

**ADMINISTRATIVE PROCEDURES  
MARINE CORPS LEAGUE  
DEPARTMENT OF PENNSYLVANIA**

**CHAPTER ONE**

**GENERAL**

**SECTION 100 - NAME AND PURPOSES** - The name of the body corporate is The Marine Corps League of Pennsylvania, Inc., a recognized IRS Code 501(c)(4) non-profit corporation, incorporated in the Commonwealth of Pennsylvania on January 20, 1984. The purposes for which the corporation is formed are:

- (a) to preserve the traditions and to promote the interest of the United States Marine Corps;
- (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) to fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) to hold sacred the history and memory of the men who have given their lives to the Nation;
- (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) to maintain true allegiance to American institutions;
- (g) to create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) to aid voluntarily and to render assistance to all Marines and FMF Corpsmen and former Marines and FMF Corpsmen as well as to their spouses, orphans and parents;
- (i) to perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines;
- (j) any lawful business purpose to be conducted on a not-for-profit basis.

**SECTION 101 - LOCATION** - The principal offices of the Marine Corps League of Pennsylvania, Inc. shall be located at Building 3-95, Ft. Indiantown Gap, Annville, Pennsylvania or at such other place or places as the Board of Trustees may select in the best interests of its membership.

**SECTION 105 - CORPORATE SEAL** - The Corporate Seal of the Marine Corps League of Pennsylvania, Inc. shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis Marine Corps League of PA Inc." within a border of two narrow rings, with a star centered between the words "Marine" and "Semper" and a star between the words "Fidelis" and "Inc."

**SECTION 110 - POLICY**

(a) The supreme power of the Marine Corps League of Pennsylvania, Inc. shall be vested always in its membership functioning through Delegates at all Department Conventions. Executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League of Pennsylvania, Inc.

(b) The Marine Corps League of Pennsylvania, Inc. shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.

(c) Nothing in the preceding subsection shall prohibit the Marine Corps League of Pennsylvania, Inc. or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

**SECTION 120 - ORGANIZATION** - The constituted bodies of the Organization shall be:

(a) the Department Organization to be known as the Marine Corps League of Pennsylvania, Inc;

(b) subordinate regional organizations to be known as Districts, the extent and boundaries of which shall be as outlined in the Department Administrative Procedures, Chapter Four, of the Marine Corps League of Pennsylvania, Inc;

(c) subordinate local organizations to be known as Detachments;

(d) such subsidiary or subordinate organizations as the National or Department Organization may create, establish, or recognize.

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**CHAPTER TWO**

**DEPARTMENT CONVENTION**

**SECTION 200 - MEETINGS** - The Department Convention shall be convened once each calendar year during the month of June or July unless prevented by national emergency or other unpreventable cause.

**SECTION 205 - TIME AND PLACE** - The Time and Place of each Department Convention shall be decided by the Delegates present and voting at a Department Convention at least two (2) years in advance, wherein possible, of that Convention. In an emergency, the Department Board of Trustees shall designate the Time and Place.

(a) Each Detachment shall be provided written notification of date and location of each pending Department Convention at least sixty (60) days prior to the opening date of the Convention, such notification to include necessary forms for the Detachments' certification of authorized Delegates and Alternates to such Convention.

**SECTION 210 - PROCEDURE** - Immediately preceding the convening of each Department Convention, the Department Commandant shall determine and the Board of Trustees shall approve and establish the sequence and procedure with which the business of the Convention shall be conducted in conformity with these Bylaws and Administrative Procedures.

**SECTION 215 - RULES OF ORDER** - These Bylaws, Administrative Procedures, adopted Rules of Convention or the latest edition of Robert's Revised Rules of Order shall govern the procedure and conduct of each Convention.

**SECTION 220 - REGISTRATION**

(a) All approved and certified Delegates and Alternates and members will receive from the Department Convention Registration Committee a Convention Program and such Activities Admittance Tickets as they desire upon payment of the amount indicated on the Convention Activities Tickets.

(b) Registration Fees for the next subsequent Convention shall be as determined by the delegates in the current Convention assembled.

