



The Straight Scoop

Department Newsletter of the
Marine Corps League
Department of West Virginia
P.O. Box 11828
Charleston, WV 25339



Volume 3, Issue 4, April 2010

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Department Financial Report

Marine Corps League, Department of West Virginia Hershel "Woody" Williams Scholarship Foundation
22 Feb 2010 beginning balance: \$13,884.10 Deposits: \$100.00 Interest: \$3.21
22 Mar 2010 ending balance: \$13,987.31
Please send all donations to John Nanny, P.O. Box 2121, Wheeling, WV 26003-0234.

Marine Corps League, Department of West Virginia General Account and Paymaster Report:
20 Feb 2010 statement beginning balance: \$4,880.66 Deposits: \$315.00
Check # 647 \$100.00 uncleared bank
20 Mar 2010 statement ending balance and uncleared check #647: \$5,095.66

Paymaster Gill reports the Department received the PLM Interest Distribution from National HQ on 3 April 2010. The distribution for fiscal year 2010 is \$1.64 per eligible Paid Life Member. The department check was for \$672.40 which will be deposited. Detachments can expect to receive the same amount \$1.64 per eligible Paid Life Member in their Detachments.

2010 Department Convention May 7-8 in Elkins, WV

The Department Convention will be hosted by Leland D. "Crow" Crawford Detachment 956 in Elkins on May 7-8 at the Holiday Inn Express with business meeting and banquet across the street at American Legion Post 29. Hotel reservations can be made at 1-800-468-4329 or (304) 630-2266. Rooms \$78.40 with tax included. Mention code MCL. These rooms are blocked out for the convention at this price. The Elkins Econo Lodge on Rt. 33 East is offering a room special of \$50.00 per night (contine! ntal breakfast included) for those attending the convention. Mention Marine Corps League. Tel: 304-636-5311. This is one mile from the American Legion. The advance registration is \$5.00. The banquet is \$20. Please mail advance registration and banquet fees to MCL Det 956, P.O. Box 852, Elkins, WV 26241. If you desire additional info, call Roger Ware at 304-636-4365.

Department Convention Schedule of Events

Friday, May 7, 2010

0600 - 0945 Breakfast Buffet (or on your own unless you stayed Thursday night)

0900 - 1200 MCL Registration

1000 - 1200 MODD Registration

1200 - 1300 Lunch on your own

1300 - 1600 MCL Registration

1300 - 1600 MODD Registration

1600 - 1700 Department Audit Committee

1600 - 1700 Commandant's Council for all Detachment Commandants

1700 - 1830 Dinner on your own

1700 - 2230 Hospitality Room open

1830 - 1900 Pack Board Meeting*

1900 - 2200 MODD Growl

*At call of Department Commandant, MCL; Pack Dog, MODD

Saturday, May 8, 2010

0600 - 0930 Breakfast Buffet (or on your own unless you stayed Friday night)

0800 - 1000 MCL Registration

0800 - 0815 Flag-Raising Ceremony

0820 - 0930 Memorial Services, all hands attending

0930 - 0945 Department Budget Committee Meeting

0930 - 0945 Department Nominations Committee Meeting

0930 - 1000 Department Officers' Meeting

1000 - 1200 MCL Business Meeting

1200 - 1315 Lunch on your own

1315 - 1600 MCL Business Meeting

1615 - 1640 New MCL Department Officers' Meeting

1800 - 1900 Formal Reception

1900 Grand Banquet

Department Convention Rules

As per Department of West Virginia Bylaws those officers and Detachment Commandants that are to render reports during the Department Convention are reminded they shall do so in writing with at least 25 copies of their report for general distribution. Due to time constraints, no detachment written report will be read aloud in their entirety. ALL reports are to have a limit of 5 minutes in duration unless waived by the Department Commandant for just cause.

Tickets for Hawaiian Trip

The Department of WV MCL was given 150 raffle tickets during the National Convention in Rochester, MN, to sell for \$20 each. If one individual purchased 4 tickets for \$80, they will receive one more free ticket. The prizes are either \$3,000 or a trip to Hawaii for two that includes round trip airfare, hotel and 10-day rental car. The Department of NC is hosting the 2010 National Convention in Greensboro, NC, in August and asked each MCL Department in the Mideast Division to assist with these ticket sales. The Department of WV has placed a formal bid to host the 2014 National Convention in Charleston, WV. The Department will benefit from the ticket sale by receiving one chance to win \$3,000 for every 10 tickets sold or 15 chances for the entire 150 if they are sold. The Department is helping sell these tickets so the Mideast Division and Department of NC will help our Department sell tickets in 2014. Some

individuals may have already mailed their checks and ticket stubs to the address listed on the reverse side of the ticket.. The Department of NC has asked our Department to send in any money with ticket stubs and to return all unsold tickets during the Mideast Division Conference June 25-26 at Virginia Beach, VA. All unsold tickets, and additional money and stubs are requested to be turned in to Commandant Ware during the Department Convention in Elkins May 7-8. He will ensure everything is given to the Department of NC. Everyone is thanked for taking some of these tickets and any sales are appreciated.

