

Dept. of AZ By-laws & Administrative Procedures

DEPARTMENT OF ARIZONA

BYLAWS AND ADMINISTRATIVE PROCEDURES

REQUEST FOR APPROVAL

(REVISED APRIL 2004 PER NATIONAL JUDGE ADVOCATE MICHAEL BLUM)

The revised Department Bylaws and Administrative Procedures were presented to the 32nd Department of Arizona Convention of the Marine Corps League Inc. at Flagstaff, Arizona 21 June 2003 and were accepted by that Body on 21 June 2003 to become effective upon the approval of the National Judge Advocate. At the request of National Judge Advocate Michael Blum required revisions have been made and are incorporated into the attached document.

Bylaws Committee

Chairman: Richard Broderick, Judge Advocate Department of Arizona

Co-Chairs: Kathy Robinson, Adjutant, Department of Arizona

John Walker, Lake Havasu Detachment

Members: William Cheek and Stewart Frasier - Copper State Detachment

PNC Edward Macintyre - Tucson Detachment

PDC Robert Matlack: - Ira Hayes Detachment

James Scheidt and Charles Johnson - Rim Country Detachment

Timothy Roemer - Tonto Basin Detachment

Robert Edwards - Old Breed Detachment

Mickey Cogswell- Saguaro Detachment

CERTIFICATION

I, ABNER H. REESE, JR, Commandant;. Department of .Arizona Marine Corps League, Inc. do hereby certify that the Bylaws and Administrative Procedures as contained hereafter were approved by a two-thirds majority of the delegates present and voting at the 3200 Department of Arizona Convention of the Marine Corps League, Inc. at Flagstaff. Arizona on 21 June 2003. Subsequent to that approval of these documents have been made at the direction of National Judge Advocate Michael Blum.

Abner H. Reese Jr.

Commandant Department of Arizona

Marine Corps League, Inc.

ATTEST:

Kathy L.-Robinson, Department Adjutant Date

By direction/ of Richard Broderick;, Judge Advocate

Department of Arizona Marine Corps League inc

APPROVAL

I, Michael Blum, National Judge Advocate of the Marine Corps League Inc., I have read and approved the following Bylaws and Administrative Procedures of the Department of Arizona, Marine Corps League, Inc.

Date: 25 May 2004

Michael A. Blum, National Judge Advocate

Marine Corps League. Inc.

DEPARTMENT OF ARIZONA

BYLAWS

ARTICLE ONE

DEPARTMENT CONVENTIONS

SECTION 100 - AUTHORITY

The supreme legislative and policy making power of the Department of Arizona Marine Corps League shall be vested in the Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

SECTION 101- COMMITTEES - DEPARTMENT CONVENTION

The Department Convention and Administration Committees shall be: (1) Credentials, (2) Bylaws, (3) Resolutions, (4) Rules, and (5) Standing Committees.

SECTION 105 - COMMITTEES, DELEGATES, ALTERNATES AND MEMBERS

Delegates, Alternates and Members desiring to attend business sessions of a Department Convention must possess a paid up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.

Detachment Delegates and Alternates to the Department Convention shall be determined on the basis of said Detachments membership strength on record at the Department Headquarters as of March 31, immediately preceding the Department Convention. A Detachment's membership strength may be adjusted upward provided a dues transmittal, which includes new members or which brings delinquent members back into good standing, is delivered to the Department Paymaster, along with the appropriate dues, prior to the opening of Convention. The Delegate voting strength of each Detachment shall be as follows: For the first ten (10) regular members, one (1) Delegate and one (1) Alternate; for each additional full block of Ten (10) regular members, one (1) Delegate and one (1) Alternate; for a partial number of Ten (10) regular members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed including associate or honorary members in such Detachment's total membership.

