-CONDUCT OF BUSINESS- Shall be as outlined in the National Bylaws.

SECTION 300 – DEPARTMENT STAFF – Shall be comprised of the appointed Officers and Chairpersons as appointed and approved by the Department President and Board of Trustees. Their powers, duties and responsibilities shall be as outlined in the National Bylaws. No Department Officer or Committee Chairperson shall enter into or sign any contract or agreement for the purpose of binding the Department or National organization without first submitting the contract or agreement to the proper authorities as outlined in the National Bylaws.

SECTION 400 – RESERVED

SECTION 500 – UNITS – Article Five, National Bylaws are applicable to the Units of the Marine Corps League Auxiliary of PA, Inc.

SECTION 600 – MEMBERS – Article Six, National Bylaws are applicable to the Units and Members of the Marine Corps League Auxiliary of PA, Inc.

SECTION 700 – SUBSIDIARIES AND SUBORDINATE GROUPS – The MCLA of PA, Inc. recognizes the Military Order of Devil Dog Fleas as a subsidiary group of the Marine Corps League Auxiliary of PA, Inc. As such, this group shall abide by the appropriate Sections and Chapters of the National Bylaws and Administrative Procedures.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
BYLAWS**

SECTION 800 – AMENDMENTS – The Department Bylaws may be revised, amended, or repealed annually, by a majority vote of the properly registered and approved Delegates voting at the Department Convention, provided that the proposed revision, amendment, or repeal is submitted in typewritten form in the exact wording intended, to the Department Judge Advocate, not less than forty-five (45) days prior to the opening date of the Department Convention at which Convention the said proposed changes are to be considered. The Judge Advocate will immediately, after review for format, forward the proposed amendment to the Department Secretary for distribution to all legally existing Units at least thirty (30) days prior to the opening date of the Department Convention.

- (A) Effective Date – Each revision, amendment or repeal of the Department Bylaws which is approved at a Department Convention, shall become effective after approval of the National MCLA Judge Advocate, whose approval shall not be unreasonably withheld or delayed, but no later than 01 January of the following year.

- (B) Distribution – Each Unit shall be provided, without charge, two copies of the Department Bylaws and Administrative Procedures and any changes approved thereto. Courtesy copies will be provided to each active Past Department President and current member of the Department Board of Trustees. Other copies will be made available upon request.

SECTION 820 – DISSOLUTION – Should the Marine Corps League Auxiliary of Pennsylvania, Inc., be dissolved, all funds, property, and assets shall be disposed of in accordance with the National Bylaws.

MARINE CORPS LEAGUE AUXILIARY OF PA, INC. ADMINISTRATIVE PROCEDURES

SECTION 100 – NAME/PURPOSES – The name of the corporate body is the Department of Pennsylvania, Marine Corps League Auxiliary; to be known as the Marine Corps League Auxiliary of Pennsylvania Incorporated (a.k.a. MCLA of PA, Inc.) The Department was chartered by the National Headquarters, MCLA on July 6, 1946, and is a nonprofit corporation, incorporated in the Commonwealth of Pennsylvania on September 15, 1994. The purposes of the MCLA are as outlined in the National Administrative Procedures.

SECTION 101 – LOCATION – The primary offices of the Department of Pennsylvania, MCLA shall be located at: MCLA of PA, Inc., Headquarters Building, 3-95 Lackawanna Street, Annville, PA 17003 or at such other places as the Department Board of Trustees may select. (Rev. 06/18)

SECTION 110 – POLICY – As delineated in the National Administrative Procedures.

SECTION 200 – MEETINGS – The Department shall meet in Convention annually within the period from May 1 to July 15 unless prevented by national emergency or other unpreventable causes. The time and place of the annual Convention will be as designated by the Marine Corps League of Pennsylvania, Incorporated. Each Unit shall be provided written notification of the date and location at least forty-five (45) days prior to the scheduled opening date of the Convention. The necessary Delegate forms must be submitted in accordance with the time frames outlined in the Call to Convention by the Department Secretary. (Rev. 06/21)

SECTION 215 – RULES OF ORDER – The National and Department Bylaws and Administrative Procedures and adopted Rules of Convention shall govern the procedures and conduct of each Department Convention. The Parliamentary reference for the Convention shall be the latest revision of Robert's Rules of Order.