(c) In the process of registration, should a member's credentials as a Delegate or Alternate be challenged by the Credentials Committee, the member's Detachment Commandant (or duly recognized Detachment representative in the absence of the member's Detachment Commandant) may authenticate the credentials of the member in question, providing that such action does not authorize more Delegates and Alternates than the Detachment is allowed under provisions of these Bylaws and Administrative Procedures.

(d) All Past Pennsylvania Department Commandants shall be voting Delegates to each Convention in their own right and the registration fee for Past State Department Commandants registering in their own right shall be waived. Any Leaguer awarded a paid life membership by the Department of Pennsylvania shall be given the same rights as Past State Department Commandants.

**SECTION 225 - INSTALLATION** - The Installation of Officers-Elect shall be conducted prior to the conclusion of the Convention.

**SECTION 230 - STENOGRAPHIC EXPENSE** - The Expense of recording the proceedings of the Convention and stenographic expense of Committee shall be borne by the Department.

**SECTION 235 - CONVENTION ADMINISTRATIVE COMMITTEES**

(a) The Department Convention Administrative Committees shall be: Credentials; Bylaws and Administrative Procedures; Resolutions; and Rules Committees.

(b) So far as is possible the Department Commandant will appoint one (1) member of each District to serve upon each Department Convention Administrative Committee, notifying each appointee of the selection, and designate one member as Chair to call the meeting of the Committee.

(c) The duties of the Department Convention Administrative Committees are as follows:

(1) **CREDENTIALS COMMITTEE** - Shall: (1) examine the credentials of each Delegate and Alternate Delegate, (2) determine that each member desiring to register possesses a current membership card, (3) compile a continuing list of all registered and approved Delegates and Alternates and the approved Delegate voting strength of each Detachment in good standing. The lists shall be available upon the request of the Commandant and shall be presented as a part of the Committee's final report to the Department Convention, (4) disapprove the credentials of Delegates **NOT** in good standing at the time of the Department Convention.

(2) **BYLAWS AND ADMINISTRATIVE PROCEDURES COMMITTEE** - shall receive and consider all proposed changes of the Bylaws and Administrative Procedures submitted in accordance with the requirements of these Bylaws and Administrative Procedures. All changes meeting the requirements of these Bylaws and Administrative Procedures shall be referred to the Committee for its consideration and action. All proposed changes not meeting the requirements shall be returned to the submitting Member/Detachment with explanation of discrepancies.

(3) **RESOLUTIONS COMMITTEE** - shall receive and consider all properly submitted Resolutions (NOT Bylaws proposals) complying with the requirements of these Bylaws and Administrative Procedures, and may offer resolutions on behalf of the Committee deemed by the Committee to be advisable and necessary. The Committee, by majority vote, shall either approve or disapprove all properly registered Resolutions considered by the Committee. The Committee Chairman will report the Committee's recommendations upon such Resolutions to the Department Convention for its consideration and action. All proposed changes not meeting the requirements shall be returned to the submitting Member/Detachment with explanation of discrepancies.

(4) **RULES COMMITTEE** - shall review the Rules of the Convention employed at prior Conventions and determine the need for any additional Rules or revision thereof, for recommendation to the

Convention for application during that specific Convention. Present the Rules as the first order of business for the Convention when called upon.

**SECTION 240 - BIDS FOR DEPARTMENT CONVENTION** - Any Detachment may make a formal written bid for a Department Convention to the Department Convention Committee Chair providing that the Detachment members have approved the bid at a regular detachment meeting. A detailed description from one or more hotel/motel outlining convention facilities and capabilities shall be part of the bid, including the following:

- (1) an adequate and acceptable complimentary hall to accommodate the Joint Opening Session, complimentary meeting rooms for Marine Corps League Auxiliary, Fleas, Devil Dogs, Memorial Service, Banquet, and committee conference rooms;
- (2) adequate accessible Registration room/area that can be secured, free of interference for the full period of registration;
- (3) complimentary rooms, if possible, for the National Marine Corps League Representative, the National Marine Corps League Auxiliary Representative, the Department Commandant, and the Department Auxiliary President;
- (4) sufficient available rooms with Convention rates, both single and double;
- (5) choices of special Luncheons, Dinners, and Banquet with Convention prices.