BL 1

Should a Detachment be in default of payments or funds from any source due the Department Headquarters as of March 31*, prior to the Department Convention, such fact shall be reported by the Department Paymaster, to the affected Detachment, and to the Department Credentials Committee. The credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement in cash, is made by the Detachment's Delegates at the convention site, unless previously resolved.

A Detachment which, as of March 31 * immediately prior to the Department Convention, fails to report on standard transmittal form to the Department Paymaster that it has Ten (10) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates or Alternates.

Notwithstanding the provisions of Section 105 (d) above, no paid member in good standing may be deprived of his individual right to vote at a Department Convention.

A registered member of that Detachment may only claim Delegate/alternate cards of that Detachment.

* The Department Paymaster, for the purpose of certifying delegate strength or any other reason, will accept no dues payment after the Thirty (30) day dead line prior to the convention

SECTION 110 - VOTING

Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.

Each Delegate complying with Section 105 is entitled to cast a vote for Ten (10) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. Such Delegate or Alternate in the absence of the Delegate present at the time of voting may, on behalf of the registered and approved absent Delegates, cast the Detachment's full voting strength.

A Roll Call vote may be required and recorded upon the request of any Ten (10) registered and approved Delegates, except as provided for in (e) below.

A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of, and in the manner specified by the registered and approved Delegates present from that Detachment.

BL2

In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Delegate shall be called. Upon the calling of each Delegate so registered, each Delegate of the Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast a ballot on behalf of his block of votes.

SECTION 112 - MEETINGS

The Department of Arizona, Marine Corps League, shall hold one Convention each year during the month of June. Two (2) Staff meetings, one in the month of September and one in the month of March and additional Staff Meetings as may be required during the year The Department Charter, the Bible and the National and Department Colors shall be displayed at all business meetings.

SECTION 115 - ELECTIVE OFFICES

The Department Officers to be elected at each Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant and the Judge Advocate

SECTION 120 - NOMINATIONS

All nominations for elective offices shall be made from the floor on the day on which the elections are to be held. Nominees must be a member in good standing in the Marine Corps League at the time of their nomination. Each nominee, when called upon, shall rise, unless restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve loyally, faithfully and to the best of their ability during the term to which elected.

The nomination for an elective office shall be made from the floor at the business session prior to lunch on the last day of the Convention.

SECTION 125 - ELECTIONS

The election of Department Officers shall be last order of business of the Convention. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, shall be by roll call vote, properly recorded.

No person shall hold more than one elected Department Office at the same time.

BL3

Before voting begins, the Department Commandant shall select two Past Department Commandants, two Past Detachment Commandants or other Department Officers to act as Judges and Tellers.

When Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, the Chair shall then call for the "Election of Officers." Upon such announcement by the Chair, it shall not accept or entertain any issue, question or subject, which is not strictly related to the roll call vote being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the Convention floor until the roll call vote in progress is concluded. A majority of votes cast is required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender until a simple majority is achieved.

SECTION 130 - TERM OF OFFICE

Department Officers shall be elected for a term of one (1) year and may stand for reelection. No member may serve more than Two (2) consecutive terms in any elected office.

SECTION 135 - QUORUM

The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments.

SECTION 140 - RIGHT TO SPEAK

All registered Delegates and invited guests, when recognized by the Chair and not so expressly prohibited by these Bylaws, shall have the right to speak on any subject and all issues brought to the Convention for its consideration. Each registered Department Officer, Past Department Commandant, Detachment Commandant and a member in good standing may be granted the floor by the Chair.

BL 4

BYLAWS

ARTICLE TWO

DEPARTMENT BOARD OF TRUSTEES

SECTION 200 - COMPOSITION

The Department Board of Trustees shall be composed of the following:

Department Commandant

Department Senior Vice Commandant

Department Junior Vice Commandant

Department Judge Advocate

Junior Past Department Commandant

Department Convention is authorized to appoint a Past Department Commandant, if the outgoing Department Commandant is not inclined to serve.