Department Officer Bylaws Training

The Department Officer Bylaws Training class is Saturday April 17, 10 a.m. at the VFW on W. Pike Street in Clarksburg, WV. This training is open to any Department of West Virginia Marine Corps League regular or associate member whether elected or appointed. Casual attire may be worn. The training is to get the information out about the Bylaws and overall running of a detachment so any Commandant or member can leave at the end of the day with information to help make his/her job easier. The material presented will be summarized and streamlined as it's almost impossible to cover the National and Department Bylaws and Administrative Procedures material in the time! allotted so it will be considered a working lunch. Each detachment received copies of the Department Bylaws within the past year from Paymaster Gill. In addition, every detachment Commandant and Judge Advocate has copies of the National Bylaws and Administrative Procedures. Bring the Department and National Bylaws to the class with you. If you have copies of the Detachment Guidebook for Officers, bring it also. All the material presented will come from these manuals

Some of the material will be general info about the detachment and how it should operate; the duties of the Department and Detachment Paymaster and Adjutant; the non-profit and general rules for raffles, fund raisers, and donations; requirements for Department, Detachment Bylaws and resolutions and how additions or amendments are submitted and approved at convention; how the Department interacts with the Mideast and the National Marine Corps League; what happens at the Mideast Conference, Mid Winter National Staff Conference, and the National Convention; why we need personnel to attend these conferences and conventions and what reports need to be presented at each; the National info on leadership; mistakes made during meetings; and some material from the Guidebook for Detachment Officers. This session will also be a good time to assist any of the detachments with the filing of their incorporation papers if they have an EIN from National. Sample copies of Detachment Bylaws will be available to assist those detachments that do not have their own Bylaws. These copies can guide you with your own Bylaws. The Department Bylaws Training Committee Chairman is Raymond Cartwright. Other members are: John Nanny, George Gill, Mike McLain, Gareth Smith and Roger Ware. The following is the training class outline

Materials

1. National Bylaws & Administrative Procedures
2. Department Bylaws
3. Guidebook for Detachment Officers
4. Ritual

Department:

1. Purpose
2. Non-profit Corporation in WV & Fund Raising/Donations
3. Bylaws
4. Meetings and Minutes- Motions
5. Financial - Fiscal - Bonding - Insurance - Dues
6. Convention Officers Nomination - Elections - Resolutions
7. Officer Duties
 - a. Elected - Appointed
8. Reports

- 9 Department, Division, National Conferences and Conventions
Importance & Value of Attending
10. Awards - Department, Certificates

Detachment:

1. Charter
2. Incorporation - EIN
3. IRS Non-profit & Fund Raising /Donations
4. Bylaws
5. Meetings & Minutes - Motions
6. Financial - Fiscal - Bonding - Insurance - Dues - Audit
7. Officer Nominations - Elections - Duties - Board of Trustees
8. Reports
 - (1) Report of Officer Installation
 - (2) Application to Change Officers - WV Secretary of State
 - (3) WV Corporation Certificate
 - (4) WV State Tax Department Business Registration
 - (5) IRS 990-N E-file
 - (6) Annual Certification of Paid Life Members (PLM)
9. Membership recruiting and reporting
10. Media - Public relations
11. Member recognition - awards, certificates

Uniform Code

Grievance, Charges and Discipline

Question and Answer Period

Detachments Need Tax ID Number and Incorporation

The IRS requires each detachment to have its own tax identification number, also called an employer identification number. This federal EIN is not the same as a state issued sales tax exemption. The EIN is a federal tax identification number which must be used on all financial and legal documents and accounts (i.e., checking account, saving account, certificate of deposit, incorporation) that your detachment has or will establish. All detachments should already have one. If any detachment discovers it doesn't have an EIN, then it can e-mail National Adjutant/Paymaster Meg Thoburn at mthoburn@mcleague.org for the instructions and forms necessary to apply for one. You must file using general exemption number 0955 for your detachment to be considered a subsidiary under National's Parent General Exemption Number. If your detachment can not remember your EIN, email National Adjutant/Paymaster and ask for it from the file. National Bylaws require Detachments to incorporate within their respective state. This allows the Detachment to operate, collect monies for membership and activities, to collect charitable donations for detachment programs, and to act as a corporate entity for sales and other activities, with associated tax benefits for a non-profit entity. Incorporation protects the Officers and members of the Detachment, and by the same measure establishes the limitations for the organization in doing business as a non-profit organization. Since Detachments are non-profit corporations, they are required by corporate laws to have detachment bylaws, elect officers, hold meetings and maintain minutes. Due to being a non-profit corporation, only members shall represent the Marine Corps League.

