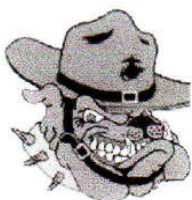
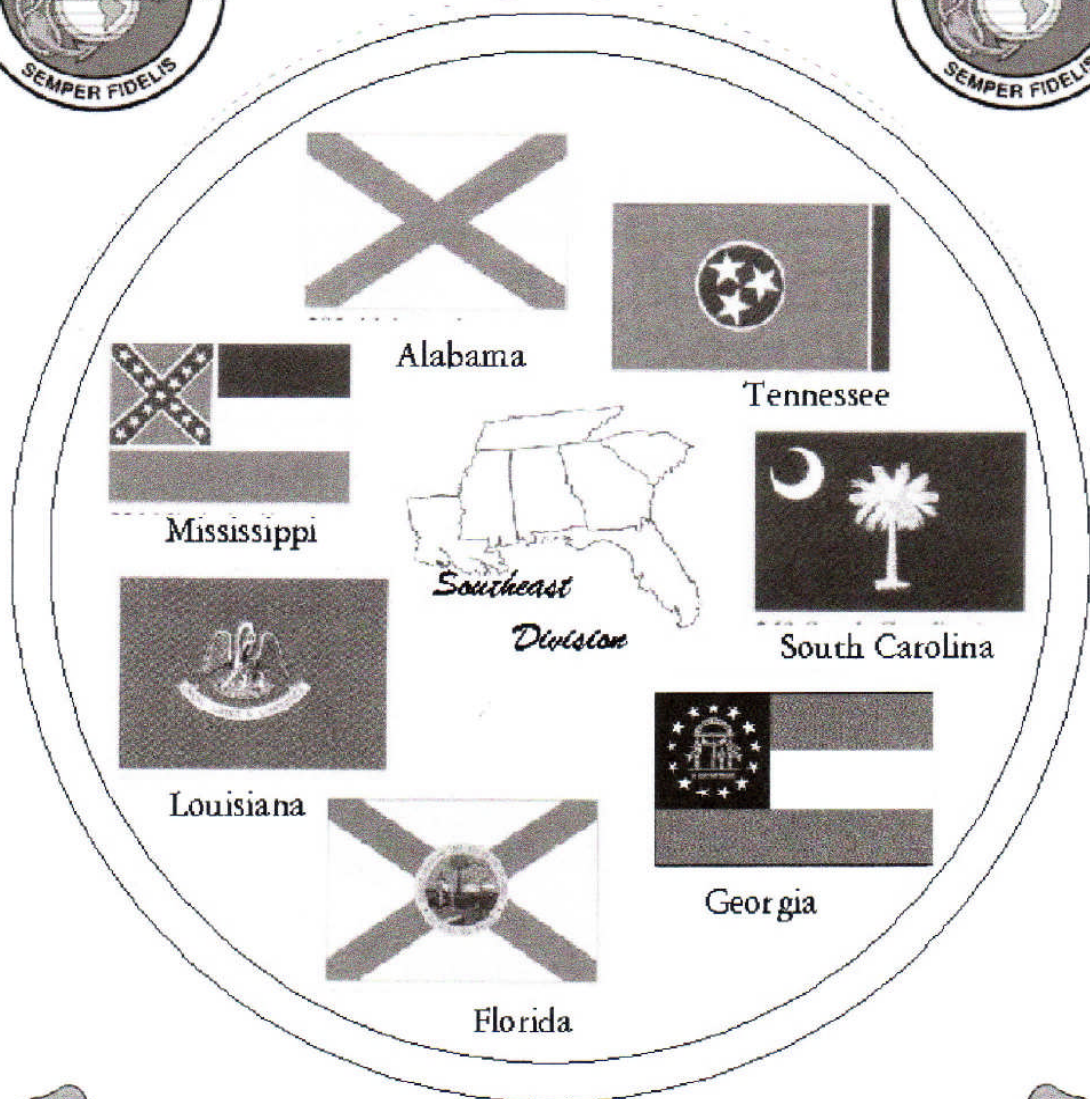


Marine Corps League Southeast Division



Standard Operating Procedures



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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 on the prior evening before the conference starts. 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)

- (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 persons.**
- (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 members 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 possess 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 years 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, is the purchase of the Carter Award,

updating the Division Attendance Rotating Award, advertisement for National Convention, 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 than 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.