SECTION 205 - POWERS

In between conventions, in compliance with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures and the Directives and Mandates of the National Convention, and the Department Bylaws and Administrative Procedures and Directives of the Department Commandant, the Powers and Authority of the Department Board of Trustees shall be:

To exercise such other powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures and the Department Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive powers between Department Conventions.

To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Staff Meeting of the Department of Arizona Marine Corps League, following the convention, only to the degree of correcting errors or omissions.

BL5

SECTION 210 - DUTIES - BOARD MEMBERS

In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the Department of Arizona and the National Bylaws and Administrative Procedures of the Marine Corps League.

The specific duties of the Members of the Department Board of Trustees shall be:

DEPARTMENT COMMANDANT

Shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant, together with the Board of Trustees, shall have direction and control of the executive and administrative affairs of the Department of Arizona, Marine Corps League between Department Conventions. In addition, the Department Commandant shall:

Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and Administrative Procedures of the Marine Corps League.

Direct to all officers and members such orders as are not in conflict with the Bylaws and Administrative Procedures which are necessary for the proper conduct of business.

Call such meetings of the Department Board of Trustees as are required by the Department and National Bylaws and Administrative Procedures.

Seek the advice of the Department Board of Trustees and Staff with the Department Paymaster have custody of all funds and property of the Department of Arizona Marine Corps League, subject to the supervision of the Department Board of Trustees.

With the advice and consent of the Department Board of Trustees, appoint the following Department Officers:

Auditor; Chairman of the Convention Committee; Historian; Veterans Service Officer; Public Relations Officer; and such other Staff Officers as may be necessary.

With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.

Approve requisitions of the Paymaster, which exceeds the approved budget or Two Hundred Fifty Dollars (\$250.00).

Represent the Department of Arizona Marine Corps League at social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.

Perform such other duties as are directed from time to time.

BL6

The Department Commandant may not hold the office of Commandant in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

DEPARTMENT SENIOR VICE COMMANDANT

Shall give assistance to the Department Commandant and, during the absence or illness of the Department Commandant, perform the duties of that office. The Department Senior Vice Commandant shall preside over all Detachment Commandants Council Meetings, and shall assist, initiate and

implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the Department of Arizona.

DEPARTMENT JUNIOR VICE COMMANDANT

Shall create and promulgate such incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, they shall perform the duties of that office.

DEPARTMENT JUDGE ADVOCATE

Shall interpret the National and Department Bylaws and Administrative Procedures. They shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, the Department Board of Trustees, the Department Staff, and Detachments when so requested in the manner outlined hereinafter:

At Department Conventions, upon the request of an approved Delegate through the Chair, the Department Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair shall rule on the opinion and the question, which ruling shall be final unless appealed by an approved Delegate, whereupon the Department Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A vote of approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.

At Department Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Department Board of Trustees present and voting will be required to reverse the ruling of the Chair.

BL7

On all questions of Law and Procedure pertaining to the National and Department of Arizona Marine Corps League or any of its subsidiaries, referred to this officer through channels, the Department Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the U.S. Mail to the parties concerned and to the Department Commandant and the National Judge Advocate. That ruling shall be binding unless reversed on appeal, by the Department Board of Trustees or the National Judge Advocate or at the Department Convention.

The Department Judge Advocate may not hold the office of Judge Advocate in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

JUNIOR PAST DEPARTMENT COMMANDANT

Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department of Arizona, Marine Corps League.

SECTION 215 - VACANCY

The order of succession to the office of the Department Commandant shall be Senior Vice Commandant, then Junior Vice Commandant.

In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause as is provided in Chapter Nine of the Administrative Procedures.

SECTION 220 - BOARD MEETING

The Department shall meet:

Annually, immediately after adjournment of each Department Convention for the purpose of selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.

Annually, during the month of September and March at locations to be chosen by a Detachment submitting a bid for the Staff Meetings.

BL8

At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the polling by the Department Adjutant prior to the issuance of the call for a special Board meeting.

