I PURPOSE

The purpose of these procedures is to assist the National Vice Commandant (NVC) and members of the Southeast Division (SEDiv) in arranging for the annual division conference. The schedule of events to be covered is to include current Marine Corps League (MCL) policies, SEDiv elections and training.

II SOUTHEAST DIVISION OFFICERS

ELECTED: National Vice Commandant (NVC)
Assistant Division Vice Commandant (ADVC)

APPOINTED: Division Adjutant/Paymaster or Adjutant and Paymaster
Division Sergeant at Arms
Division Aide-de-Camp in each Department (At discretion of the NVC)
Officers deemed necessary by the NVC

OFFICERS of SUBSIDIARY ORGANIZATIONS
National Vice President, SEDiv Marine Corps League Auxiliary
Vice Chief Devil Dog, SEDiv

III RULES OF ORDER

(a) The MCL National Bylaws and Administrative Procedures will govern the proceedings at each SEDiv Conference. Parliamentary reference will be Robert's Rules of Order, newly revised.

(b) There will be one (1) vote per registered member attending.

(c) Quorum: The minimum number of present delegates required to transact business shall be a majority of the number of registered and approved delegates, provided the total number of delegates present shall represent a majority of the Departments in the Division.

IV SEDiv MEETINGS

(a) The SEDiv Conference shall convene annually during the month of March, unless prevented by a national emergency, or other unpreventable cause. If this should ever occur, the alternative would be to address important issues at the next National Convention (during a SEDiv Caucus).

(b) The ADVC will preside at the Commandants Council meeting the evening prior to the business meeting. All Department Commandants are requested to submit 30 written copies of their report for distribution.

(c) The date and location of the SEDiv Conference is to be approved by delegates present and voting at the current conference. Locations of future conferences are to be decided and approved a minimum of two (2) years in advance.

V SEDiv CONFERENCE BIDS

(a) Bids to host the SEDiv Conference shall include a letter from the bidding Detachment, approved by Detachment members and signed by both the Detachment Commandant and the Adjutant. The bid shall also include an agreement signed by the Detachment Commandant and Detachment Adjutant certifying their understanding and acceptance of their responsibilities. (Enclosure #1)
Each bidding Detachment will present their bid, complete with all details, to the National Vice Commandant of the Southeast Division prior to the opening of the Conference.

(b) The bid will include hotel/motel information, detailing the accommodations available and assurance that such facility is handicap accessible and eligible to display the International Wheelchair Symbol. In addition, a statement that all public in-house restaurants, lounges, restrooms and at least five (5) percent of all hotel/motel rooms are handicap accessible.

(c) Room rates for both single and double rooms are required, preferably one rate for both types. Note – National checklist prefers flat rate for up to four person.

(d) The reasonable availability of chauffeured vehicles for emergency use and for transportation of guests to and from transportation terminals.

(e) An adequate and acceptable hall to accommodate the joint opening session. Adequate meeting rooms for the MCL, MCLA, MODD, & MODDF.

(f) A room or special area to conduct Memorial Services (this can be held at an appropriate location outside the conference facility, provided transportation can be arranged for personnel who plan to attend).

(g) An adequate banquet facility with a public address system.

(h) There should be an accessible registration area available.

(i) Published details of all local entertainment activities, including cost of such events should be available to interested members.

(j) Complimentary rooms, registration and banquet tickets shall be provided for the SEDiv NVC and the SEDiv National Vice President, Marine Corps League Auxiliary. Banquet tickets shall be provided for their spouses.

VI HOST DETACHMENT RESPONSIBILITIES

(a) Prepare and distribute information relating to the conference, to all Detachments and Departments a minimum of six (6) months prior to the scheduled conference. Information should include, location, dates, times and costs related to the conference. Registration form (enclosure #2), advertisement form and a reminder for each Detachment to send in their nominee for the **William D. "Bill" Carter Award** shall be included.

(b) Normal on site registration fee for the conference will be $5.00 per MCL and MCLA member attending. Advance registration fee will be $5.00 per member attending. A properly executed registration form will be submitted to the Host Detachment not later than two (2) weeks prior to the conference.

(c) A change in the amount of the registration fee may be requested, provided the request is submitted to the NVC one (1) month prior to the mailing of the conference packets. The NVC will make the final decision after discussion with the Host Detachment and the Division Officers.

(d) There will be separate records of fees paid by the MCL and MCLA members attending. If the Detachment does not have an Auxiliary Unit it will be the responsibility of the Department President or the Division Vice President to arrange for the staffing of the Auxiliary registration table. At the close of the Conference, the Host Detachment will turn over to the NVC, fifty (50) percent of the registration fees collected from MCL members attending. The Host Detachment will turn over to the NVP one hundred (100) percent of the MCLA registration fees.

