

## 2nd BATTALION, 4<sup>th</sup> MARINES ASSOCIATION, INC.

### OPERATING POLICIES

4 October 2019

Whereas the bylaws of this Association are considered its' operational document, these operating policies will reflect day-to-day subjects not normally included within the bylaws.

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## **Advertising For Members**

The Association will not put advertisements or notices out via electronic means or hard mail on behalf of a member having a business and desiring /requesting that we do so.

## **Association Awards**

### **Wild Bill Weise Magnificent Bastard Award**

This award, established in honor of former Battalion Commander, BGen William "Wild Bill" Weise, USMC (Ret), is to be awarded annually to an association member having contributed significantly to the Association during the past year. Candidates for this award are to be voted on by the Board one month prior to the Annual Reunion.

Individual award given: USMC pin with wreath and ruby. The Secretary will keep a supply of these handy.

### **Association Awards to The Battalion**

All the award recipients below are chosen by the Battalion on an annual basis. The Association pays for these awards and has representation at the awards ceremonies to help make the presentations. Awards given are generally plaques, NCO swords or knives as mentioned under each award. Navy Commendation Medals and certificates may also be presented by the Battalion, as the Battalion Commander desires.

### **LtCol Joseph R. "Bull" Fisher Award**

Presented to a 2/4 commissioned officer best displaying superior leadership and motivation.

LtCol Fisher was the Battalion Commander during the several battles in Vietnam including Operation Starlite and Operation Harvest Moon. The moniker, "Magnificent Bastards," was first used by LtCol Fisher the day he assumed command 4 June 1964. On 24 September 1966, Battalion Order 5600.1B was signed to reflect the addition of the lower pennant on the battalion crest saying, "Magnificent Bastards."

Individual award given: Wall plaque to mount officer's sword

### **SgtMaj Joseph J. Ellis Leadership Award**

Presented to the Staff Non-Commissioned Officer best demonstrating the leadership qualities of SgtMaj Ellis.

SgtMaj Ellis was the 2/4 Sergeant Major when KIA in Anbar Province, Iraq, on 7 February 2007.

Individual award given: NCO sword with wall plaque to mount sword

### **SgtMaj "Big John" Malnar Award**

Presented to the Non-Commissioned Officer best demonstrating the leadership qualities of SgtMaj Malnar.

SgtMaj Malnar served in the Marine Corps from 1943 until his death during the Battle of Dai Do, Vietnam, on 2 May 1968. "Big John" received two Silver Stars, two Bronze Stars w/ Combat "V" and four Purple Hearts from his service in Korea and Vietnam prior to his death.

Individual award given: NCO sword with wall plaque to mount sword

### **HMCS Walter S. "Doc" Gorsage Leadership Award**

Presented to the 2/4 corpsman best demonstrating the leadership qualities and capabilities of HMCS Gorsage, and in honor of all Navy corpsmen killed in action while serving with the 2<sup>nd</sup> Battalion, 4<sup>th</sup> Marines.

Doc Gorsage spent more time serving with Marines than sailors. He had tours of duty in all three active duty divisions and many of their regiments. He served 2/4 during some of the heaviest fighting of the Vietnam War 1967-68. His coolness and competence under fire inspired confidence in sailors and Marines of all ranks.

Individual award given: K-Bar fighting knife with plaque to mount knife

## **Foster, Paul and Barker Award**

Presented to the junior enlisted Marine from the ranks of Pvt, PFC and LCpl best exemplifying the future of the Marine Corps by upholding and demonstrating Corps values of honor, courage and commitment.

Sgt Paul Foster, LCpl Joe Paul and LCpl Jedh Barker all received Medals of Honor posthumously for their actions in Vietnam while serving with 2/4.

Individual award given: K-Bar fighting knife with plaque to mount knife

**NOTE 1:** All individual awards will be inscribed with the name of the award, the recipient's rank and name.

**NOTE 2:** The recipients' names will be engraved on their respective, permanent plaques displayed in the battalion headquarters building.

## **Book List**

The association web site shall contain a recommended Book List for members. Books will not be promoted for the purposes of advertising a particular author, but will reflect those books written in the best interests of the 2/4 Association and Marine Corps. It is intended that these books be viewed as an educational tool for members.

Book topics written by 2/4 Association members or others should address, in whole or in part, the history of the 2<sup>nd</sup> Battalion, 4<sup>th</sup> Marines, iconic books that are of interest to Marines, and Marine related books whose purpose is to raise money for Marine based charities.

This Book List is not intended to replace the annual Commandant's Reading List. Rather, the goal is to provide information to association members with respect to books of which they might not otherwise be aware.

The books presented on the Book List will, at a minimum, be listed by title and author, a brief synopsis of the content, number of pages and the expected price [hard back, soft cover and electronic book], if available.

The President shall appoint one Director and two other association members to serve as a standing committee for the Book List. This Director shall serve during the length of his or her elected term; the two members shall serve at the pleasure of the selected Director. Books recommended for inclusion on the Book List shall be reviewed and voted upon by the standing committee. The committee shall vote for the inclusion of the book within one month of receiving the recommendation. If the book receives a majority of two [2] votes, the book shall be added to the web site Book List.

## **Corporate Notes**

The Association is incorporated in the State of Maryland. All corporate reporting will go through a legal firm retained to represent the Association for those legal matters requiring such. This includes the filing of IRS reports as required by that agency in order to maintain and keep our non-profit status current. Additionally, all tax returns will be prepared by a certified accounting agency.

