



## Marine Corps League Auxiliary, Inc.

### NATIONAL NORTHEAST DIVISION CONFERENCE March 24-25, 2017 – GALLOWAY, NJ

#### **Friday, March 24, 2017 – Auxiliary Gathering:**

Members of the Auxiliary from the Departments of New Jersey, New York and Pennsylvania enjoyed snacks and got to know each other,

#### **Saturday, March 25, 2017 – Joint Opening Session:**

The Conference Joint Opening was called to order by Northeast Division Vice Commandant PDC/PCDD Leanna Dietrich at 0900. The Joint Opening was followed by a Memorial Service, Chapel of Four Chaplains service and a presentation by Ricardo Sheppard Department of New York Senior Vice Commandant on the 2018 National Northeast Division Conference which will be held in Binghamton, NY at the Holiday Inn Arena Hotel on April 6-7, 2018. Potential room rate is \$109.00/night.

#### **Saturday March 25, 2017: MCLA Business Session:**

The conference was called to order by Northeast DVP Linda Chamberlain at 10:25 AM according to ritual.

#### **Introduction of distinguished guests:**

PNP Ruth Moyse

Asst. NE Division Vice; Sydney Minchin

Department PA President; Teena Engel

Department of NY Representative; Diane Lawton

Unit Presidents and Past Department Presidents

Guest Bonnie Lawton from New York a potential new Auxiliary Member and someone who is interested in starting a unit in her area were introduced.

#### Officers for the Conference were:

Captain of the Guard/Outer Guard – PDP Carrie McIntosh – Department of NJ

Chaplain – Diane Lawton, Department of NY

Secretary – Teena Engel, Department of PA

Members present were requested to introduce themselves giving the name of their unit and any office they currently hold. There were 18 Auxiliary members present representing the states of New Jersey (11 members) New York (1 member) and Pennsylvania (6 members).

**2016 National Northeast Division Conference Minutes** – The minutes from the 2016 conference held in Wilkes Barre, PA were not read but corrections, errors and omissions were requested and noted.

There was one correction noted on the 1<sup>st</sup> page the first line under Reading of Communications correct the spelling of Tracy Killinger to Tracey Killinger. There being no other corrections PNP Ruth Moyse made a motion to accept the minutes with corrections. The motion was seconded by Carrie McIntosh.

#### **Motion Carried.**

State specific meeting folders were distributed to each member in attendance.



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**Officers Reports** – DVP Chamberlain’s activity report for the period August, 2016 through March, 2017 was included in the meeting folder. ADVP Sydney Minchin reported she attended the National Mid-Winter Conference in Fredericksburg, VA and will be attending the Department of New York staff meeting in Binghamton, NY next weekend.

**Communications** – National SVP Carol Smith’s letter regarding the gift for our National President Karen Aune. DVP Chamberlain will be passing an envelope around for anyone who wishes to contribute. The monies collected will be sent from the ladies of the Northeast Division. Total collected was \$100.00.

**Chaplain Report** – Three life member death notices were recently received from the Department of New York. The concern was these notices were not sent in a timely manner i.e., date of death was listed as unknown, resulting in these ladies being listed as active on the roster since 2013. It was suggested to do an obituary search to determine if life members you have not heard from or cannot contact had passed away. ADVP Sydney Minchin also mentioned a Seek Graves website that may work to locate deceased unit members. Some states permit family members to do an attempt to locate through the police department. A question was raised as to when life members who cannot be located should be removed from the roster. The submission of death notices is the responsibility of the Unit Chaplain a list of who should receive a copy of the notice is on the form.

**Sick and in Distress** – PNC John Tuohy, PNP Shirley Keyes, Terry Souder, Upper Darby Unit (PA), Peg Curley, Gen. Smedley D. Butler Unit (PA), Sharon Pavey, Keystone Headquarters Unit (PA), PDP Pat Engel Landis-McCleef Unit (PA) and Ann Zakian, James Earl Kennedy Unit (NJ).

**National Mid-Winter Conference Notes** – Distributed via email and will be placed on the National Northeast Division website in the near future.