The Department Bylaws and Administrative Procedures and National Bylaws and Administrative Procedures shall govern the conduct of business at all Department Board Meetings and Parliamentary reference shall be Robert's Revised Rules of Order.

SECTION 225 - QUORUM

The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

SECTION 230 - VOTING

Each Department Board Member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein the Department Judge Advocate has rendered an official opinion.

The Department Commandant may request a consensus vote, of all and any, attending Non-Board of Trustees. This **vote, however, is not binding on the Board of Trustees.**

SECTION 235 - CONDUCT OF BUSINESS

The Board of Trustees may conduct business between conventions at any regular or special meeting, by mail, telephone, fax or e-mail.

All business by mail requiring a YES or NO vote shall be handled routinely by the Department Adjutant who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature, and a space for entry date.

Upon receipt of a mail ballot forwarded by certified mail return receipt requested, each Board of Trustees Member should cast his vote and complete as indicated. The ballot shall be returned to Department Adjutant as soon as practicable. A Board of Trustees member failing to return his ballot within a reasonable period, as determined by the Department Adjutant, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing addresses of the members of the Department Board of Trustees.

BL9

The Department Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.

All business by telephone requiring a YES or NO vote shall be handled routinely by the Department Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a

YES or NO vote. The Department Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.

Upon request by a Department Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, within such time extension.

The Department Adjutant shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each Department Board of Trustees Member.

The results of each mail and telephone balloting shall be made available to the Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the Board of Trustees, the results of such vote, in detail for the information of the membership, shall be published in the next issue of the official Department of Arizona Marine Corps League publication or e-mail.

BL 10

BYLAWS

ARTICLE THREE

DEPARTMENT STAFF

SECTION 300 – COMPOSITION

The Department Staff shall be comprised of the Department Board of Trustees, appointed Department Officers, Committee and Chairpersons being identified collectively as Staff Officers and individually as a Staff Officer.

SECTION 305 - POWERS

The power and authority of the Department Staff shall be the same as that of the Board of Trustees, except that members of the Staff who are not members of the Board of Trustees shall have no vote and shall not be considered in determining a quorum for the Board of Trustees meetings.

SECTION 310 - DUTIES of STAFF OFFICERS

The Department Staff Officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Department Board of Trustees with individual duties:

DEPARTMENT ADJUTANT - Shall:

Record minutes of all Department Board of Trustee, Committee and Convention Meetings

Act as an Administrative Assistant to the Department Commandant

Perform such other duties as are usually assigned to a recording Secretary.

Within thirty (30) days of appointment prepare a list of all Department and Detachment elected and appointed Officers. The list is to include name, title, address and telephone number for each Office. A copy of this list is to be sent to each Department Board of Trustee Member, Detachment Commandant and Appointed Staff Officer, surrender to the dilly appointed successor all Marine Corps League books, records and other property with which the office is charged.

BL 11

DEPARTMENT PAYMASTER Shall:

Be responsible to the Department Commandant.

Perform all of the ordinary and necessary business of the Department of Arizona Marine Corps League, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.

Receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and Federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the Department of Arizona Marine Corps League.

Close the books for the collection of dues for the determination of voting rights prior to the conduct of business at each Department Convention.

Establish the Fiscal Year for the Department of Arizona, Marine Corps League from June 1 to May 31 the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the Department of Arizona, Marine Corps League.

Assure that all checks issued have the signatures of the Paymaster and of the Commandant of the Department of Arizona, or their appointee.

National must be notified of any and all designated signatories.

DEPARTMENT CHAPLAIN Shall:

Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department of Arizona and the National Bylaws and Administrative Procedures of the Marine Corps League.

Be responsible for and have charge of arranging and conducting an impressive, dignified, and inspiring non-denominational Memorial Service at each Department Convention and Staff Meeting, including in each ceremony representatives of those subsidiaries that are appropriate, and including the reading of names of members of the Department of Arizona Marine Corps League deceased during the past year.