Legal firm representing the 2/4 Association:

Brown & Streza LLP  
Attorneys at Law  
Attn: Casey Hale, Charitable Sector  
40 Pacifica (15<sup>th</sup> floor)  
Irvine, California 92618  
[www.browndstreza.com](http://www.browndstreza.com)  
[Casey.Hale@browndstreza.com](mailto:Casey.Hale@browndstreza.com)  
Office: (949) 453-2900  
Fax: (949) 453-2916

CPA firm representing the 2/4 Association:

Murphy, Murphy & Murphy, Inc.  
Certified Public Accountants  
5665 Plaza Drive, Suite #350  
Cypress, California 90630  
<https://www.murphy3.com/>  
[info@murphy3.com](mailto:info@murphy3.com)  
Office: (714) 821-5550

## **Dues and Fees**

As of May 2019, dues are no longer required for membership.

If a life member passes on, his spouse is considered to have inherited the life membership until the spouse's death.

## **Elections**

In order to maximize the participation of members during elections, nominations for elective offices as cited in the bylaws will be conducted during the second half of the Association's fiscal year [January - June]. The election for officers will be conducted utilizing electronic communications and the U.S. Postal Service as applicable. A suggested schedule of events are as follow:

Selection of Nominating Committee Chairman - 1 February  
Solicitation of Membership of Election Committee - February/March  
Completion of Nominees - 30 March  
Nominees submitted to Secretary - 15 April  
Announcement of candidates in Seahorse - 1 May  
Election Begins through electronic notification to membership/hard copy mailed - NLT 7 May  
Election closed - NLT 7 June

The installation of these officers will be during the first reunion to be held after said election. Results of elections will be made public in both the Sea Horse newsletter and on the web site.

## **Expenditures of Funds**

Members of the Board may spend or be reimbursed up to \$500 without vote by the Board. Any amount over \$500 must be approved by a majority vote of the Board. Receipts in either case will be required to be presented to the Treasurer as soon as possible after the expenditure.

## **Funerals**

The sending of flowers for funerals or other similar events is not feasible from a fiscal standpoint. The Association will only send a condolence card to the surviving family. The Association may, however, ask members to consider a donation as they personally deem appropriate.

## Membership Processing

1. Verification of roster: The Membership Chairman or his/her agent will do this, but if an agent is used, that person must be contacted first to check to see about their availability. This is a very time consuming job to call each member on the roster verifying all their information. Many people do not let us know when they have changes of their contact information. This is sometimes done twice a year, but at least once during the month of March before billing to prevent errors in mailing dues notices and to keep the roster current.

2. Looking up missing members: Try using [www.zabasearch.com](http://www.zabasearch.com) (premium) in looking for members. A big key in research is the middle initial or middle name. In some cases if one is looking for a Jose Gonzalez in LA or Chicago and the other larger cities it is basically hopeless for the most part, but with the middle initial or name there is a greater possibility of success. Also try [www.whitepages.com](http://www.whitepages.com) and Google as well. Obituaries may also be researched.

3. Receiving membership applications online [3 step process]. If an application is submitted via the internet, the Membership Chairman, Secretary and Treasurer will get a copy. A confirmation e-mail will then be sent to the applicant by the system.

4. Receiving membership applications via snail mail. If the application was submitted via snail mail, only the Secretary will receive it.

5. Processing membership applications. Membership cards will be pre-printed with the member's name and date issued left blank. They will be printed with the Membership Chairman's signature. The Membership Chairman will prepare a membership card for the new member and update the roster.

6. Awards identified on membership applications. Notify the Web Sergeant of any new member having indicated they have the following awards: Medal of Honor, Navy Cross, Silver Star, Bronze Star and/or Purple Heart. These are entered on the web site Wall of Honor.

7. Membership roster colors. These are for identifying number of life, missing life, not paid annual, Gold Star family and members who didn't actually serve.

Aqua -	Life members [Note: These cards should be laminated, if possible]
Green -	Missing life members
White -	Unpaid annual
Gold -	Gold Star family members
Yellow -	Members who didn't serve with 2/4 [Note: these can't exceed 25% of the total membership per IRS regulations for our non profit status]

Note: Using the different colors on the roster are helpful when making a report or a count of each is requested.

8. Passing of a member. When a member passes away, notify the Web Sergeant. He will move the deceased member's name to the In Memoriam list on the web site. If a life member was married, the Membership Chairman will contact the spouse and ask if she would like to inherit the deceased member's life membership. If yes, the roster will be updated accordingly and a life membership card will be sent to the surviving spouse.

9. Reimbursement for expenses. Keep receipts and send to the Treasurer for reimbursement as desired. Expenses may include paper, envelopes, stamps, laminate sheets, and ink cartridges.

### **Posting Meeting Minutes**

To allow members to be more aware of what occurs at the annual meetings, the Secretary will post via the Web Sergeant the minutes of both the board and general meetings, to include the fiscal report from the Treasurer. This will occur after each reunion.

### **PX**

At the 2013 Board meeting during the Philadelphia reunion, the Board voted to suspend PX operations due to high cost and low participation. Hosts of annual reunions, however, may elect to purchase t-shirts, favors, etc. to be sold at their reunions with the concurrence of the Board of Directors.



## **Website**

The Association website is considered the property of the Association, but the domain name and server services are under the purview of Kristen Wilson Day of A Visual Business, the website manager for the Association. All web site services are managed through the Association Web Sergeant and A Visual Business for the purposes of continuity and control by a third, dis-interested party. A Visual Business will bill the Association for such services as necessary to maintain the web site.