



Southeast Division

THE MAGNIFICENT SEVENTH



STANDARD OPERATING PROCEDURES

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MARINE CORPS LEAGUE SOUTHEAST DIVISION

STANDARD OPERATING PROCEDURES

I. PURPOSE

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

III. RULES OF ORDER

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

IV. SOUTHEAST DIVISION MEETINGS

- (a) The SED 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 SED 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 SED Conference is to be approved by attendees present and eligible to vote at the current conference. Locations of future conferences are to be decided and approved a minimum of two (2) years in advance.

V. SED CONFERENCE BIDS

- (a) Bids to host the SED Conference shall include a letter from the bidding Department, Detachment or subsidiary, approved by the members and signed by both the Commandant and the Adjutant or their equivalent. The bid shall include a letter of agreement signed by the Host's Commandant and Adjutant, or their equivalent. A letter of understanding signed by the Department Commandant in the department in which the bid is being held shall also be included.

(Enclosure #1)

Each bidding Department, Detachment or subsidiary will present their bid, complete with all details, to the National Vice Commandant of the Southeast Division prior to the opening of the Conference, at which the bid is to be considered.

- (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.
- (d) The SE Division National Vice Cmdt and or the SE Division Assistant Vice Cmdt shall visit the proposed conference site.

Note – National checklist prefers flat rate for up to four persons.

- (e) The reasonable availability of chauffeured vehicles for emergency use and for transportation of guests to and from transportation terminals.
- (f) An adequate and acceptable hall to accommodate the joint opening session. Adequate meeting rooms for the MCL, MCLA, MODD, & MODDF.
- (g) 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).
- (h) An adequate banquet facility with a public address system.
- (i) There should be an accessible registration area available.
- (j) Published details of all local entertainment activities, including cost of such events should be available to interested members.
- (k) Complimentary rooms, registration and banquet tickets shall be provided for the SED NVC and the SED National Vice President, Marine Corps League Auxiliary. Banquet tickets shall be provided for their spouses.

VI. HOST RESPONSIBILITIES

Note: A planning guide has been established to aide the hosting organization through the process of hosting a conference. See the Planning Guide on the SE Division web site.

- (a) Prepare and distribute information relating to the conference, to all Departments, Detachments, MODD Packs and Auxiliary, 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 Division MOY (William D. "Bill" Carter) Award shall be included.
- (b) Normal onsite registration fee for the conference will be \$10.00 per MCL and MCLA

member attending. A properly executed registration form will be submitted to the Host 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 and Division Officers.
- (d) 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 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 will turn over to the NVC, fifty (50) percent of the registration fees collected from MCL members attending. The Host will turn over to the National Vice President one hundred (100) percent of the MCLA registration fees.
- (e) When checking in at registration, all attendees shall receive a name badge, conference program book and any entertainment or banquet tickets that were purchased. The name badge will have the attendee'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 possess a current membership card.
- (g) In the event a host, which has previously committed to host a SED Conference, has to cancel, they shall immediately notify both their Department Commandant and the SED NVC. 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 SED 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 SED 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 host of the next year's conference.

VII. SED PROTOCOL

- (a) 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 SED 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 shall make all complimentary lodging and registration arrangements.
 - (3) The Department or Detachment Commandant (or his/her designated representative) should meet 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).
- (b) 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.
 - (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 the host's responsibility until they depart.

VIII. SED FUNDS

- (a) The only funds the SED 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 Division MOY (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 authorized expenses listed in (b) above.
- (d) As agreed upon by the SED membership, any checks for other than those items listed in (b) above will need approval of the membership at a SED 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 or present Department Commandants.
- (f) An audit of the SED financial account will be conducted prior to the beginning of each SED Conference. At the general meeting, the Paymaster will announce results of this audit during his/her report.
- (g) Funds raised by the Division MOY (William D. "Bill" Carter) Award Society will be placed into the Division Fund Account, but will be utilized only for the Division MOY (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 Division Marine of the Year (William D. "Bill" Carter) Award Society is authorized to raise the necessary funds for the purchase of the recipient's award(s).

X. SED 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 Division Marine of the Year (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 Division Marine of the Year (William D. "Bill" Carter) Award). A of previous recipients is to be printed in the Conference Program Book. (Enclosure #4)

(1) The Division Marine of the Year Award, aka 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.

- Criteria for Submitting a Nominee for the Division Marine of the Year (William D. "Bill" Carter) Award will be:
 - (a) A letter of nomination shall be submitted by the Detachment Commandant, one (1) nomination per Detachment, to the President of the Southeast Division MOY Society, MCL.

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 SE Division 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. The Milton Ockman Award

- (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. The Tom Perrone Award

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

Application for the Southeast Division Conference

The _____ Detachment # _____ request to host
the 20 _____ Division Conference.

1. Read Section V, SE Division 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 SE Division 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 SE Division SOP.

Complimentary rooms, registration and banquet tickets shall be provided for the SE Division NVC and the SE Division National Vice President, Marine Corps League Auxiliary. Banquet tickets shall be provided to their spouses.

The Host agrees to the above points

Sponsoring Organization's Commandant
or equivalent

Detachment Adjutant or equivalent

Enclosure (1)

Southeast Division Conference

March _____

Registration Form

Name: _____

Address: _____

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

Email Address _____

Members Attending

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

If you are a present Department or National Officer (list which office, League or Auxiliary) Office Held: _____

You are arriving: Thursday _____ Friday _____ or Saturday _____

MCL Member Registration fee is \$10.00 _____ X \$10.00 = _____

MCLA Member Registration fee is \$10.00 _____ X \$10.00 = _____

Banquet on Saturday, _____ X \$ _____ = _____

Dietary needs _____

Total payment

\$ _____

Return this form and check by _____ (date) to:

Host Organization

Address

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

Enclosure (2)

Southeast Division Conference After Action Report

Conference City/State _____ Dates Held _____
Host organization: _____ # _____
Name of Hotel _____ Phone # _____
Website: _____
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 SE Div. Paymaster) \$ _____

Income from MCLA Registration \$ _____ (100% goes to SE Div. NVP) \$ _____

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

MOY (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

Enclosure (3)

Past Recipients of the Carter Award

- 1983 - Ned Bergeron, Louisiana - Houma Terrebonne # 475
Claude B. Edwards, Alabama
- 1984 - Robert Pitcher, Florida – Clearwater # 54
- 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 - Resigned from the Marine Corps League
- 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)
- 2006 - John T. Hicks, Tennessee – Tri-Cities Tennessee # 969
- 2007 - Leonard Palguta – South Carolina – Riverfront Marines #1132
- 2008 - Resigned from the Marine Corps League
- 2009 - William L. "Bill" Hartley - South Carolina - Sumter #1202
- 2010 - William “Bill” Backes – Florida – Spring Hill # 708
- 2011 - David Hatfield -Tennessee - Lt. Bonnyman # 924
- 2012 - David Cates – Tennessee - Lt. Bonnyman # 924

Notes

- (1) 1988 – Cancellation of the Southeast Division Conference due to host Detachment problems
- (2) 1994 – Nominations were submitted. The committee considered all nominees and found none that met the requirements
- (3) 2002 – Award rescinded by the Committee
- (4) 2005 – Awarded posthumously
- (5) 2008 – Award rescinded by the Committee

Enclosure (4)