DEPARTMENT SERGEANT -AT -ARMS Shall:

Preserve order at the Department Conventions and such other Department meetings as may be called by the Department Commandant, and to perform such other duties as are assigned by the Department Commandant.

BL 12

CONVENTION COMMITTEE CHAIRPERSON:

Shall with the Convention Committee perform those duties outlined under the Administrative Procedures Chapter Two, Section 240.

DEPARTMENT HISTORIAN:

Shall assemble and maintain a record of the Department of Arizona Marine Corps League history of achievement.

DIRECTOR OF PUBLIC RELATIONS:

Shall act as public relations and press officer for the Department of Arizona Marine Corps League, and perform such other duties as assigned by the Department Commandant.

Be responsible for editing, printing, and publishing the news of the Department of Arizona, Marine Corps League as may be called upon by the Department Commandant. Be responsible for editing and dispersing of a newsletter to all Detachments.

DIRECTOR OF VETERANS SERVICES shall:

Become acquainted with, interpretation of services and application of Federal Law, as well as Institutional Rules pertaining to Veteran Services.

Supervise training, practice and instruction for Department of Arizona designated Service Officers.

Assist Marine veterans, and veterans of all U.S. Military services upon request and their dependents, widows or widowers, and orphans in securing the benefits provided by law and regulation.

Be in charge of all Veterans' Administration activities of the Marine Corps League within the State of Arizona.

Supervise all Service Officers of constituent units.

Prepare and amend when necessary, such regulations, instructions or procedures as may be required to affect a viable Service Program, including the publication and distribution of it.

Certify the Service Officers who have been selected by the Detachments.

Conduct such workshops or training seminars in conjunction with the Department Services Committee as may be appropriate toward the improvement and enhancement of the Service Officer and Service Committee Program.

Perform such other duties as may be prescribed from time to time by the Department Board of Trustees.

BL 13

AIDES-DE-CAMP shall:

Be appointed by the Department Commandant, Be responsible to the Department Commandant, Coordinate activities with the Department and the Detachment Commandants, Make suitable protocol arrangements attendant to visits of the Department Commandant, members of the Board of Trustees, and/or Past Department Commandants.

Coordinate media coverage, when appropriate, in connection with visits of the aforementioned officer. Such activity should be done in coordination with the Director of Public Relations.

Obtain necessary biographical and photographic needs in advance of, the aforementioned officers and of distinguished visitors or guests of the Marine Corps League, who visit Marine Corps League entities within their respective Detachments, At all meetings of the Department of Arizona, Marine Corps League, carry out official assignments.

Assist South West National Officer, if directed to do so by Department Commandant.

THE LEGISLATIVE OFFICER shall:

Chair the Department Legislative Committee, Be a Registered state lobbyist for the Department of Arizona, Marine Corps League, Inc.

Keep informed of legislative matters affecting the interests and welfare of Marines and veterans.

Obtain knowledge related to Congressional activity through Department Commandant's Communications with the National Legislative Officer.

Maintain contact with the Arizona Congressional Delegation in regard to present resolutions, emanating from the Department Legislative Committee, prepared for the Marine Corps League for submission to the Arizona Legislature.

Keep the Department Board of Trustees Staff informed of recent and currently pending actions related to veterans' affairs within the Arizona Legislature and local governments through the activity of Detachment Legislative Officer.

BLI4

VAVS REPRESENTATIVE shall:

Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping current with the policies and procedures pertaining to their VAVS Program hospitals within their local service area.

