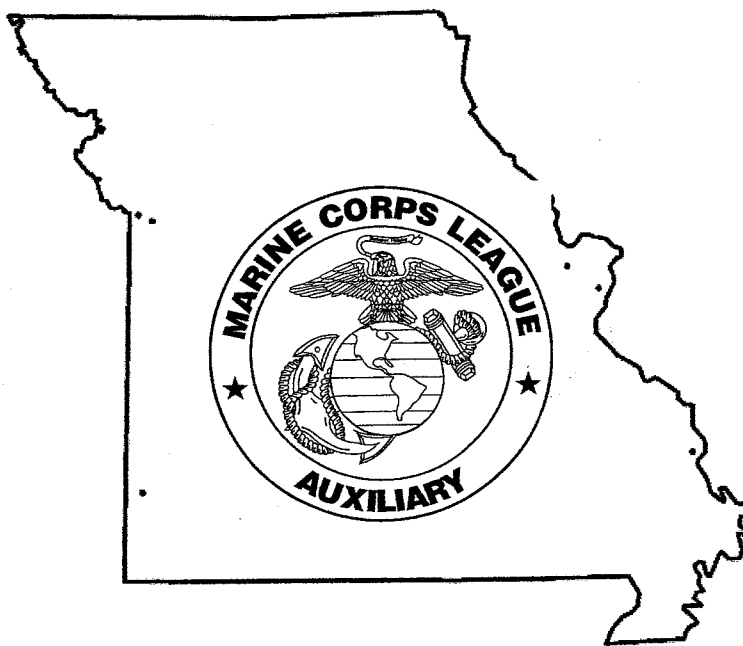


# PROTOCOL

DEPARTMENT OF MISSOURI  
MARINE CORPS LEAGUE AUXILIARY



LOGO



SLOGAN

“Semper Fidelis – Always Faithful”

COLORS

National.....Gold

Department.....Blue

Unit.....Scarlet

NATIONAL WEBSITE

[www.nationalmcla.org](http://www.nationalmcla.org)

## GENERAL INFORMATION

### **RESPECTING THE FLAG:**

If a the United States flag is standing to the presidents right at a head table you should never cross the flag to go behind the head table. Always enter from the left side of the President.

When you approach the head table or cross in front of the flag, stop and salute the flag before continuing on.

### **SALUTE:**

Members who are not in Auxiliary uniform place their right hand over there heart. Members in Auxiliary caps alone are not considered in full uniform.

Those present in full Auxiliary uniforms shall render the military salute.

Military salute – Raise the right hand until tip of forefinger touches the lower part of forehead above the right eye, thumb and fingers extended and joined, arm and elbow in line with shoulder, hand and wrist straight, drop the arm quickly to the side in a snappy military salute.

### **GENERAL MEETING INSTRUCTIONS:**

When a member desires to enter the room while a meeting is in session, she shall knock at the door and address the Captain of the Guard, enter room quietly and seat herself in the nearest seat.

No member may be admitted/leave while a report is in progress or when a speaker is on the floor.

If necessary to depart the room, member will request permission of the Captain of the Guard, and then retire via nearest exit without disruption to the meeting.

No one shall pass in front of the Altar. The space between the Altar and the rostrum is known as Hallowed Ground, and can only be trespassed upon by the Chaplain or for conducting ritualistic work such as initiating a new member or installing officers.

All remarks must be addressed to the President and not by one member directly to another. A member wishing to be recognized shall address the chair "Madam President" but shall not speak further until recognized by the President.

The Bible is to be opened at the twenty-third (23<sup>rd</sup>) Psalm for formal meetings or sessions.

The Bible is to be closed should it be necessary to conduct monetary transactions during a formal meeting.

During prayer members stand at "Parade Rest" (hands clasped behind back) during prayer.

When the Marines Hymn is played, always assume the position of attention (hands at your side), whether in uniform or not.

No civilian hats – no smoking – no alcoholic beverages in meeting room during sessions.

**UNIFORM:**

Cover - Straight (center) of forehead two (2) fingers above the eyebrows.

Shoes – Plain black pumps with toes and medium heel. No sling backs.

Purse – Black shoulder bag

Gloves – White tailored wrist length

For complete uniform regulation go the national web site – forms – uniform regalia.

A full uniform is not required. However if you choose to wear a full uniform be sure to wear it correctly.

### **INVITING DEPARTMENT PRESIDENT:**

Invite the Department President (at least once a year) to visit your Unit. It is one of her many official duties, however, she should be invited.

Always invite your guests in writing. This avoids error and confusion. Always inform your guest as to the type of meeting, i.e. formal, informal or social. Also make them aware of the meeting times and dress codes.

Always give the visiting President an opportunity to speak at your meeting.

### **INSTALLATION:**

It is proper to give a small gift of thank you to the Installing Officer by the incoming President.

It is the privilege of the incoming President to select the Installing Officer. The Installing Officer will select the Installing Team. An incoming Unit President should notify the Department President of the date, time and place of the installation even if the Department President is not to be the Installing Officer.