(e) When checking in at registration, all delegates shall receive a name badge, conference program and any entertainment or banquet tickets that were purchased. The name badge will have the delegate's name (in large print), Detachment name and location.

(f) If at registration, a member's credentials are challenged, the member's Department Commandant, or authorized representative, may authenticate the credentials of the member in question. All MCL and MCLA members MUST posses a current membership card

(g) In the event a Detachment, which has previously committed to host a SEDiv Conference has to cancel, the Detachment shall immediately notify both their Department Commandant and the SEDiv NVC. Should this situation occur, the Department Commandant is requested to canvas the other Detachments within his/her Department to try to find a substitute Host Detachment. Should the Department Commandant find that no other Detachment is willing to commit, he/she shall notify the SEDiv NVC no later than 45 days after the report of cancellation. The NVC will then contact and notify the other Department Commandants of the cancellation and request they canvas their Department for possible bids. A report is to be forwarded to the NVC no later than 45 days after the request. The SEDiv NVC and the ADVC will have the authority to select the best offer and notify all Department Commandants of the change.

(h) At the close of the conference an After Action Report (Enclosure #3) shall be filled out and forwarded to the NVC and the Detachment hosting the next year's conference.

VII SEDiv PROTOCOL

(a) In an effort to extend the proper respect, the following suggestions of mannerisms and courtesies should be followed when extending an invitation to a Detachment, Department, or SEDiv function.

(1) All invitations should be in writing. If an invitation is verbal and accepted by the official, it should be followed up immediately with a written letter of confirmation, confirming the acceptance. It should also include all pertinent information concerning the scheduled function.

(2) If they were formally invited and they accepted, the Host Detachment shall make all complimentary lodging and registration arrangements.

(3) The Detachment or Department Commandant (or his/her designated representative) should meet guest(s) on arrival. The guest(s) should be assigned an aide who has familiarly with proper protocol procedures and also familiarly with the city and your meeting facility/location.

(4) Guest(s) should be provided with an itinerary of events, which he/she is expected to attend.

(5) The Host should ensure that the proper arrangements have been made for the departure of their guest(s).

(b) When the Host Detachment extends a written invitation to any MCL National Officers or guest speaker from outside the area, complimentary rooms and banquet tickets shall be provided. To avoid any misunderstandings, any correspondence mailed out for informational purposes to other than specifically invited guests should be clearly marked, "FOR YOUR INFORMATION ONLY." This will help avoid too many claims for complimentary rooms.

(c) National Officers are responsible for their own transportation expenses to and from where the function or activity is taking place. Once they arrive, they are your responsibility until they depart.

VIII SEDiv FUNDS

(a) The only funds the SEDiv receives are from Conference registration fees, possible raffles and donations. The Division DOES NOT receive any portion of MCL membership dues or financial support from National Headquarters.

(b) The financial obligations the Division incurs annually, are for (1) purchases for the **William D. "Bill" Carter Award** recipient, who will receive the Division Marine of the Year Medallion and ribbon with the FMF Device and the engraving on the Medallion, (2) updating the **Southeast Division Rotating Attendance Award** and the **Tom Perrone** and **Milt Ockman** Incentive awards, (3) advertisement for National Convention, and (4) printing and postage fees.

(c) The Division Paymaster is responsible for maintaining the Division financial account. He/she will record all transactions, dates, amounts and balances. The checking account will have two (2) names on the account (NVC & Paymaster), but only one (1) signature would be required to sign checks for the authorized expenses listed above.

(d) As agreed upon by the SEDiv membership, any checks for other then those items listed above will need approval of the membership at a SEDiv Conference or at a National Convention.

(e) The NVC will appoint three (3) Division members to audit the account, along with the ADVC and the Paymaster. Whenever practical, the three (3) Division members appointed should be Past Department Commandants.

(f) An audit of the SEDiv financial account will be conducted prior to the beginning of each SEDiv Conference. At the general meeting, the Paymaster will announce results of this audit during his/her report.

(g) Funds raised by the **William D. "Bill" Carter Award** Committee will be placed into the Division Fund Account, but will be utilized only for the **William D. "Bill" Carter Award** expenses

IX FUND RAISING ACTIVITIES

(a) In accordance with Chapter Ten, Section 1004, Paragraph (g) of the National Administrative Procedures, any and all Fund Raising shall be under the control of the Hosting Organization. No other Detachment, Department or National Headquarters of the Marine Corps League, or any other Unit, Department or National Headquarters of the Marine Corps League Auxiliary, nor any individual or groups of individuals shall be permitted to engage in any fund raising, including sale of military or Marine Corps League related merchandise in, on or about the event site without the expressed approval and consent of the Detachment, Department or other organizations that is hosting the event, except as noted in this Section.