Receive recommendations, from the Detachments, of members willing to serve in the VAVS.
Certification of members as representatives or deputies is contingent upon the National VAVS representative,
Guide and instruct Department and Detachment VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports,
Receive and compile comprehensive VAVS Program activity reports from the various participating Detachments and provide copies to the Department Board and the V.A.
Program and establish standards for required reports, receive and compile comprehensive VAVS program activity reports from the various participating Detachments and provide copies to the Department Board of Trustees and Veterans Administration

NOMINATIONS COMMITTEE CHAIRMAN shall:

Chair the Nominations Committee and be responsible to the Commandant and the Board of Trustees, for obtaining the names of qualified members to run for Department Office. Names of these Nominees shall be published, at least sixty (60) days before the Department Convention. Nominations will also be accepted from the floor, as per Section 120.

SECTION 315 –VACANCY

Should a vacancy occur in an appointed office, a committee chairmanship, or a committee member, the Department Commandant shall fill such vacancy as soon as practicable. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

BL 15

SECTION 320 - CONTRACTING AUTHORITY

No Officer of the Department of Arizona, Committee Chairman or member of the Department of Arizona Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department of Arizona Marine Corps League, without first submitting such contract or agreement to the Department Judge Advocate for his consideration. All documents should then be forwarded to the entire Board of Trustees. The Department Board of Trustees, thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the Department of Arizona Marine Corps League shall require the signature of the Commandant and the Paymaster.

BL16

BYLAWS ARTICLE FOUR DEPARTMENTS

This section was left blank intentionally, to maintain the proper numbering

BYLAWS ARTICLE FIVE DETACHMENTS

The Department of Arizona follows the National Bylaws This section was left blank intentionally, to maintain the proper numbering.

BYLAWS ARTICLE SIX MEMBERS

The Department of Arizona follows the National Bylaws This section was left blank intentionally, to maintain the proper numbering.

BYLAWS ARTICLE SEVEN SUBSIDIARIES AND SUBORDINATE GROUPS

The Department of Arizona follows the National Bylaws This section was left blank intentionally, to maintain the proper numbering.

BL 17

BYLAWS

ARTICLE EIGHT

MISCELLANEOUS

SECTION 800 - AMENDMENTS

The Department Bylaws may be revised, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at the Department Convention. Provided the proposed revision, amendment, or repeal is submitted in triplicate typewritten form in the exact wording, to the Department Adjutant, not less than sixty (60) days prior to the opening date of the Department Convention at which said proposal is to be considered. Department Adjutant shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than forty-five (45) days prior to the opening day of the Department Convention at which said proposal is to be considered.

SECTION 805 - EFFECTIVE DATE

Each revision, amendment, or repeal of a provision of the Department Bylaws, which is approved at a Department Convention, as outlined in Section 800, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 810 - DEPARTMENT BYLAWS AND A. P.'S DISTRIBUTION

Each Detachment, each member of the Department Board of Trustees, the National Headquarters Marine Corps League, the National Judge Advocate, the Military Order of the Devil Dogs of the Pack of Arizona, the Marine Corps League Auxiliary of the Department of Arizona, and such other subsidiary organizations within the Department of Arizona Marine Corps League shall be provided at no charge two (2) copies of the Bylaws and Administrative Procedures of the Department of Arizona Marine Corps League, including all changes thereto. Additional copies of the Department of Arizona, Marine Corps League Bylaws and Administrative Procedures will be for sale by the Department Paymaster.

BL 18

SECTION 815 - BLANKET BOND

The following officers are included under a Blanket Bond paid for by the National Organization:

Department Commandant

Department Paymaster.

Detachment Commandants

Detachment Paymaster or Adjutant/Paymaster as applicable.

SECTION 820 - DISSOLUTION

Should this Organization be dissolved, all funds, property, and assets of the Department of Arizona Marine Corps League shall be given to a non-profit organization of choice as determined by the Department Board of Trustees provided such choice is tax exempt under the provisions of the Internal Revenue Code.

SECTION 825 - MEMBERSHIP LISTINGS

The membership listing of the Marine Corps League is *proprietary information* and under the direct control of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administering membership of such applicable Departments and Detachments. The

membership listing will not be sold, copied, loaned or assigned without permission, in writing, from the National Executive Director, the National Board of Trustees, and the Department of Arizona Board of the Marine Corps League.

