**MIDEAST DIVISION**

**Standard Policies and Procedures**

**Newly established**

**07 – April – 2023**

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**SECTION 100 – PURPOSE**

The purpose of this document is to have a record of what the membership has voted on and assist the National Vice Commandant and the members in arranging the annual Division Conference.

**SECTION 200 – DIVISION OFFICERS**

**Elected:**

National Vice Commandant

Assistant Division Vice Commandant

**Appointed:**

Adjutant/Paymaster or Adjutant and Paymaster

Sergeant-at-Arms

Chaplain

Others at the discretion of the National Vice Commandant

**Officers of subsidiary organizations:**

National Vice President, Marine Corps League Auxiliary

Vice Chief Devil Dog, Military Order of Devil Dogs

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**SECTION 300 – RULES OF ORDER**

1. The Marine Corps League National Bylaws and Administrative Procedures will govern the proceedings at each Mideast Division Conference. Parliamentary reference will be Robert’s Rules of Order, newly revised.
2. There will be one (1) vote per registered regular Marine Corps League member attending.
3. Quorum: The minimum number of present attendees required to transact business shall be a majority of the number of regular Marine Corps League registered attendees, provided the total number of attendees present shall represent a majority of the Departments in the Division.

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**SECTION 400 – DIVISION CONFERENCE**

The Mideast Division Conference shall convene annually, preferably scheduled on the third or fourth weekend in June, unless prevented by a national emergency, or other unpreventable cause. If this should occur, the alternative would be to address important issues at the next National Convention (during a Mideast Division caucus).

**SECTION 500 – CONFERENCE ROTATION**

The Departments have a five-year rotating calendar for hosting the annual Conference.

* Maryland - 2028
* West Virginia - 2024
* Virginia - 2025
* Delaware - 2026
* North Carolina - 2027

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**SECTION 600 – HOST RESPONSIBILITIES**

Note: A planning guide will be established to aid the hosting organization through the process of hosting conference. When completed it will be placed on the MED website.

1. Prepare and distribute information relating to the conference, to all Departments, Detachments, MODD Packs and Auxiliary, a minimum of (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 Division MOY and AOY Award shall be included.
2. The registration fee for the conference will be $10.00 per MCL and MCLA member attending. A properly executed registration form should be submitted to the Host Detachment not later than two (2) weeks prior to the conference.
3. A change in the amount of the registration fee may be requested, provided the request is submitted to the National Vice Commandant one (1) month prior to the mailing the conference packets. The National Vice Commandant will make the final decision after discussion with the Host and Division Officers.
4. There will be separate records of fees paid by the MCL and MCLA members attending. If a Department does not have an Auxiliary Unit(s), it will be the responsibility of the Auxiliary Division Vice President to arrange for the staffing of the Auxiliary registration table. At the close of the Conference, the Host will turn over to the National Vice Commandant fifty (50) percent of the registration fees collected from MCL members attending.

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1. The Host Detachment will turn over fifty (50) percent of the MCLA registration fees to the Auxiliary National Vice President.
2. When checking in at registration, all attendees shall receive a name badge, conference program book (If offered) and any entertainment or banquet tickets that were purchased. The name badge will have the attendee’s name (in large print), Department and Detachment name.
3. 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 possess a current membership card.
4. In the event a Host Detachment which has previously committed to hosting the MED Division Conference, must cancel, they shall immediately notify both their Department Commandant and the MED National Vice Commandant. Should this situation occur, the Department Commandant is requested to canvas the other Detachments or subsidiaries within his/her Department to try to find a substitute Host. Should the Department Commandant find that no other Detachment or subsidiary is willing to commit, he/she shall notify the MED National Vice Commandant no later than 45 days after the report of cancellation. The National Vice Commandant will then contact and notify the other Department Commandants of the cancellation and request they canvas their Departments for possible bids. A report is to be forwarded to the MED National Vice Commandant no later than 45 days after the request. The National Vice Commandant and the Assistant Division Vice Commandant will have the authority to select the best offer and notify all Department Commandants of the change.
5. At the close of the conference an After-Action Report (Enclosure #3) shall be filled out and forwarded to the National Vice Commandant and the Host of the next year’s conference.

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**SECTION 700 - PROTOCOL**

1. In an effort to extend proper respect, the following suggestions of mannerisms and courtesies should be followed when extending an invitation to a Detachment, Department, or Mideast Division function.
	1. All invitations should be in writing via USPS or email. If an invitation is verbal and accepted by the official, it should be followed up immediately with a written letter of confirmation, documenting their acceptance. It should also include all pertinent information concerning the scheduled function.
	2. If they were formally invited and they accepted, the Host shall make all complimentary lodging and registration arrangements. This does not apply to National Officers who are budgeted an allocation for travel and lodging applicable to this event.
	3. The Department or Detachment Commandant (or his/her designated representative) should meet the invited guest(s) on arrival. The guest(s) should be assigned an aide who has proper knowledge of protocol procedures and is familiar with the surrounding area 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). When the Host 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. 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 the host’s responsibility until they depart.