SECTION 220 – REGISTRATION – All properly registered and approved Delegates and Alternates will receive the Department Convention Book, badges, and, upon payment of the appropriate amounts indicated, any admittance to activities held at the Convention. Delegate fees shall be as set by the MCL of PA, Inc.

SECTION 225 – INSTALLATION – The installation of the Department Officers will be conducted immediately following the election. The Installing Officer will be selected by the Department President-elect.

SECTION 230 – RESERVED

MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
ADMINISTRATIVE PROCEDURES

SECTION 235 - ADMINISTRATIVE COMMITTEES - The Department Administrative Committees shall be as follows. (Rev. 06/18)

- (A) **RULES OF CONVENTION** – The Committee and Chairperson shall be appointed by the President at least ninety (90) days prior to the convening of the Convention.
- (1) The Committee shall study the Rules of Convention utilized at prior Conventions and determine the need for any additional Rules for application and consideration by the Delegates.
 - (2) The FIRST order of business of the Convention will be the adoption of the Rules; and the Committee Chairperson shall be prepared to present the Rules when called upon by the President.
 - (3) Each Delegate should be aware of the Rules adopted.
- (B) **CREDENTIALS COMMITTEE** – The Committee and Chairperson shall be appointed by the President at least ninety (90) days prior to the convening of the Convention.
- (1) The Committee shall register all Delegates, Alternates, Members and Guests and the list shall be available upon request of the President.
 - (2) The Credentials Committee Chairperson shall be prepared to give a report at each business session of the Convention, and submit a report to the body upon request, advising the voting strength of each Unit registered.
- (C) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** – The Bylaws and Administrative Procedures Committee Chairperson shall be appointed by the President at least ninety (90) days prior to the convening of the Convention.
- (1) The Committee shall be comprised of the Chair appointed by the President, three (3) Past Department Presidents and the current Department Judge Advocate.
 - (2) The Committee, by majority vote, shall either approve or disapprove, for form and possible effect, the amendments submitted.
 - (3) The Committee Chairperson will report the recommendations of the committee to the Delegates when called for its report by the President.
 - (4) The Delegates will then vote for adoption or rejection of the amendments.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
ADMINISTRATIVE PROCEDURES**

SECTION 240 - CONVENTION PROCEDURES - The Marine Corps League of Pennsylvania, Incorporated will arrange for the Convention details to include accommodations for the Auxiliary meeting spaces. The MCLA Department Convention Liaison will coordinate the requirements of the Auxiliary with the MCL of PA, Inc. Convention Committee.

- (A) The Department President will normally be provided a gratis room by the MCL of PA, Inc. Convention Committee. However, if not provided a gratis room, the MCLA of PA, Inc. will cover the cost of the President's room. The President and her spouse/guest will normally be provided a gratis strip ticket for any social events held at the Convention, including the Banquet.
- (B) The invited Guest of the Auxiliary will normally be provided a gratis room and strip ticket by the MCL of PA, Inc. Convention Committee. However, if not provided a gratis room and strip ticket by the MCL of PA, Inc. Convention Committee, the MCLA of PA, Inc. will provide the room and banquet ticket, providing funds are available to cover the expense.

SECTION 300 - COMMITTEES AND DUTIES -The duties and responsibilities of Committees are outlined in the National Administrative Procedures. Department Committees will adhere to those instructions as closely as possible. Reports required by the National Administrative Procedures will be submitted to the Department Chairperson to arrive thirty (30) days prior to the Department Convention. The Department Chairpersons are responsible to forward the compiled reports to the National Chairperson by July 1st prior to the National Convention. Awards will be presented to the Units submitting completed reports to the Department Chairpersons. In the event the Department Chairperson is unable to attend the Department Convention, she will forward the reports to the Department Secretary or make other arrangements prior to the start of the Convention.

SECTION 310 - APPOINTED OFFICERS - TERM - DUTIES - All appointed officers shall be appointed for the term of one year, effective from the end of current Convention to the end of the subsequent Convention. Appointed officers and Chairpersons duties and responsibilities are mostly covered in the National Bylaws and Administrative Procedures. Additional specific duties and responsibilities are delineated below.

