

**DEPARTMENT OF FLORIDA
MARINE CORPS LEAGUE, INC.
STANDARD OPERATING PROCEDURES (SOP) FOR
DISTRICT VICE COMMANDANTS**

Revised 6/5/17

Revised to reflect the Eligibility section on page 3 of this SOP.
6/5/17

Requirements to hold Office

District Vice Commandants shall reside within the district to which they will serve, and must be regular voting members, in good standing, of a detachment within that District. Vice Commandants shall complete the Department's Leadership Program or will complete the Department's Leadership Course within six (6) months following his/her election into office.

Duties of the District Vice

Now that you are a District Vice Commandant, what does the job consist of? This SOP should help answer most of the questions you may have. Much of this SOP is taken from the Department of Florida By-Laws. It includes some suggestions to make your job a little easier.

- 1) Shall be responsible for assisting the Department Commandant and Board of Trustees in supporting and assisting Detachments within their Districts.
- 2) Shall promote effective communications up and down the chain-of-command. Will delete the instruction portion when forwarding messages from the Department and insert their own appropriate message. Will copy the Department Commandant and Adjutant when forwarding messages and direct Detachment Commandants to copy the DVC when forwarding messages to their respective members.
- 3) Shall keep their District webpage, located on the Department's web site, updated with current information affecting their District. Photos as well as articles can be submitted to the Department Commandant and Department Webmaster. The Dept Commandant shall review the submission and if he/she approves, instruct the Webmaster to post on that District's webpage. The District Vice Commandant is the liaison for the Dept Cmdt.
- 4) Shall be knowledgeable about recruiting programs within Detachments and for the establishment of new Detachments within their Districts.
- 5) Shall be knowledgeable of MCL awards to discuss and encourage recognition of deserving members. The recognition is one tool to help in motivation and reduction of delinquencies.
- 6) Will obtain a copy (from Department Paymaster) of the National roster for each Detachment within the District and utilize the roster for monitoring delinquencies. The DVC will assist the Detachment in implementing and developing programs to reduce delinquencies.
- 7) Shall visit, at least quarterly, each detachment in his/her district. It is recommended that the DVC notify the Detachment Commandant a day or so in advance of the intended visit and request time on the agenda as may be needed to present information to the membership. The purpose of the visit shall be to pass on information from the Department Commandant, Conference or Convention, to answer questions members may have and to assist the detachment in recruitment programs.

- 8) Shall recognize the most recent Leadership Program graduates, individual and Detachment awards and recognitions presented by the Department, the Division, or National during the “good of the order” segment of Detachment meetings.
- 9) Shall offer advice and corrective actions needed for the proper running of meetings to the Commandant, but never do so in front of the membership or while the meeting is in progress. You shall have no authority over detachments and should never interfere with their meetings.
- 10) Shall arrange for at least one (1) Annual District Meeting with the officers from each detachment in the district and encourage them to invite their members to attend. (It has been shown that District Meetings are very productive, that they afford detachments the opportunity to learn about each other and solve problems by exchanging experiences with similar problems). Plan your conference and inform the Jr. Vice as to the time and location so that the Department Staff may attend to pass current information directly to your Detachment Commandants and assist in answering questions that may arise. Don’t plan District meetings on the same weekend as Department Functions.

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Chain of Command:

The chain of command within the Department for informational purposes, will be: Detachment Commandants will contact their District Vice Commandant; the District Vice shall then relay the information to the Department Commandant. District Vice Commandants are an integral part of the chain of information regarding the continuance of existing Detachments and the Chartering of new Detachments.

Let’s work hard to keep our problems at the Detachment Level. District Vice Commandants, after consultation with the Department Commandant, must try to get the parties involved with a problem to mediate. If mediation does not work, take it to the Department Judge Advocate. Follow the procedures outlined in Chapter 9, section 900 of the National Administrative Procedures. Remember that neither detachments nor District Vices have the authority to adjudicate any disciplinary matter.