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**SECTION 800 - DIVISION FUNDS**

1. The only funds the Division 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.
2. The financial obligations the Division incurs annually, are for:

1. purchases for the Division Marine of the Year and Associate of the Year Awards, who will receive the Division Marine of the Year Medallion and ribbon and Division Associate of the Year Medallion and ribbon,
2. Division Attendance streamers and Division Color Guard streamers, and
3. advertisement for National Mid-Winter Conference and National Convention book.
4. 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 (National Vice Commandant & Paymaster), but only one (1) signature would be required to sign checks for authorized expenses listed in (b) above.
5. As agreed upon by the membership, any checks for other than those items listed in (b) above will need approval of the membership at a Division Conference or at a National Mid-Winter Conference or National Convention.
6. The National Vice Commandant will appoint three (3) Division members to audit the account, along with the Assistant Division Vice Commandant and the Paymaster. Whenever practical, the three (3) Division members appointed should be Past or present Department Commandants.
7. An audit of the Division financial account will be conducted prior to the beginning of each Division Conference. At the general meeting, the Paymaster will announce the results of this audit during his/her report.

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**SECTION 900 - FUND RAISING ACTIVITIES**

1. 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, Military Order of the Devil Dogs 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.

**SECTION 1000 - DIVISION AWARDS**

1. There are two Division awards which are presented annually at the Division Banquet.
2. Marine of the Year
3. Associate of the Year
4. Additional awards may be presented by the National Vice Commandant at his/her discretion.

Mideast Division Conference

After Action Report

Conference City/State Dates Held:

Host Detachment name and #:

Name of Hotel Phone #

Website:

Name of Coordinator: Phone #

E-mail

Name of National Vice Commandant Phone #

E-mail

Name of Assistant Division Vice Commandant Phone #

E-mail

Name of Auxiliary National Vice President Phone #

E-mail

Name of Auxiliary Assistant Division Vice President Phone #

E-mail

Number Rooms Reserved Thursday Friday Saturday

Cost INCLUDING Tax $ Number used

Number of HD 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 MED Paymaster) $

Income from MCLA Registration $ (50% goes to MED MCLA Paymaster) $

MOY Award Department and Detachment name and #

AOY Award Department and Detachment name and #

Copies to go to the National Vice Commandant and the Department and Detachment hosting the upcoming year’s conference.

Comments/Suggestions:

An example could be:

*The first year holding this event went better than expected. We exceeded our minimum number of registered participants, had great weather, and the organizers were awesome. Next year we need to make sure to get the word out earlier, add lunch options, and have more help at registration to cut down on wait times.*

**Past Recipients of the Division Marine of the Year Award**

**Kenny Joyner** Department of North Carolina 2022

**Scott Kirby** Department of West Virginia 2021

**Frank Mathers** Department of Delaware 2020

**Rick Shank** Department of West Virginia 2019

**Rick Thomason** Department of North Carolina 2018

**Jeffrey Jones** Department of North Carolina 2017

**Mike McLain** Department of West Virginia 2016

**Dick Tanner** Department of Delaware 2015

**Tony Begenwald** Department of Maryland 2014

**Bud Raines** Department of Maryland 2013

**Roger Ware** Department of West Virginia 2012

**Past Recipients of the Division Associate Member of the Year Award**

**Patti Leib** Department of West Virginia 2022

**Past National Vice Commandants**

**Rick Thomason** Department of North Carolina 2021-present

**Roger Ware** Department of West Virginia 2019-2021

**Bruce R. Rakfeldt** Department of North Carolina 2017-2019

**Mike McLain** Department of West Virginia 2013-2017

**Arvel H. “Bud” Raines** Department of Maryland 2011 – 2013

**Rudy Garcia** Department of Virginia 2011

**James Tant** Department of North Carolina 2009 – 2011

**Juan “Chief” Graciano** Department of Delaware 2007-2009

**Stephen T. Wilson** Department of North Carolina 2003-2007

**Michael Blum** Department of Maryland 2001-2003

**Ernie Lutz** Department of Virginia 1995- 2001

**Mike Pranger** Department of Virginia 1995

**Jimmie Lee Howard** Department of Maryland 1990-1995

**Unknown** 1984-1990

**Raymond Roussel** Department of North Carolina 1983-1984

**F. R. (Rick) Bowie** Department of Virginia 1980-1983

**Paul B. Voytko** Department of Virginia 1978-1980

**Charles D. Horn** Department of Maryland 1975-1978

**Jean Voytko** Department of Virginia 1974-1975

**John P. Alderman** Department of West Virginia 1972-1974

**James H. Brown** Washington, DC 1971-1972