**SECTION 250 - CONVENTION COMMITTEE DIRECTIVES**

(a) The Department Commandant, with the advice and consent of the Board of Trustees, shall appoint the Convention Committee Chair and Assistant Chair. The remainder of the Committee shall be comprised of the Department Sr. Vice Commandant, Judge Advocate, Adjutant, Paymaster, an Auxiliary Representative, the District Vice Commandant from the area in which the Department Convention is to be held, a M.O.D.D. representative and a Detachment representative from the Detachment hosting the Department Convention (one from each Detachment if co-hosted). The Convention Committee shall review the bids for future Department Conventions and if the bids are properly submitted and meet the criteria as established by the Bylaws and Administrative Procedures, shall inform the Convention body of same. Specifically informing the body of the date, location, and all information pertaining thereto. If more than one (1) bid is received for any year, one (1) member of the Detachment submitting such bid will be accorded five (5) minutes on the floor to give a presentation of the bid. Should the convention bids be rejected or no bid received, the members of the Committee shall proceed to select a location site. The Chair and a committee member shall visit the location to determine if it will meet the needs of the Department Convention. Should the site selection be made early enough, this information shall be presented at the next staff meeting following the Convention for the Board of Trustees approval.

(b) The Convention Committee by contract, if possible, shall engage a reputable firm to produce a Convention Program Book. The profits from same are to be used by the Convention Committee to meet the various expenses incurred in putting on the Annual Department Convention.

(c) The number of complementary rooms for guests will be governed by funds available and the number

of rooms provided by the Hotel/Motel to the Convention Committee for their use.

(d) The Committee shall submit a proposed budget to include reimbursement of expenses for committee members to the Budget Committee for consideration by the delegates. A final report on the Department Convention shall be presented at the Fall staff meeting following the Convention.

(e) To increase exposure for the Marine Corps League, the Convention Committee shall, wherein possible, seek a Convention location where there is presently no MCL Detachment.

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**CHAPTER THREE**

**COMMITTEES, COUNCILS AND SOCIETY**

**SECTION 300 - STANDING COMMITTEES AND DUTIES** - Department Standing Committees and their duties are as follows:

- (a) **AMERICANISM COMMITTEE** - The Americanism Committee shall have the duty of formulating, implementing and executing an Americanism Program to effectuate the purposes of the Marine Corps League. The criteria has been established in enclosure one (1).
- (b) **AWARDS AND CITATIONS COMMITTEE** - shall have the duty of recommending to the Department Commandant, the Awards and Citations for use by the Detachments and all recommendations for Department Awards. The Senior Vice Commandant will chair this Committee, and shall certify that the recipient is worthy of said Award. This Committee shall have at least two (2) other members. The criteria for the Individual, Membership, VAVS, Newsletter, Scholarship, JROTC, Tenure and other Special Awards has been established in enclosure two (2).
- (c) **BUDGET AND FINANCE COMMITTEE** - It shall be the duty of the Budget and Finance Committee to hold such hearings with Officers and Delegates as it may deem necessary, to prepare and present to the Convention a financial program and budget for the conduct of business and affairs of the Department for the ensuing year and to make recommendations concerning ways and means of increasing the funds of the Department.
- (c) **SERVICE AND REHABILITATION COMMITTEE** - The Service and Rehabilitation Committee shall cooperate with the National Director of Veterans Service and Department Service Officers in planning and to carry out a progressive rehabilitation program within the Department. All members of the Rehabilitation and Service Committee must be accredited Service Officers with both the U. S. Department of Veterans Affairs and the Marine Corps League.
- (d) **SCHOLARSHIP COMMITTEE** - There shall be at least five (5) committee members, one from each District, wherein possible. In the event that a vacancy should occur, the Vice Commandant for that respective District shall recommend to the Department Commandant, a member from his/her District to serve on the Committee until the next annual Convention.
- (e) **VETERANS AFFAIRS AND VOLUNTARY SERVICE COMMITTEE** - The Department VAVS Committee Chair will receive and compile comprehensive VAVS Program activity reports from the various participating detachments in the VAVS Program and State Veterans Homes volunteer programs and further shall be guided in the duties by the National VAVS program as outlined in National bylaws and Enclosure (1) of these Administrative Procedures.