(b) The **William D. "Bill" Carter Award** Committee is authorized to raise the necessary funds for the purchase of the clock the recipient is presented.

X SEDiv AWARDS

There will be four (4) awards presented annually by the Division at the Division Banquet. If the recipient is not present, the Department Commandant (or a representative) will take receipt of the award and make arrangements to make a formal presentation at their next Department meeting.

A. The prestigious **William D. "Bill" Carter Award** will be presented to a regular member of the Southeast Division who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the League. This must include activities in the community.

Note: There will only be one (1) recipient each year for the **William D. "Bill" Carter Award**. List of previous winners is to be printed in the Convention Program Book. (Enclosure #4)

(1) The **William D. "Bill" Carter Award** was established in 1983 for the purpose of recognizing the outstanding "Leaguer" of the Southeast Division, of the Marine Corps League. The first award was presented in 1984, for the year 1983.

Gunnery Sergeant William D. Carter, USMC (Ret) was a Marine's Marine serving his country willingly with pride and enthusiasm, above and beyond the call. He possessed that unique quality of always putting the welfare and betterment of his Marines as the top priority.

After his retirement from "the Corps" he became more active in the affairs of the League. He served his Detachment in Pensacola, the Department of Florida and the Southeast Division in the same manner he served "the Corps".

If one wanted to know the definition and purpose of the Marine Corps League, they only had to know "Bill" Carter. There one would find a Marine helping other Marines, their families and his community.

Semper Fidelis, the motto of our Corps was also fitting for "Bill". He possessed that spirit of "always being faithful" to God, Country, Corps and to his family. He had a special bond of comradeship for those of us who wore the "Eagle, Globe and Anchor".

William D. "Bill" Carter, a humble man, a man who shunned fame and the limelight, was definitely in the forefront as an American, a Marine and a Leaguer. In our lifetime we should all attempt to emulate him.

When the Supreme Commandant called Gunny Bill Carter home, to help guard the streets of heaven, he was serving as National Aide-de-Camp for the Southeast Division of the Marine Corps League.

(2) Criteria for Submitting a Nominee for the **William D. "Bill" Carter Award**

(a) A letter of nomination shall be submitted by the Detachment Commandant, one (1) nomination per Detachment, to the National Vice Commandant of the Southeast Division, MCL, including all details on the individual leaguer. Make the letter as detailed as possible, noting any special accomplishments. Documentary proof or affidavits or photos may be submitted. Should the Detachment Commandant be the nominee, the Letter of Nomination shall be endorsed by the Detachment Senior Vice Commandant. The Nominee shall:

(i) Be a regular member of the Marine Corps League in good standing.

(ii) Belong to a Detachment within the Southeast Division of the Marine Corps League

(iii) Believe in the principles upon which the Marine Corps League was chartered.

(iv) Be active in the affairs of the Marine Corps League at the Detachment level.

(v) Be active in community affairs.

(b) Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or has been deed(s) of courage performed by the nominee without regards to his/her own safety.

(c) All letters of nomination shall be addressed to and delivered to the National Vice Commandant of the Southeast Division by the end of the first day of the Southeast Division Conference. Nominations received late will not be considered.

(3) The envelope shall be clearly marked in the lower left corner, "Carter Award Committee".

(4) Improperly marked or opened Letters of Nomination will not be considered by the committee.

(5) If a nomination is sent by U.S. Mail to the NVC, it must be sent by Certified Mail, Return Receipt Requested.

(6) National Vice Commandant of the Southeast Division is to:

(a) Enter/write the date received on the outside of the envelope above "**William D. "Bill" Carter Award** Committee".

(b) Check to make sure there are five (5) past recipients present at the Conference. If there are not five (5) recipients present, the NVC will appoint enough to ensure that there are five members on the selection committee. Considering appointments in the following order:

(i) Recipients of the National Marine of the Year Award.

(ii) Recipients of the Department Marine of the Year Award.

(iii) Recipients of the Detachment Marine of the Year award.

(iv) National and Department Officers present.

(c) Deliver all Letters of Nomination to the Carter Award Committee, UNOPENED.

(d) Return all nominations to the originating Detachment AFTER THE BANQUET without comment, except those nomination(s) that were disqualified.

(7) Should a nomination be disqualified, reason(s) for disqualification shall be forwarded to the originating Detachment along with the Letter of Nomination.

(8) Duties of the Carter Award Selection Committee

(a) The **William D. "Bill" Carter Award** Committee shall be composed of all past recipients of the "Carter Award" who are in attendance of the Southeast Division conference. If there are not five (5) recipients present, the NVC will appoint enough to ensure that there are five members on the selection committee.

(b) All members of the committee are obligated to secrecy.