(A) DEPARTMENT SECRETARY –

- (1) Shall take the minutes of the Department Meetings and Convention.
- (2) Shall publish the minutes to all Units and elected and appointed Officers, all active Past Department Presidents, and others designated by the Department President.
- (3) The Secretary shall ensure that the minutes are published within sixty (60) days from the Meetings or end of the Convention.

MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
ADMINISTRATIVE PROCEDURES

- (4) She shall send out the call to Meetings and Convention, along with credentials forms at least forty-five (45) days prior to the opening date of the Convention.
- (5) The Secretary shall receive from the Department treasury the budgeted stipend. If the Secretary cannot attend the Convention or Staff Meeting, then the Acting Secretary could be entitled to a portion of the budgeted stipend. The stipend will be issued providing the Secretary fulfills the duties of her office for the period involved.
- (6) The Secretary will retain all files for at least five (5) years. All legal documents are to be retained permanently.

(B) DEPARTMENT TREASURER –

- (1) The Treasurer will receive and disburse all funds of the Department.
- (2) She will open a bank account in a bank approved by the Board of Trustees.
- (3) The Department Treasurer and Department President (or in her absence, the Department Senior Vice President) will sign all checks for disbursement of funds as authorized by the approved budget.
- (4) Financial records and receipts will be maintained for auditing by the Department Auditors.
- (5) The Department Treasurer will receive all Unit transmittals and process them within a reasonable time frame after receipt (Construed to be within ten (10) days after receipt.).
- (6) The Treasurer will receive and record all funds obtained from various money raising activities for the benefit of the Department.
- (7) The Department Treasurer will provide the Department Credentials Committee a report of strength of each Unit as of the end of the month prior to the Convention. This report will be utilized to determine the authorized voting strength of the Unit and Delegates and Alternates authorized.
- (8) The Department Treasurer shall receive from the Department treasury the budgeted stipend. The stipend will be issued, providing the Treasurer fulfills the duties of her office for the period involved.
- (9) The Treasurer will prepare the Budget for presentation to the Delegates at Convention for approval.

MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
ADMINISTRATIVE PROCEDURES

- (a) The Budget will include a stipend for the Department President to attend the Staff Meetings and Department Convention.
- (b) The Budget will include a stipend for reimbursement to the President or her designated representative to attend the National Convention, National Midwinter Staff Meeting, and the National Northeast Division Meeting, provided the President or designated representative submits a complete report of such Convention or Meeting for distribution to all Units.
- (c) The Budget will include funds for a Past President's Pin to be presented at the Department Convention. If the President serves a second term, the budget will include funds for a gift to the President in an amount equivalent to the price of the pin.
- (d) The Department dues will be approved by the Delegates at Convention.
- (10) Reimbursements for all expenses will be paid by the Treasurer upon submission of receipts and approval of the body.
- (11) The Department Treasurer will ensure that an advertisement is submitted for the Department Convention Book, the National Convention Book, the National Midwinter Book, and the National Northeast Division Book, along with an amount to cover the expense of the advertisement.
- (12) At least \$300.00 will be kept in the treasury to start the new fiscal year which shall begin on July 1st and end on the following June 30th.
- (13) Funds will be disbursed in accordance with the budget approved by the Delegates for the ensuing fiscal year.
- (14) In the event of the death of a Past Department President, the Treasurer will designate one Department Scholarship in memory of the deceased PDP.
- (15) The Department Treasurer will keep financial records for at least five (5) years and the membership applications and transmittals are to be kept permanently.
- (16) The Treasurer is responsible for the filing of the 990N electronic form on line @ www.irs.gov between July 1 and November 15 each year.

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(C) CHAPLAIN –

- (1) In addition to the duties outlined in the National Administrative Procedures, the Department Chaplain will send a Memorial Certificate to the next of kin of any deceased Department Member, if notified of the particulars within thirty (30) days of the date of the death of the Member.
- (2) She will assist the Marine Corps League Chaplain in conducting the Memorial Service at the Department Convention.

(D) CAPTAIN OF THE GUARD –

- (1) She shall be the custodian of the ritualistic property of the Department.
- (2) She shall be responsible to perform the duties on the Department level as outlined in the National Administrative Procedures.
- (3) She shall be available at the door of the meeting room at least one half hour before the Meeting is to commence to ensure that the room is properly prepared and set up in accordance with the Ritual.
- (4) She shall have the sign in book ready for the Members to sign in prior to the Meeting. All Members must show their proper credentials.
- (5) She will provide instruction to the Outer Guard.