## **SECTION 310 - ADVISORY COUNCILS AND DUTIES**

(a) **DETACHMENT COMMANDANTS COUNCIL** - The Detachment Commandants Council, an integral part of the Department Staff, composed of all Detachment Commandants and chaired by the Department Senior Vice Commandant, as a collective advisory body, is charged with the responsibility of providing assistance to the Board of Trustees. It shall be the general duty of this Council to:

(1) study ways and means towards stimulating growth, both in membership and stature of the Marine Corps League and enhancement of administrative and command relationship between the Department Headquarters/Board of Trustees and its constituent elements of the League;

(2) receive and evaluate suggestions from constituent elements (or from the Board of Trustees) which are oriented to the improvement of the Marine Corps League growth and/or enhancement of constituent element and Department Headquarters/Board of Trustees relationship;

(3) as called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council;

(4) pursuant to accomplishing above duties, develop and finalize proposed plans, policies, procedures, and/or systems for recommendation to the Board of Trustees;

(5) meet prior to each Department Staff meeting and during the Department Convention and at these meetings, the Council recommendations will be reported to the Board of Trustees or Convention Delegates, respectively, by the Senior Vice Commandant.

(b) **PENNSYLVANIA WAR VETERANS COUNCIL** - The Department Commandant and Department Adjutant shall serve as delegates to this Council. The Council is composed of Department Commanders of all major Veterans Organizations in Pennsylvania and meets regularly in Harrisburg, Pennsylvania. Two Alternate Delegates will be appointed by the Department Commandant.

**SECTION 315 - THE MARINE OF THE YEAR (MOY) SOCIETY** - shall be composed of all previous PA MOY's in attendance at the Convention. The President of the MOY Society for the ensuing year shall be elected by those MOY's present and voting. (The Department Commandant shall not be a member ex-officio of this Committee unless he is a past recipient.) The guidelines for the MOY selection have been established in enclosure three (3).

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**CHAPTER FOUR**

**DISTRICTS - DETACHMENTS**

**SECTION 400 - FORMATION** - To obtain more effective administrative functioning of the Marine Corps League of Pennsylvania, Inc., the Commonwealth is divided in geographical subordinate units called Districts.

**SECTION 405 - POWERS** - The function of Districts being administrative only, no District will adopt By-Laws, Administrative Procedures, or assess dues, and only expenses authorized in advance by the Board for a District will be paid by the Department. The duties and authority of the Vice Commandants of Districts are covered in the By-Laws, Section 210 (h). The District Vice Commandant will appoint one or more Assistants, not to exceed three, from a Detachment within each respective District.

**SECTION 410 - DISTRICT ALIGNMENT** - The Districts of the Department of Pennsylvania shall be aligned in accordance with geographical location in the Commonwealth of Pennsylvania as outlined below.

- (a) Southeast District - Counties of Bucks, Chester, Delaware, Lehigh, Montgomery, Northampton, and Philadelphia.
- (b) Northeast District - Counties of Bradford, Carbon, Lackawanna, Luzerne, Monroe, Pike, Sullivan, Susquehanna, Wayne, and Wyoming.
- (c) Central District - Counties of Adams, Berks, Centre, Clinton, Columbia, Cumberland, Dauphin, Franklin, Fulton, Huntingdon, Juniata, Lancaster, Lebanon, Lycoming, Montour, Mifflin, Northumberland, Perry, Schuylkill, Snyder, Tioga, Union, and York.
- (d) Southwest District - Counties of Allegheny, Armstrong, Beaver, Bedford, Blair, Butler, Cambria, Fayette, Greene, Indiana, Lawrence, Somerset, Washington, and Westmoreland.
- (e) Northwest District - Counties of Cameron, Clarion, Clearfield, Crawford, Elk, Erie, Forest, Jefferson, McKean, Mercer, Potter, Venango, and Warren.