Detachment Meetings

Detachments will meet for regular meetings on a scheduled basis on the same day and same time once monthly or as necessary as ordered by the Commandant at a place to be designated. All members will be informed of the meeting date, time and location. Special meetings may be called by the Commandant or by the Board of Trustees upon reasonable notice to the members thereof. The opening and closing ceremonies will follow the Ritual provided by National Headquarters of the Marine Corps League. A minimum number of members required to transact the regular and legal business of the Detachment is a quorum. The majority vote of those members present is required to approve general business. Officer meetings require no less than three to conduct business.

The Commandant will have an agenda that indicates the occurring events and reports. The business meeting will be concise, and will serve to inform members of Detachment activities and affairs, and solicit member ideas, information, and response to activities and reports. The meeting will allow time for introduction of guests and new members, induction of new members, and introduction of all the members. The Detachment is a corporate entity and must be run like a business entity with minutes taken to comply with corporate laws. Copies of minutes from all meetings will be kept in the Detachment's permanent files and copies will be sent to the Department Commandant. Members through their action and/or verbiage will not do anything detrimental to the good order of a meeting. Committees will meet at time and place deemed necessary and nonmembers will be excluded from meetings when conducting official business.

Uniform Code

Members of the Marine Corps League are authorized to wear ONLY those uniforms that are listed in National Bylaws and Administrative Procedures in Enclosure (3) and awards and ribbons in Enclosure (4). The guidance of this Uniform Code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniforms. Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an unmindful public may see that we are the Marines; and when today's Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as **one of their own**. Our appearance reflects upon the Marine Corps and Marines everywhere, and! we should ever be aware of that responsibility. Uniforms prescribed in this Uniform Code are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps. Members of the Detachment are encouraged to obtain regulation Marine Corps League uniforms, but it is not a condition of membership. The standard Marine Corps League cover is the minimum uniform item worn by members to be considered "in uniform."

Elections and Report of Officer Installation

Detachments are required to hold an annual election of Officers after October 1 and before May 15 every year. Officers, both elected and appointed, may be selected by the Detachment members as they desire. The Detachment will elect a Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate. The Detachment can either elect or appoint a! Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or an Adjutant/Paymaster and such other officers as are deemed necessary. Upon installation of its new officers, every detachment must fill out its Report of Officer Installation which has to be completed in detail and mailed to the Department Adjutant. This Report has to be completed even if there are no changes in the Detachment officers. The information on this form is used to update Department records on each detachment. Installation must be conducted within thirty (30) days of the election, Report of Officers and Installation is then forwarded to the Department Adjutant so it can be mailed to arrive at National Headquarters no later than 30 June of each year.

"Welcome Home Vietnam Veterans Day"

Members of MCL Wood County Detachment 1087 of Parkersburg participated in the "Welcome Home Vietnam Veterans Day" event held March 30 at the Mid-Ohio Valley Veterans Museum in Parkersburg. Representing the Marine Corps League were, top photo, Ron Morrison, Sr. Vice Commandant Mike McLain, Paymaster Larry Showalter, Richard Maxwell and Adjutant Jim Furr. The MCL members chat with a visitor at their display, bottom photo.



Calendar of Events

2010 Mid East Division Conference 25-26 June, Westin Hotel and Resort, Virginia Beach Town Center, Virginia Beach, VA, hosted by Department of VA. Hotel reservations can be made at 1-800-937-8461 or (757) 557-0550 (mention MCL Conference). Rates are: \$94.00 with 13% taxes and \$1.00 city lodging tax. Parking is indoor multilevel parking garage and is included with room.

2010 MCL National Convention Aug 6 -14, Koury Convention Center, Greensboro, NC, 1-800-242-6556. Rooms \$100.00 plus 12 3/4% tax. Reservations can be made now.

2011 MCL National Convention Jul 31- August 6 at Doubletree Riverside Hotel, Boise, Idaho. 1-800-222-TREE or 1-208-343-1871. Room rates are \$86.00 plus 13% tax. Hosted by Treasure Valley MCL Detachment 878, Boise, Idaho.

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