SECTION 830 – VIOLATION

Each member who violates the precepts of the National and Department of Arizona Bylaws or the Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.

SECTION 835 -UNIFORMS

The Department of Arizona follows the National Enclosure Three (3), Uniform Code Marine Corps League

It shall be the responsibility of each Detachment Commandant to ensure the uniforms authorized in National Enclosures Three (3) are worn properly by their members.

BL 19

SECTION 840 - AWARDS

The Department of Arizona follows the National Enclosure Four (4), Marine Corps League Awards.

It shall be the responsibility of each Detachment Member to provide copies of their DD-214/ DD 215, and authorizations for other awards, when requested.

It shall be the responsibility of each Detachment to collect the copies of the DD-214/ DD-215 (s) and the award authorizations of each member.

It shall be the responsibility of each Detachment Commandant to ensure their members wears only awards, which have been authorized.

BL 20

ENCLOSURE THREE (3)

UNIFORM CODE - MARINE CORPS LEAGUE

ADOPTED NATIONAL CONVENTION BOSTON 1986 _ EFFECTIVE 1/1/87

Revised National Convention Cherry Hill- 8/94 - Effective 9/1/94

MARINE CORPS LEAGUE MEDALS AND RIBBONS

Marine Corps League medals may be worn on any Marine Corps League Uniform except Casual, starting with the most distinguished medal/ribbon first and others following in sequence. See Enclosure (4)

National Award Section for further details. Under no conditions are Marine Corps Service medals/ribbons to be worn with Marine Corps League medals/ribbons. It must be one or the other.

Marine Corps Service or Marine Corps League ribbons are to be worn above left shirt pocket.

MOUNTING OF LARGE MEDALS

Large medals may be worn on the Mess Jacket, not the Red Blazer. When more than one (1) medal is worn, they shall be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.

Seven is the maximum number of medals worn on one (1) row.

When more than seven medals are worn, additional rows shall be used in accordance with the table below:

One or two medals, 1 row side by side on a 2 ribbon bar

One to three medals, 1 row side by side on a 3 ribbon bar

One to four medals, 1 row side by side on a 4 ribbon bar

One to five medals, 1 row overlapping on a 4 ribbon bar
One to six medals, 1 row overlapping on a 4 ribbon bar
One to seven medals, 1 row overlapping on a 4 ribbon bar
Eight medals, 2 rows on two (2) - 4 ribbon bar (4 up & 4 down)
Nine medals, 2 rows on two (2) - 4 ribbon bar (4 up & 5 down)
Ten medals, 2 rows on two (2) - 4 ribbon bar (5 up & 5 down)
Eleven medals, 2 rows on two (2) - 4 ribbon bar (5 up & 6 down)

BL21

Overlapping shall be uniform, not to exceed 50% and the right or inboard medal shall be shown in full. When more than one (1) of the same medal has been awarded - stars shall be worn for additional awards. See Enclosure Four (4), National Award Section.

WEARING OF MINIATURE MEDALS (Formal Dress Only)

Miniature medals may be worn on the left lapel of the Red Blazer with the medals placed evenly between the left lapel notch and the top edge of the breast pocket and one (1) inch out from edge of inside of left lapel. In those instances where regulation size holding bar/bars cannot be accommodated on the lapel, medals may be extended beyond the edge of the lapel to the left breast of the Red Blazer. Additional holding bars on the Red Blazer shall be placed under the top row in such a manner that the medallions of the upper row are in line immediately above the medallions of the succeeding row, unless medal count is uneven.

NOTE: *This applies only if wearing the Blazer. When wearing the Marine Corps League Mess Jacket, miniatures will be worn as you would the large medals.*

MOUNTING OF MINIATURE MEDALS

When more than one (1) medal is worn, they should be suspended from a holding bar of metal or other material of sufficient stiffness to support the weight of the medals.