**2017 National Convention** – Information provided in the meeting folder. All of the rooms in the Sheraton Overland Park Hotel are sold out. Overflow hotels can be found on the convention web site [www.2017MCLNationalconvention.com](http://www.2017MCLNationalconvention.com). If you call for reservations at one of the overflow hotels and told they are full let DVP Chamberlain know so she can contact PNP Jackie Hunter the Auxiliary Liaison on the National Convention Committee.

**2018 National Convention** – Will be held August 10-19, 2018 at the Hyatt Regency in Buffalo NY. Reservations can be made beginning at 8:01 AM on Monday, August 21, 2017. There are only 350 rooms available. If you plan to go across the Canadian border to visit Niagara Falls you will need a passport. Additional information was provided in the meeting folder.

**EIN numbers** – All Departments, Units and Flea Hides MUST have an EIN number. You must have an EIN number even if you don’t have a bank account. You cannot use your Detachment’s EIN number and you cannot use the National MCLA EIN number. EIN Numbers are free. The meeting folder contained an EIN Number Application or the application can be completed on line by going to the [irs.gov](http://irs.gov) website. The MCL is a 501(c) 4 organization and as a subsidiary we are considered the same. This includes all Flea Hides.



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**990N** –All Departments and Units must file a 990N. If you do not file for 3 years, your non-profit status will be revoked and it is very expensive and time consuming to have it reinstated. There is a form on the IRS website that will need to be completed in order for you to have your not for profit status reinstated.

Currently the Department of New York has three (3) units whose not for profit status has been revoked. All units in the Department of New Jersey are current with the filing of the 990N's. The non compliant units in the Department of Pennsylvania will be contacted by the DVP.

If a unit turns in their charter, they still need to file a 990N for the two years the charter is being held by the Department. Discussion took place regarding the unit turning in their charter and filing the 990N while the charter is being held by the Department. PNP Moyse noted if a unit is turning over everything to the Department they more than likely will not file the 990N therefore it is her suggestion the Department be responsible for the filing since they will be holding the charter. This would require the unit to turn over the user name and password used when they filed their 990 as well as the name on the previous filing. If a unit reestablishes within the 2 year period, they should use the existing EIN number. When filing remember you need to file as the Marine Corps League doing business as your unit or department name. A checklist for closing a unit will be presented by the forms committee at the National Convention. PNP Moyse suggested a statement regarding the unit turning over their user name, password and the name used on the last filing be included as part of the checklist.

**Incorporation** – All Units must be incorporated. State specific instructions and forms on how to become incorporated were provided in the meeting packets. Fees and rules vary by state. Remember when you change officers to complete the appropriate form as determined by the specific rules of your states.

You are in violation of the MCLA bylaws if you do not have an EIN, do not file a 990N and are not Incorporated. You could be fined and or lose your voting rights at the National Convention if National MCLA decides to take such action. Each of us took an oath when we became a Unit, Department or National Officer and as part of our oath we have a Fiduciary responsibility regarding how we spend and invest our finances. The States Attorney General and the IRS are coming down hard and substantial fines are being implemented.

The meeting broke for lunch at 11:35 AM to reconvene at 1:00 PM. The meeting reconvened at 1:05 PM. The meeting was opened per the ritual.

**Installation of Officers Reports** – Installation reports should be done within 30 days of the installation.

### **Applications for New Members** –

- Check the applicant's eligibility documentation
- Make sure the application is filled out completely and all information is accurate
- Be sure the recruiter has signed the application
- Be sure the date is filled in when the member is initiated into the unit
- All new members need to be voted on by the unit.



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**Volunteer Hour Reports** – Reports are due to the committee chairpersons 30 days before your Department Convention. Remember you must use the Girl Scout Gold Certificates from National Headquarters for your Girl Scout certificate distribution to be counted.

**100% Membership** – The following units were recognized for 100% membership: Department of NJ; Salem County, Department of NY; Adirondack, Massena and J W Thurston and from the Department of PA; All Divisions, Chester County, Coal Cracker and Northeastern.