**SECTION 415 - DETACHMENTS - CHARTER** - A Detachment may be organized, chartered and instituted in accordance with Chapter Six of the National Administrative Procedures.

**SECTION 420 - INSTALLATION OF DETACHMENT OFFICERS** - Installation of detachment officers shall be conducted in accordance with Section 620 of the National Administrative Procedures.

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**CHAPTER FIVE  
MEMBERS**

**See Chapter Seven, National Administrative Procedures**

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**CHAPTER SIX  
SUBSIDIARIES, SUBORDINATE & SUPPORTED**

**SECTION 600 - MARINE CORPS LEAGUE of PENNSYLVANIA, Inc. SUBSIDIARY AND SUBORDINATE ORGANIZATIONS**

- In addition to those Subsidiary and Subordinate organizations outlined in Chapter Eight of the National Administrative Procedures, the Department of Pennsylvania, Marine Corps League recognizes the following organizations and programs as Subsidiary, Subordinate or Supported organizations that the Marine Corps League of Pennsylvania pledges its support.

**SECTION 640 - DEPARTMENT OF PENNSYLVANIA SCHOLARSHIP PROGRAM**

(a) The "Department General Scholarship Fund for Higher Education" which shall be a fixed expense within the Department and funded by appropriation through the Department's budget submitted annually to the Convention. This fund may receive and disburse any donations to the fund which are received in addition to the fixed expense in the budget. These funds will be disbursed by the Department Paymaster upon receiving approval from the Department Scholarship Committee Chair.

(b) The "Department of Pennsylvania Memorial Scholarship Fund" will receive only "Designated" Memorial Scholarship contributions. Any contributions received not designated for the "Memorial Scholarship Fund" will be placed in the "General Scholarship Fund". Said monies will be placed into secure investments that will earn interest and dividends to enhance the fund.

(c) The Paymaster of the Department shall be responsible for placing of the funds in appropriate investment instruments.

(d) Only that portion of the principal amount in excess of \$10,000 of the "Memorial Scholarship Fund" may be used for scholarship purposes, thus making it a permanent restricted fund.

(e) At the discretion of the delegates while in Convention or the Department Board of Trustees by majority vote, the interest of the "Memorial Scholarship Fund" may be placed in the "Department Scholarship Fund for Higher Education" category of the Program.

**SECTION 660 - MARINE CORPS LEAGUE YOUTH PHYSICAL FITNESS PROGRAM** - The Marine Corps League of Pennsylvania recognizes the Marine Corps League's Youth Physical Fitness Program as an official subordinate program of the Marine Corps League which shall ever be subject to the authority, supervision, direction, control, and discipline of the Marine Corps League. (Article Seven (7), National Bylaws applies.) The Department of Pennsylvania will endeavor to support the local and regional youth physical fitness events conducted in the state.

**SECTION 670 - MARINE CORPS LEAGUE of PENNSYLVANIA FOUNDATION, Inc.** - The Marine Corps League of Pennsylvania recognizes the Marine Corps League of Pennsylvania Foundation, Inc. as an official subordinate entity of the Marine Corps League of Pennsylvania.

**SECTION 680 - SCOTLAND SCHOOL FOR VETERANS' CHILDREN** - The Marine Corps League of Pennsylvania, Inc. recognizes and supports Scotland School for Veterans' Children, having contributed to the School for many years. The Department Commandant should attend the Graduation exercises at the school in June. A contribution is usually made at Graduation time by the League. The amount of this contribution should be budgeted at the Department Convention. Failure to budget funds at the Convention or sufficient funds not available at the time, action should be taken at the Department staff meeting preceding graduation to make funds available. Any Detachment desiring to contribute to said fund should contact Scotland School.