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 Auxillary, 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.***

X SEDiv AWARDS

There will be two (2) 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 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:
 - (1) Be a regular member of the Marine Corps League in good standing.
 - (2) Belong to a Detachment within the Southeast Division of the Marine Corps League
 - (3) Believe in the principles upon which the Marine Corps League was chartered.
 - (4) Be active in the affairs of the Marine Corps League at the Detachment level.
 - (5) 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.
 - (1) The envelope shall be clearly marked in the lower left corner, “Carter Award Committee”.
 - (2) Improperly marked or opened Letters of Nomination will not be considered by the committee.
- (3) National Vice Commandant of the Southeast Division is to:
 - (a) Enter/write the date received on the outside of the envelope above “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:***
 - (1) Recipients of the National Marine of the Year Award.
 - (2) Recipients of the Department Marine of the Year Award.
 - (3) Recipients of the Detachment Marine of the Year award.
 - (4) 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.
 - (1) Should a nomination be disqualified, reason(s) for disqualification shall be forwarded to the originating Detachment along with the Letter of Nomination.
- (4) 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:
 - (1) Ensure no nomination has been opened.
 - (2) All are properly addressed.
 - (a) National vice Commandant – Southeast Division, MCL
 - (b) Marked to the attention of the Carter Award Committee.
 - (c) Date received is marked on front of the envelope.
 - (d) Verify the nomination had been received on time.
 - (f) Open all nominations verifying they are signed by the Detachment Commandant
 - (1) 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 1 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 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 of 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 Award
- (a) A Plaque measuring 18 inches wide by 12 inches high.
 - (b) On the left side of the Plaque there is a clock measuring 8 ½ X 8 ½ inches square.
 - (c) The clock should be dark faced with gold numbers and hands.

- (d) On the upper right side, a 3 inch Marine Corps League Logo encased with a wreath.
- (e) On the lower right side , a gold plate 8 inches wide by 5 inches high covered with a black plate 7 ¼ inches wide by 4 ¼ inches high. To avoid confusion “black” is the color black.
- (f) The following is the inscription to be engraved on the black plate.

WILLIAM “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 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 **SEDiv 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: Guests of attendees nor their spouse can be counted in this total

(2) Description of the 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) **The Milton Ockman Award**

(1) To be awarded to the Department with the greatest number of new detachments within the past calendar year

(d) **The Tom Perrone Award**

(1) To be awarded to the Department with the greatest increase of membership within the past calendar year

Application for the Southeast Division Conference

The _____ Detachment # _____ request to host
the 20____ conference.

- 1. Read Section V, SEDiv Conference bids, and VI, Host Detachment Responsibilities.**
- 2. Check with NVC on number and size of meeting rooms needed.**
- 3. Check with NVP on number and size of meeting rooms needed**
- 4. Check with MODD on size of meeting room needed**
- 5. Check with MODDF on size of meeting room needed**
- 6. The Host Detachment collects all registration fees, MCL and MCLA. At the close of the Conference they are to disperse these fees as per Article VI, (d) of the SEDiv SOP.**

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.

- 7. Provide complimentary rooms, registration, and banquet tickets per Article V, (j) of the SEDiv SOP.**

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 to their spouses.

The Detachment agrees to the above points

Detachment Commandant

Detachment Adjutant

Enclosure #2

Southeast Division Conference

March _____

Registration Form

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Email Address _____

Members Attending

Title	Name	MCL	MCLA	Detachment/Unit
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

If you are a present State or National Officer (list which office, League or Auxiliary)

You are arriving: Thursday _____ Friday _____ or Saturday _____

MCL Member Registration fee is \$5 _____ X \$5 = _____

MCLA Member Registration fee is \$5 _____ X \$5 = _____

Banquet on Saturday, _____ X \$ _____ = _____

Dietary needs _____

Total payment _____

Return this form and check by (date) to:

Host Detachment

Address

Book the _____ Hotel by _____ at _____ and mention the Marine Corps League when you make your reservations so you are able to get the convention rate.

Enclosure (3)

Southeast Division Conference After Action Report

Conference City / State _____ Dates Held _____

Host Detachment _____ # _____

Name of Hotel _____ Phone # _____

Fax # _____

Name of Coordinator _____ Phone # _____

E-mail _____

Name of NVC _____ Phone # _____

E-mail _____

Name of ADVC _____ Phone # _____

E-mail _____

Name of NVP _____ Phone # _____

E-mail _____

Name of ADVP _____ Phone # _____

E-mail _____

Number Rooms Reserved Thursday _____ Friday _____ Saturday _____

Cost INCLUDING Tax \$ _____ Number used _____

Number of Accessible Rooms Reserved _____ Number used _____

Number of Conference / Meeting Rooms _____ Number of Complimentary Rooms _____

Number of Committee meeting rooms required _____

Number of Members attending Conference:

Marine Corps League Members _____

Marine Corps League Associate Members _____

Marine Corps League Auxiliary Members _____

Marine Corps League Auxiliary Associate Members _____

Military Order of the Devil Dogs _____

Military Order of the Devil Dog Fleas _____

Number of Dignitaries invited and attending requiring Complimentary Room & Banquet _____

