

# Marine Corps League



**Program for Professional Development  
District Vice, New Detachments, & Auxiliary**





## Department Liaison

# District Vice Commandant

The Detachment is a separate and distinct unit which can, and often does, function independently.

But the work of a detachment can be more effective if it is joined by a tight link to the Department and national organization. The District Vice Commandant provides that important link.



- The District Vice Commandant is the elective representative of the Detachments in the district, but an obligation to provide guidance and supervision is also implied. While when the detachment is running normally these items should be provided discreetly to the Commandant.

Detachments are charged with carrying out the objectives and programs of the Marine Corps League and to comply fully with the obligations assumed under the Detachment, Department and National Bylaws and Administrative procedures, and National Charter.



But, if your Detachment becomes inactive or begins to falter, you can expect your District Vice Commandant to start giving directions and assuming some control.

Will Quarterly provide written reports to Commandant on activities in their District.

Responsible for Proper Administration of the Business of the Department within their area.

Pass information to Detachments about activities from the Department and follow through.



- Observation and reporting the progress of Detachments.
- Providing opportunities for Marines in an area to establish Detachments.
- Assisting Detachment Commandants in matters as requested as well as the Department Commandant forming a new Detachment .



# District Vice Responsibilities

Once a lead is obtained the district vice contacts the potential detachment organizer. Establish if there seems to be the possibility of obtaining the needed 20 new members.

A new detachment startup kit is obtained and the organizer is encouraged to find a location to establish an exploratory meeting, if there are the required number of interested new members .



then you would break open the startup package and start the application for Charter. Start by having the application filled out and signed. The Detachment shall maintain a file of these applications. It is also recommended that the Detachments create a service record book (SRB) on members. Example: Awards, commendations, offices held and etc.

Checking DD-214 and/or Discharges and noting such on applications as well as the date of the document so that there is a record of what was presented. Establish a dues schedule by pointing out to the prospective members the National and Department dues requirements.



# Temporary Officers

- A temporary Commandant, Adjutant and Paymaster are selected by the members of the Detachment to act as their respective officers, with the cooperation of all the members to secure new members before the date set for the closing of the charter application when the permanent staff of Detachment Officers will be elected. Subsequent elections may be held in accordance with the National Bylaws and Administrative procedures.



- Permissions from Family is needed to use a name when naming your detachment. You may choose to use the location name and after a period of time file for a name change to honor a passed individual of significance to the area or to the members of the detachment. To use an individual's name you must obtain notarized permission from the Family or executor of the estate allowing the usage of the name.



# Applying for Charter

- Choose someone who understands block letters or otherwise has very legible handwriting skills. There will be a lot of names, a lot of confusion to the forms, making it so that the Department paymaster and the national membership representative can decipher the information so that each member gets a membership card with their correctly spelled name and address on it, with corrections at a minimum the Detachment gets off on the right foot without issues that are easily avoided.



- Encourage the new detachment to make their charter ceremony an event. The Department officers should attend and make the presentation. This is an excellent opportunity to recruit members. It gives both sides a chance to meet one another so the department learns something about its new detachment, and the new members know that the Department is interested in the new detachment and members.

# Marine Corps League Auxiliary



The Auxiliary is an important adjunct to the Detachment's scheme of organization. The official contact with the Auxiliary is through the Auxiliary President. The Auxiliary can help in proportion to its opportunity. A good Commandant will find work for the Auxiliary.



- The Commandant, or designated representative, will keep in close touch with the Auxiliary and give its members plenty of inspiration and encouragement.

Detachments with an Auxiliary are stronger, and better rounded than those lacking the assistance provided by Auxiliary members.



## STARTING AN AUXILIARY UNIT

- In order to receive a charter for a Unit in the Marine Corps League Auxiliary, there are but a few requirements:
- Have a charter application signed by at least seven (7) members eligible for regular membership.
- Have a letter (not email) from the local Detachment Commandant giving permission from the Detachment to use the Detachment's name, if you wish to use the same name. Or, you may use any name you wish as long as it has not been used and meets with the approval of National Headquarters.
- A Unit may not be named after a living person.



A temporary slate of officers must be elected for President, Sr. Vice President, Jr. Vice President and Judge Advocate  
Obtain an EIN Number for the Unit.

If you have a group of “a few good women”, have one of them contact the Department Auxiliary President or Department Jr. Vice President so she may send her a Unit starter kit and work with her in obtaining a charter. If there is not an Auxiliary Department, then contact the Division Vice President for your area.

While an Auxiliary Unit is an asset to any Detachment, a Unit may be started independently of a Detachment.

**End of Lesson Plan 3**