**Easter Egg Training Session** – Individuals were asked to take an egg, read the slip of paper out loud and explain what the Protocol Do or Don't meant to them. Many past experiences and great ideas were shared as the slips of paper were read.

**Guest** – National Northeast DVC PDC/PCDD Leanna Dietrich shared information on the activities being covered by the league in their meeting. The National MCL will be rewriting their by-laws and this could impact all subsidiary organizations including the Auxiliary. Also, if a detachment's 990N and Incorporation issues are not resolved then they will lose their charter.

**Bylaws Workshop – Presented by PNP Ruth Moyse** – This is a bylaw change year at National. The way our bylaws are currently written we can only change the bylaws every three years, the League votes on their proposed changes every year. Sometimes this has caused a problem. A good example is what the League is doing now. We will be voting on bylaw changes in August and have been told the League will be making changes to their bylaws that may impact the Auxiliary. But the Auxiliary cannot vote on any changes that may need to be made as a result of the League's changes for another three years. Bylaw changes must be submitted by May 15<sup>th</sup> (90 days prior to the start of the convention) while Administrative Procedure changes can be submitted up to and including at the convention. Information was distributed describing how to submit a bylaw or administrative procedure change. Needed to be included is:

- **Date:** 90 days prior to the start of convention
- **To:** National HQ
- **From:** Name of Member, Unit and Department (helpful if you include your contact information but not necessary)
- **Subject:** Fill in applicable Article #, Section # and Sub-Section #
- **Currently reads:** Fill in the exact wording as it presently reads in the current up-to-date copy.
- **Amend to Read:** Fill in exact wording you would like to have delegates vote on
- **Brief:** Detail of what you are requesting to change. Example: 'Change third word in second sentence of first paragraph
- **Rationale:** The reason you feel the amendment should be adopted. They must be typewritten and in triplicate. If you submit the bylaw change via email you must send three identical copies (three attachments). You can also send by certified mail if you wish.

All of the above are referenced in Article Eight Miscellaneous, Section 800-Amendments. The date every three years will always change because the date of the convention changes, you will need to keep this in mind. Forms to assist in submitting a bylaw or administrative procedure change were distributed.



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Remember there is a certain way to word an amendment if you say we shall or we will you are going to do it. If you say you may, you could or you should and you do not do it you are not in violation of the bylaws.

**Effective Date** – The Effective date of the bylaws changes is after the approval of the MCL National JA or no later than January 01 of the following year.

**Roll Call Vote** – We each have one vote unless it is requested to have a roll call vote. Once you make a motion for a roll call vote you will need 10 people who also want a roll call vote to stand up behind you. It is wise for each unit to register all of their delegates for the convention. A representative from the unit will need to pick up all of the registered delegate badges to be able to vote your unit strength. Dual Membership was discussed as a method to increase voting strength. If a secret ballot is conducted you must announce both the results and who won.

Point of order is the only time you can interrupt during the convention. Roberts Rules becomes your best friend.

An exercise was held to educate everyone on the proper way to write up a bylaw amendment. The attendees broke into four groups and were each given a different existing bylaw. They were then asked to prepare an amendment to the section of their choosing. The proposed bylaw amendments were read by each group and critiqued.

The bylaw committee reviews all submitted changes to identify any other area of the bylaws that will be impacted by that change. You do not want to make a change that changes the general intent of what was in the original bylaw. The bylaw committee will recommend if they think the change should be voted on or if there is impact to other areas within the bylaws that will also need to be changed. Be sure when you make a bylaw change if the same topic is addressed in another section of the bylaws or in the administrative procedures you also submit a change for that section.

Prior to closing the conference DVP Chamberlain distributed a copy of The Fiduciary Guidelines for Foundation & Endowment Trustees document and presented her conference officers with a thank you gift and every attendee with a thank you bag.

The meeting adjourned at 4:10 PM to reconvene at the call of the chair.

Respectfully Submitted,

*Linda S. Chamberlain*

Linda S. Chamberlain  
National Northeast Division Vice President

A big thank you to Teena Engel MCLA Inc. of PA, President for being my secretary for the meeting and doing these minutes.