What was raffled? _____

Income from MCL Registration \$ _____ (50% goes to SEDiv. NVC) \$ _____

Income from MCLA Registration \$ _____ (100% goes to SEDiv NVP) \$ _____

Banquet Tickets sold _____ Cost Each \$ _____ Number Attending Banquet _____

William D. "Bill" Carter Award _____ State ____ Detachment # _____

Detachment Rotating Attendance Award _____ # ____ State ____ Total # ____

Copies to go to the NVC and the detachment hosting the upcoming year's conference

For Comments/Suggestions please use reverse side

Past Recipients of the Carter Award

- 1983 – Ned Bergeron, Louisiana – Houma Terrebonne # 475
Claude B. Edwards, Alabama –**
- 1984 – Robert Pitcher, Florida – Clearwater # 054**
- 1985 – Orris Belanger, Louisiana – Acadiana # 488**
- 1986 – Linwood Liner, Louisiana – Houma Terrebonne # 475**
- 1987 – Thomas Supaulski, Florida -**
- 1988 – No award presented (1)**
- 1989 – Roy Neal, Louisiana – Houma Terrebonne # 475**
- 1990 – Kenneth Prestenbach, Louisiana - Houma Terrebonne # 475**
- 1991 – Roy A. Labat Sr., Louisiana – Houma Terrebonne # 475**
- 1992 – Robert Connally, Georgia -**
- 1993 – Terry Chaisson, Louisiana - Houma Terrebonne # 475**
- 1994 – No award presented (2)**
- 1995 – Mary Perrone, South Carolina – Grand Strand # 873**
- 1996 – Kevin Darcey, Louisiana - Houma Terrebonne # 475
Ralph Fredette, Florida – Barefoot # 918**
- 1997 – Unknown**
- 1998 – Albert F. Voltolina, Louisiana – Paul E. Boyd # 579
Thomas B. Perrone Jr., South Carolina – Grand Strand # 873**
- 1999 – Virgil L. Young Jr., Tennessee - Lt. Alexander Bonnyman # 924**
- 2000 – Karl A. Ekstrom, Tennessee - Lt. Alexander Bonnyman # 924**
- 2001 – Bette Jean Berry, Tennessee - Lt. Alexander Bonnyman # 924**
- 2002 – Edward L. Hammons, South Carolina – Aiken # 939**
- 2003 – John Hopkins, South Carolina – Palmetto # 829**
- 2004 – John Horton, South Carolina – Riverfront Marines # 1132**
- 2005 – Lane Parker, South Carolina – James L. Hammon’s #939
Milton Ockman, Louisiana – Bayou Parish #905 – awarded posthumously**

- (1) 1988 – Cancellation of Southeast Division Conference due to host Detachment problems
- (2) 1994 – Nominations were submitted. The committee considered all nominees and found that none met the requirements

Changes for Articles I thru X

- 1 - II – APPOINTED:** (**delete**) At discretion of the NVC
(**add**) Division Adjutant/Paymaster or Adjutant and Paymaster
(**add**) Division Sergeant at Arms
(**change**) Aide-de-Camp – **to** - Division Aide-de-Camp in each Department (At discretion of the NVC)
- 2 - II – OFFICERS of SUBSIDIARY ORGANIZATIONS**
(**add**) National - before Vice President,
(**delete**) Big Flea, SEDiv
(**delete**) National - before Vice Chief Devil Dog, SEDiv
- 3 - III – (a)** (**change**) proceeds – **to** - proceedings
(**add**) newly
- 4 - III – (c)** (**add**) of
(**add**) delegates
(**add**) present
- 5 - IV – (b)** (**change**) reside – **to** - preside
(**change**) on Friday evening – **to** – on the prior evening before the conference starts
- 6 - V – (a)** (**add**) 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)
- 7 - V – (c)** (**add**) Note – National checklist prefers flat rate for up to four persons.
- 8 - V – (j)** (**change**) should – **to** – shall
(**change**) SEDiv Vice President – **to** – SEDiv National Vice President
(**change**) Ladies Auxiliary – **to** - Marine Corps League Auxiliary
(**add**) Banquet tickets shall be provided for their spouses.
- 9 – VI – (a)** (**change**) Registration and advertisement forms should be included. – **to** – 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.
- 10 - VI – (b)** (**change**) \$6.00 to \$5.00
- 11 - VI – (e)** (**change**) (e) – **to** - (g)
- 12 - VI – (e)** (**add**) (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.
- 13- VI – (f)** (**add**) (f) If at registration , a members 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** possess a current membership card.