If a joint installation is to be held with the League, be sure the incoming and/or outgoing President is in contact with the Detachment/Department Commandant regarding arrangements.

### **AFTER A UNIT/DEPARTMENT PRESIDENT'S FIRST TOUR OF DUTY:**

The Unit/Department should present her with the Past President's Pin. Should she serve a second term, a plaque, gift or monetary gift should be presented. This is usually handled by the Sr. Vice President outside of the regular meeting.

### **HOSTING A DEPARTMENT CONVENTION:**

It is the responsibility of the hosting Unit to stay in touch with the Department President as to meeting rooms, times, guest rooms, agenda, etc.

The hosting Detachment is responsible for securing a guest room for the Department President (even if she is a member of the hosting unit). The hosting unit could provide a small welcoming gift for the Department President when she checks into the hotel.

It is the choice of the hosting unit as to whether or not they want to invite the National President. This should be done in writing as soon as possible to allow the National President to set her schedule and make travel plans. All expenses, room, banquet and hospitality fees should be covered by the hosting unit. Arrangements should be made to pick her up at the airport if necessary.

Every unit should provide a basket to be raffled at the convention by the Department Auxiliary. The Department President should be in contact with the hosting unit concerning this Department fundraiser. The hosting unit is responsible for having tickets to sell and assuring that someone is available to sell them. These should be drawn at the conclusion of the Banquet.

The hosting unit has the right to sell any items or raffles that they chose for their unit fundraising. No other unit should attempt to sell items at the convention unless invited to do so by the hosting unit.

Delegate fees are collected from each Auxiliary member attending a Department Convention. These delegate fees will be turned over to the Department Treasurer at the earliest convenience.

All dignitaries are to be introduced at the opening of the meeting. Make sure that you are aware of all dignitaries attending and their proper titles.

### **HOSTING A DIVISION CONFERENCE:**

The same guidelines should be followed for the Division Vice President as you would for the Department President during a Department Convention.

There are no delegate fees for the Division Conference. All members must show their credentials upon entering the Division Conference meeting.

### **ATTENDING NATIONAL CONVENTION:**

Make sure that you send in delegate fees before the end of June for your maximum number of delegates and alternates. This form is published in the national newsletter and is available in the Forms Section of the National website (listed as Delegate Form). These must be at National headquarters no later than July 1 (no exceptions). This is determined on the basis of unit membership. You may register one delegate and one alternate for each block of fifteen members and one delegate and one alternate for the remaining partial number of fifteen members. If you have thirty two members you are allowed:

1 delegate and 1 alternate for the first 15

1 delegate and 1 alternate for the second 15

1 delegate and 1 alternate for the partial (2)

For a total of 3 delegates and 3 alternates.

Make sure that your delegates are on the floor of the convention or leave their delegate badge with another member of your unit. If a roll call vote is requested you will only be able to vote the number of delegate badges on the floor. Even if only one member of your unit is going to the National Convention she may pick up, wear and vote the strength of your unit.

Most votes are one vote per member on the floor but you want to be prepared for a roll call vote.

Once the registration is received at National headquarters the unit strength (number of members) will be verified. They will then verify that the delegates are members in good standing. The delegate form is forwarded to the convention registration committee to have name tags made. Make sure that every member attending is listed as a delegate, alternate or member.

Upon entering the meeting room for the first time a number will be assigned to you. Every morning and every afternoon they will use this number for easy recording of your attendance at the meeting.

Dress for meetings at national convention could be, but does not have to be, the Auxiliary uniform. If you have a cover it should be worn. No shorts, jeans or inappropriate tops can be worn on the meeting floor.

No pets allowed with the exception of working dogs.

All members are encouraged to speak. A member goes to the microphone in the aisle, gives her name and unit and addresses "Madam President".

#### **OFFICERS DUTIES:**

**PRESIDENT:** It shall be the duty of the President to preside at all meetings; to observe and enforce the observance of the rules and regulations of the Constitution and Bylaws of the National, Department and the Unit itself in addition to all committees; to make and promulgate all orders and regulations necessary for the proper administration of the affairs of the organization and to seek the advice of the Past Presidents as may be necessary.

**SENIOR VICE PRESIDENT:** In the absence of the President shall assume the duties of the office of President. She shall initiate and implement programs that will increase the effectiveness of the organization, and shall perform such other duties as requested by the President. When the Department President is leaving office the Department Senior Vice President will send a request to each unit asking for a monetary gift to show appreciation to the President.

**JUNIOR VICE PRESIDENT:** It is the duty of this office to promote programs to further membership growth and membership retention.

**JUDGE ADVOCATE:** Acts as legal counsel of the organization to interpret the Bylaws. She shall advise and render opinions on question of Law and Procedure to the President and to members of the organization.

**PAST PRESIDENT:** Is an advisor to the President. Using her experience to further the growth of the Marine Corps League Auxiliary.