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**CHAPTER SEVEN & EIGHT**

**See Chapters Seven and Eight, National Administrative Procedures**

**CHAPTER NINE  
DISCIPLINE**

**See Chapter Nine, National Administrative Procedures**

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**CHAPTER 10**

**MISCELLANEOUS**

**SECTION 1000 - FUND RAISING** - See National Administrative Procedures, Chapter Ten, Section 1000

**SECTION 1005 - RESPECT**

(a) The Bible shall be opened, placed on an Altar which is covered with a clean and attractive Altar cloth, during all the meetings of the Marine Corps League. No disrespect to the Bible, by act or word, shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Altar or Bible as a resting place for any item or material. All space between the Altar and the chair shall be considered as hallowed ground and shall not be traveled upon while the Bible is open.

(b) The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**SECTION 1010 - RESOLUTIONS, SUBMITTING AND PROCESSING** - Resolutions may be submitted by a member in good standing, a Detachment or Department for consideration by a National or Department Convention, provided said Resolutions are in proper form and in compliance with all of the following requirements:

(a) The Resolution must be typewritten with an original and three (3) copies, and must be registered at National Headquarters no later than July 1, prior to the National Convention or May 15, prior to the Department Convention, at which action thereon is desired. An appropriate registration number will be assigned to each Resolution by the National Adjutant/Paymaster or Department Adjutant. One copy shall be retained at the National or Department Headquarters as a part of the permanent file; one copy shall be placed in a "working file" to be referred to the respective Resolutions Committee for the Committee's consideration and recommendations; one copy shall be used by the National Adjutant/Paymaster or Department Adjutant as the source for distributing the resolving clauses. The fourth copy, with registration number, shall be returned to the sponsor or proposer, serving as evidence of compliance with the section.

(b) All Resolutions submitted for consideration by a National or Department Convention shall be drawn on such form as will identify it as being adopted by the Marine Corps League in "National Convention assembled" or "Department Convention Assembled". Any resolution not written in this form shall be returned by the National Adjutant/Paymaster or Department Adjutant to the sponsor or proposer.

(c) Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the National or Department Convention, no motion proposing adoption of a Resolution shall be placed on the floor of the National or Department Convention unless the requirements of this section have been complied with.

(d) The National Headquarters staff or the Department Adjutant shall prepare an adequate supply of all Resolutions registered by the National Adjutant/Paymaster or the Department Adjutant in accordance with this section and shall make such supply available for distribution to all Delegates, and all members and the Resolutions Committee upon their arrival at the National or Department Convention. A complete file of all registered Resolutions shall be available in the Convention Office of the National Adjutant/Paymaster or the Department Adjutant for inspection by any Delegate or member of the Marine Corps League who desires to take advantage of such inspection.

**SECTION 1015 - AMENDMENTS** - These Administrative Procedures may be revised, amended, or repealed at any Department Convention of the Marine Corps League, by a two-thirds (2/3rds) favorable vote of the properly registered and approved Delegates present and voting, provided that the proposed revision, amendment, or repeal is submitted with the exact intended wording to the Department Adjutant no later than the first day of April prior to the opening date of the Department Convention at which the said proposal is to be considered, and further provided that the Department Adjutant shall distribute copies of such proposals without personal comment to all legally existing Detachments no later than the thirtieth day of April prior to the opening date of the Department Convention at which such proposal is to be considered.

**SECTION 1020 - EFFECTIVE DATE** - All revisions, amendments, or repeals of these Administrative Procedures approved by a Department Convention, as outlined in Section 1015, shall become effective upon the date specified in the approved proposal, or, if no date is specified in the approved proposal, such approved proposal shall become effective upon the close of the Department Convention at which it was approved.

**SECTION 1025 - ADMINISTRATIVE PROCEDURES DISTRIBUTION**

(a) Each Detachment shall be supplied, without charge, two (2) copies of the Administrative Procedures of the Department each time they are printed and two (2) copies of any published change made thereto. These copies are to be made available to any member in good standing, for examination upon request.

(b) Any subsidiary/constituent unit or member of the Department may purchase copies of the Administrative Procedures for a nominal fee, from the Department Quartermaster.