SECTION 315 - VACANCY - In the event of a vacancy of an appointed officer or chairperson, the vacancy shall be filled by the Department President, subject to the approval of the Department Board of Trustees.

SECTION 320 - CONTRACTING AUTHORITY - No Officer or Committee person of the Marine Corps League Auxiliary shall enter into or sign any contract or agreement for the purpose of binding the National or Department organization of the Marine Corps League Auxiliary without first submitting said contract or agreement to the Department Judge Advocate for consideration and written recommendation to the Department Board of Trustees. The Department Board of Trustees may thereafter, by majority vote, approve or reject the contract or agreement, only as it pertains to the authority of the MCLA of PA, INC.

SECTION 400 - DISTRICTS - The five (5) Districts within the MCLA, will be divided the same as outlined for the MCL of PA, Inc. previous to the expansion in 2011.

**MARINE CORPS LEAGUE AUXILIARY OF PA, INC.
ADMINISTRATIVE PROCEDURES**

SECTION 500-RESERVED

SECTION 600 - UNITS – Refer to the National Administrative Procedures.

SECTION 700 - MEMBERS -Refer to the National Administrative Procedures.

SECTION 800 – RESERVED

SECTION 850 – IRS REPORTS - Each Unit, Department, or other entity including the National Subsidiary Organizations and National Subordinate groups, which directly or indirectly operates under the National Charter and/or the name of the Marine Corps League Auxiliary, must annually file with National Headquarters either (a) or (b) below:

- (A) **IRS Forms 990 and 990-EZ** – A true and complete copy of the front page of its IRS Form 990 or 990-EZ (whichever is required to be filed with the IRS) must be filed no later than the due date of filing by IRS rules and regulations, unless an extension has been requested. A copy of this filing (or the E-Mail Acceptance Receipt returned from the IRS if filed electronically) must be filed with the Unit, Department, Division Vice President, and National Headquarters.
- (B) **IRS Form 990-N** – Those Units, Departments or other entities, which qualify under the IRS regulations, may elect to file an IRS Form 990-N, an e-postcard online filing. Since there is no printed copy of this filing, a copy must be printed out prior to leaving the filing page. You must return to the IRS filing site to print out the Acceptance Receipt from the IRS which must be filed with the Unit, Department, Division Vice President, and National Headquarters.
- (C) **Failure to File** – Failure to file the appropriate reports to the IRS and update annual filing may subject the Unit, Department, or Subordinate or Subsidiary entity to significant fines and/or the loss of its exempt non-profit status. The e- postcard is due every year by the 15th day of the 5th month after the close of the entity’s respective tax year.
- (D) **Employer Identification Number (EIN)** – Each Unit, Department, and Subsidiary of the Marine Corps League Auxiliary, in addition to its Incorporation, must obtain and maintain its own Employer Identification Number (EIN) under the group exemption number (0955) of the Marine Corps League. No Unit, Department or Subsidiary of the Marine Corps League Auxiliary shall utilize the Employer Identification Number (EIN) of the National Organization, Department, or Detachment.

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SECTION 900 - GRIEVANCE AND DISCIPLINE – Refer to the procedures as outlined in the National Administrative Procedures.

SECTION 1000 - MISCELLANEOUS -FUND RAISING – Refer to the National Administrative Procedures.

SECTION 1005 - RESPECT - The Department of Pennsylvania, MCLA adopts the provisions of the National Administrative Procedures.

(A) Proper attire will be worn to all business Meetings. Short shorts; bathing suits; culottes shorter than three (3) inches above the knee; miniskirts shorter than mid-thigh; or any garment with offensive words; are NOT considered proper attire for wear at business meetings.

(B) All electronic devices will be muted during all business meetings.

SECTION 1010 –RESERVED

SECTION 1015 - AMENDMENTS - Amendments may be submitted by a Member or a Unit for consideration at each Department Convention by the properly registered and approved Delegates. Submission time frames are the same as for submission of the Department Bylaw Amendments. (See Section 800, Department Bylaws).

SECTION 1040 -FORMS -The Department must utilize the forms included as Enclosures to the National Administrative Procedures in the proper administration of the Department and Units within the Department.

(LAST PAGE, NO OTHER PAGES)