Budget:

District Vice Commandants will receive an annual budget. This budget will be used to help offset District travel expenses and lodging to attend the Fall and Spring Conferences and the Annual Convention. Submit your expense voucher to the Department Paymaster in a timely manner with all appropriate paperwork to verify the claim so that Department records will be in compliance with IRS regulations.

Quarterly Reports:

Items of significance and/or importance (positive or negative) are to be communicated to the Department Commandant and JVC in a timely manner so that the appropriate response may be initiated. Such reports may be initially communicated by voice but should be followed by a written report on the incident.

Quarterly reports shall be in writing, to the Department Commandant, reporting matters pertaining to their District. Reports will be due on or before 1st Sept, 1st Dec, 1st Mar and the 1st of June prior to the Department Convention.

Reports shall include the good and the problems that detachments in your district have encountered during the quarter. The Report shall include any information requested by the Department Commandant about your District. Reports should be forwarded to the Department Commandant and Department Adjutant via E-mail or U.S. Mail.

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Eligibility For Office:

1. Must be regular members of the MCL and be in good standing.
2. District Vice Commandants shall reside within the district to which they will serve.

Vacancies:

In addition to removal for cause, resignation, incapacitation or death, a vacancy may occur through failure to attend two (2) consecutive meetings called by the Department Commandant (unless excused for good cause). District Vice Commandants are required to attend each Department Conference and Convention and other special meetings as may be convened.

In the event of a vacancy, the Department Commandant, with the advice and consent of the Board of Trustees, will appoint a regular member in good standing to serve for the remainder of the term of office.

Recommendations:

- 1) For newly elected District Vice Commandants introduce yourselves to the Detachment Commandants in your District by calling or visiting them.
- 2) For re-elected District Vice Commandants introduce yourselves to the newly elected Detachment Commandants in your District. If you have not already done so, call or visit them.
- 3) When visiting detachments you are representing the Department Commandant, your appearance and actions reflect upon the Department, therefore, you should set the example by being in the proper uniform or proper attire. It is strongly recommended that you wear the undress or causal uniform. Remember, the members are looking at you as a representative of the Department; what you say, do and how you look reflects greatly upon the Department. The DVC shall relay all messages from the Dept Cmdt to his detachments.

REFERENCES:

DEPARTMENT OF FLORIDA BY-LAWS

- *ARTICLE ONE - DEPARTMENT CONVENTIONS*
 - SECTION 130 - ELIGIBILITY FOR OFFICE, ELECTED AND APPOINTED
 - SECTION 135 - ELECTION PROCEDURE AND TERM LIMITS
- *ARTICLE TWO – DEPARTMENT STAFF*
 - SECTION 205 - DUTIES OF ELECTED OFFICERS
 - e. THE DISTRICT VICE COMMANDANTS
 - SECTION 215 – VACANCIES
- *ARTICLE THREE – DISTRICTS*
 - SECTION 300 – General:
- *ARTICLE FOUR – DETACHMENTS*

DEPARTMENT OF FLORIDA ADMINISTRATIVE PROCEDURES

- SECTION 105 - NAME, ORGANIZATION AND PURPOSE
- SECTION 110 - HEADQUARTERS AND MEETINGS
- SECTION 120 – STRUCTURE
- *CHAPTER FOUR – DISTRICTS*
 - SECTION 400 - FORMATION
 - SECTION 405 - POWERS
 - SECTION 410 - DISTRICT ALIGNMENT

**DEPARTMENT OF FLORIDA MARINE CORPS LEAGUE
COMMANDANT'S DIRECTIVE**

- 10-1: Registration at Department Conference and Conventions
- 10-2: Prescribed Uniform for Dept. Officers at Business Meetings
- 12-1: Communications from Dept. to District Vice Commandants to Detachments
- 14-1: Marine Corps League Political Involvement
- 14-2: Uniform of the Day for Detachment Commandants at Dept Conference and Convention
- 14-3: Past Dept Commandant's Uniform for Conference/Convention
- 15-1: Det Cmdt of the Year
- 15-2: Department Officers Quarterly Reports