

**MARINE CORPS LEAGUE
DEPARTMENT OF OREGON
POLICY AND PROCEDURES**



DEPARTMENT OF OREGON

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1. **Purpose.**

Periodically there are items associated with Marine Corps League Department of Oregon (Department of Oregon) that are established or revised to meet the needs or conditions of the Department of Oregon. The purpose of Policy and Procedures (P&Ps) is to document and manage those needs and conditions without the necessity for formal amendment processing of Bylaws.

2. **Process.**

To establish or revise an existing P&Ps the following steps are required.

- a. A proposal to establish or revise a P&P must be referred to the Department of Oregon Commandant.
- b. The Department of Oregon Commandant will refer the proposal to the Department of Oregon Officers who will investigate the proposal to ensure it does not conflict with the National or Department Bylaws. They will also determine if the proposal warrants inclusion in the P&Ps.
- c. If the proposal meets the 2.b. criteria a draft document will be created.
- d. The proposed P&Ps will be distributed for consideration and a vote to adopt at the next scheduled Department meeting (Convention or Mid-Winter). A simple majority affirmative vote is required to adopt.

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Department Dues	

Purpose

This P&P is being established to clarify and set the Department dues assessment.

Policy

As stated in the Department Bylaws, Art. IX, Section 3.- **Department Dues.** Department dues shall be as established from time to time by the Department Convention. Once established, the amount shall remain fixed until changed by a subsequent Convention.

Procedure

The current understanding is that the Detachment Dues to the Department is.

- New Associate or New Marine - \$5.00 per member
- Renewed Associate or Renewed Marine - \$5.00 per member

When submitting a 'Membership Dues Transmittal & Change Notification Form' to the Department Paymaster, make sure and include the appropriate Department Dues.

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Department Meeting Hosting Detachment Charity Donation	

Purpose

This P&P is being established to clarify and set the Department policy for donating to the Detachment Charity who host a MCL Department of Oregon Convention or MCL Department of Oregon Mid-Winter Conference.

Policy

The MCL Department of Oregon will donate to a Charity designated by the hosting Detachment of a Department of Oregon Convention or MCL Department of Oregon Mid-Winter Conference.

The MCL Department of Oregon would donate \$1,000.00 to a Charity designated by the Detachment who host a MCL Department of Oregon Convention.

The MCL Department of Oregon would donate \$1,000.00 to a Charity designated by the Detachment who host a MCL Department of Oregon Mid-Winter Conference.

The designated charity must focus on children.

Procedure

After the MCL Department of Oregon Convention or Mid-Winter Conference, the hosting Detachment will select a worthy charity or organization to receive the Department donation.

The hosting Detachment will notify the Department Commandant and Paymaster of their selection. If approved, the Department Commandant will authorize the disbursement of funds.

The check will be made out to the Charity, not the Detachment.

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Officer Sword Donation to Top USMC graduate of OSU NROTC	

Purpose

This P&P is being established to clarify and set the MCL Department of Oregon policy for donating funds towards the purchase of an USMC Officer Sword that will be presented to the top USMC grad of OSU’s NROTC program.

Policy

Each calendar year the MCL Department of Oregon will donate one-half of the funds the funds required to purchase the USMC Officer Sword.

The USMC Office Sword will be donated to the top USMC graduate of the OSU NROTC program.

It was further established that the donation would be perennial, so long as the Marine Corps Coordinating Council of Oregon and Washington was presenting that leadership award.

The MCL Department of Oregon will establish and maintain an Awards Account for such awards.

The MCL Department of Oregon Detachments are encouraged to donate an unspecified amount of funds to the Awards Account. These donations should be sent to the Department Paymaster within the first quarter of each year.

Procedure

When appropriate the requesting entity will contact the Department of Oregon Commandant and Paymaster in writing for disbursement of funds. The Commandant will approve the disbursement of funds.