(c) The most recent recipient of the award attending the Conference will be the chairperson

(d) All meetings of the committee shall be closed. Only committee members shall be present. Once the meeting is called to order for the purpose of deliberating no one is allowed to leave the room except for emergency reasons.

(e) Before opening any nominations, check for the following:

(i) Ensure no nomination has been opened.

(ii) All are properly addressed to the National Vice Commandant, Southeast Division, MCL. They are marked to the attention of the Carter Award Committee. Date received is marked on front of the envelope. Verify the nomination had been received on time.

(f) Open all nominations verifying they are signed by the Detachment Commandant

(i) If the Detachment Commandant is the nominee then the letter shall be signed by the Detachment Senior Vice Commandant.

(g) If there are any violations of 2-a, & c, the nominee is disqualified. Note reason for disqualification.

(h) It is important to focus on the fact that the recipient of the Carter Award has to do more than attend meetings and tend to the affairs of the League. There must be community activity. This person must extend themselves above and beyond.

(i) Each member of the committee will get 5 points for each applicant; they can use 0 to 5 points per applicant. If the applicant comes from their state they have up to 2-1/2 points for that applicant. The points are added up and the applicant with the most points is the recipient. If there is a tie vote, another vote is taken.

(j) Name of the recipient and the Letter of Nomination are placed in an envelope, sealed and the **William D. "Bill" Carter Award** Chairperson will present the award at the banquet.

(k) All other Letters of Nomination are returned to the National Vice Commandant of the Southeast Division. Unless for reason is for disqualification he/she shall return them without comment to the originating Detachment.

(l) If there is no qualified nominee, such a report shall be made to the National Vice Commandant of the Southeast Division and no award shall be presented/awarded

(m) A deceased regular member of the SEDiv can be considered for the **William D. "Bill" Carter Award**.

(5) Description of **William D. "Bill" Carter Award**

(a) The recipient will receive a "Marine Corps League, Marine of the Year" medallion on a suspended GOLD Ribbon, which signifies that the award is Division Marine of the Year. On the back it will be inscribed with "The **William D. "Bill" Carter Award**, Southeast Division", YEAR and NAME of recipient. The recipient will also receive the Division MOY ribbon with FMF device.

(b) The recipient will also receive a plaque measuring 18 inches wide by 12 inches high. On the left side of the plaque, there is a clock measuring 8-1/2 X 8-1/2 inches square. The clock should be dark faced with gold numbers and hands. On the upper right side is a 3 inch Marine Corps League Logo encased with a wreath. On the lower right side is a gold plate 8 inches wide by 5 inches high covered by a black plate 7-1/4 inches wide by 4-1/4 inches high, centered on the gold plate. To avoid confusion "black" is the color black.

(c) The following inscription will be engraved on the black plate:

WILLIAM D. "BILL" CARTER AWARD
OUTSTANDING MARINE
MARINE CORPS LEAGUE
SOUTHEAST DIVISION
YEAR
NAME
"ONE WHO GAVE OF HIMSELF
AND ASKED NOTHING IN RETURN"

Note: This is not part of the plaque, but only an explanation of "why the clock?" The clock symbolizes the measurement of time. Our time in this life should be spent as Bill Carter spent his. To him, time was endless when he was serving his country, his family, his community and his fellow man.

B. The **Southeast Division Rotating Attendance Award** will be presented to the Detachment with the largest percentage of members present at the Conference, based on their total Detachment strength. The Host Detachment is not eligible for this award. In case of a tie, the Detachment that has traveled the greater distance will be declared the winner. The Registration Committee Chairperson will inform the ADVC or the Adjutant of the attendance figures. This award is a rotating trophy and will be passed from Detachment to Detachment at each SEDiv Conference.

(1) Counted in this total are:

(a) Regular Marine Corps League Members properly registered and attending this Conference

(b) Associate Marine Corps League Members properly registered and attending this Conference

Note: Neither Guests of attendees nor their spouse can be counted in this total

(2) Description of the **Southeast Division Rotating Attendance Award**:

(a) A wooden plaque measuring 9 inches wide by 12 inches high

(b) On the upper center, a 3-inch Marine Corps League Logo encased with a wreath

(c) On the lower section, a gold plate 6 inches wide by 5 inches high covered with black plate 5-1/4 inches wide by 4-1/2 inches high. To avoid confusion "black" is the color black.

(d) The following is the inscription to be engraved on the black plate

SOUTHEAST DIVISION CONFERENCE
ATTENDANCE AWARD

C. <u>The Milton Ockman Award</u>

(1) To be awarded to the Department with the greatest number of new detachments for the preceding year ending with the second quarter, December 31

D, <u>The Tom Perrone Award</u>

(1) To be awarded to the Department with the greatest increase of membership for the preceding year ending with the second quarter, December 31.