- 14 - VI – (g) (add)** previously
(change) report - **to** - find that
- 15 – VI – (add)** (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 years conference.
- 16 - VII – (a) (2) (change)** should - **to** – shall
(a) (3) **(change)** is – **to** – has
(a) (4) **(change)** and – **to** – an
- 17 - VII – Moved from FYI below Section V -(add)** (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.
- 18 – VII – (change Special Note) – to - (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.
- 19 - VIII (e) (add)** Whenever practical, the three (3) Division members appointed should be Past Department Commandants.
- 20 – VIII (f) - (move from (e) and change)** The Paymaster at the general meeting - **to** – At the general meeting, the Paymaster
- 21 - (change)** Article X Fund Raising Activities - **to** - Article IX
- 22 - (change)** Article IX SEDiv Awards - **to** - Article X
- 23 - IX – (a) (change)** The Host Detachment has permission to have Fund Raising activities at all SEDiv Conferences, provided all funds raised will be for the sole benefit of such organization. Any other Detachment, Department or Subsidiary Unit interested in sponsoring a fundraiser at a SEDiv Conference **MUST** receive approval from the Host Detachment.- **to** –
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.
- 24 - Make “Application for the Southeast Division Conference” as Enclosure #1**

25 - Make Registration form as Enclosure #2

26 - Add "Southeast Division Conference After Action Report" as Enclosure #3

27 - X – (change the whole section)

- (a) There will be two (2) awards presented annually by the Division at the Division Banquet, The William "Bill" Carter Award and the SEDiv Rotating Attendance Award.
- (b) The prestigious William "Bill" Carter Award will be presented to a Division member in good standing, who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the League.
- (c) Letters of nomination for the William "Bill" Carter award will originate at the Detachment level. Neither an individual member of the SEDiv or any subsidiary unit of the SEDiv will submit a Letter of Nomination, other than the nominee's Detachment.
- (d) Letters of Nomination and other pertinent information pertaining to a candidate for the award must be received by the NVC no later than one (1) day prior to the start of the Conference. All letters of recommendations must be sealed and clearly marked CARTER AWARD.
- (e) The selection committee for the Carter Award will consist of all past recipients of the Carter Award. If five (5) recipients are not present, the NVC will appoint enough members to ensure that there are five members on the selection committee.
- (f) There will only be ONE (1) recipient each year for the Carter Award. If there is a tie between nominees, a tie-breaking vote must be taken by the committee. The committee will remain in session until one (1) nominee has been selected.
- (g) The SEDiv Rotating Attendance Award will be presented to the Detachment with the most members present at the Conference. 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(s). This award is a rotating trophy and will be passed from Detachment to Detachment at each SEDiv Conference.
- (h) SEDiv Awards are to be presented at the 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.

To

There will be two (2) 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** (enclosure #4) will be presented to a Division member in good standing, 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 Carter Award.
- (b) The **SEDiv 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.

28 – 2-a (**change**) via - **to** – by

29 – 2-a (**add**) Should the Detachment Commandant be the nominee, the Letter of Nomination shall be endorsed by the Detachment Senior Vice Commandant.

30 – 2-c (**change**) mailed - **to** – addressed to and delivered
(**change**) to arrive no later than 14 days before the opening session –in another place said one day - **to**- by the end of the first day

31 – 3-b (**change**) If no past recipients or only one (1) past recipient of the “Carter Award” is/are present, the National Vice Commandant of the Southeast Division shall appoint a committee to consider nominations in the following order: - **to** – 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 nominations in the following order: (also add to 4-a)

32 – 3-c (**add**) UNOPENED

33 – 3-d (**add**) AFTER THE BANQUET

34 – 4-c (**change**) Select a chairperson and someone to take minutes – **to** – The most recent recipient of the award attending the Conference will be the Chairperson.

35 – 4-g (**change**) 4-a, b-1, 2, 3, 4 or 5 and 5a – **to** – 2-a, & c,

36 – 4-h (**add**) Award
(**add**) than

37 – (**add**) **4** (i) Each member of the committee will get 5 points for each applicant, they can use 1 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.

38 – 4-i (**change**) to j (**add**) the Carter Award Chairperson will present the award at the banquet.

39 – 4-j and k (**change**) to 4-k and l

40 - (**add**) 4-m A deceased regular member of the SEDiv can be considered for the William D. “Bill” Carter Award

41 – X (b) (1) (b) (**delete**) Marine Corps League Auxiliary Members properly registered and attending this Conference

(d) Military Order of Devil Dogs registered and attending this Conference and Growl

(e) Military Order of Devil Dog Fleas registered and attending this Conference

42 – X (b) (1) (c) (**change**) (c) – **to** – (b)

43 – X (**add**) (c) The Milton Ockman Award

(1) To be awarded to the Department with the greatest number of new detachments within the past calendar year

44 – X (**add**) (d) TheTom Perrone Award

(1) To be awarded to the Department with the greatest increase of membership within the past calendar year