When eleven (11) medals are worn, there will be five (5) medals on the first row, and six (6) medals on the second row (medallions cannot be even top to bottom).

The maximum length of the holding bar for medals should be four (4) inches, (3 ribbon Bar). A maximum of five (5) medals, side by side, can be accommodated on a holding bar of maximum length; however, a maximum of ten (10) medals can be accommodated on a holding Bar if overlapped. Overlapping shall be equal (not more than 50%) and the right or inboard medal shall be shown in full.

Mounting of medals by rows:

One to ten medals, 1 row only

One to eleven medals, 2 rows - first row (5), second row (6)

Two medals mounted side by side on a one (1) inch bar (1 ribbon bar)

Three medals mounted on a one (1) inch bar (1 ribbon bar) overlapped

BL22

Four medals Mounted on a two (2) inch bar (2 ribbon bar) overlapped

When more than one (1) of the same medal has been awarded, stars shall be worn for additional awards.

MARINE CORPS LEAGUE PATCHES

Marine Corps League patches will be worn on the left sleeve, one and one-half (1-1/2) inches below the shoulder seam. No Service or Unit patches are to be worn on the Marine Corps League Uniform. Devil Dog Patch will be worn on the right sleeve one and one-half (1-1/2) inches below the shoulder seam. US flag 2"x 3 1/2" on right sleeve 1 1/2" below shoulder seam, **if not member of MODD, and** may be worn by Associate Members. The US Flag patch will have a white border, with the Field of Blue on the right side (to the wearer's front). The Field of Blue position was approved by the National Board of Trustees on 29 September, 1994 in Quantico, VA.

MARINE CORPS LEAGUE COVERS

All members of the Marine Corps League are authorized the Red cover. Members elected to National office, or appointed to National Staff/Committees are authorized to wear Gold covers. The National Commandant will wear a White cover. Members elected to, or appointed on the Department (State) level are authorized to wear Red with Gold crown covers. The Past National Commandants are authorized to wear a Gold with White crown cover. Past Department Commandant, Past Detachment Commandant, Past Kennel Chief and Past National Director of Young Marine's with the years displayed for holding that office, are the only members who are authorized to wear their respective cover after their tour of duty is completed. All other personnel will revert back to what they were wearing before they were elected or appointed to office, removing past office identification strips. The only insignia authorized to be worn on Marine Corps League covers is the Marine Corps Emblem on left side. The Devil Dog patch will be worn up front on the right side of cover. The identification strips, i.e., Department or Detachment strip or embroidering will be centered on the right side. If the LIFE strip is worn, it will be to the rear of the right side. The LIFE MEMBER strip will be worn the same as the identification strips are worn. NO Division pins or other ornaments are authorized to be worn on Marine Corps League Cover.

BL23

SPECIAL UNIFORM AUTHORIZATION

Members of the Marine Corps League are authorized to wear ONLY those uniforms that are outlined under "**UNIFORM - MALE**": "**Uniform - FEMALE**": "**ASSOCIATE MEMBER UNIFORM**": and "**CEREMONIAL UNIFORM**". No variation's of the prescribed uniforms are authorized. If any Detachment/Department wishes to wear a uniform, other than that prescribed, a written request, accompanied by color photographs (front view, side view, and rear view of the uniform requested), must be sent to the National Commandant for approval. In case of inclement weather (rain, snow, sleet, or cold), the local detachment or department commandants may authorize appropriate outer wear to be worn over the Marine Corps League uniform.

MARINE CORPS LEAGUE CREST

The Marine Corps League Crest may be of the metallic embroidered type which has clutch pins on the reverse and pins directly to the blazer pocket or it may be worn on a plastic pocket sleeve, either glued or pinned to the plastic sleeve. The style that is commercially sold, with the Marine Corps Seal permanently set onto the plastic sleeve may also be worn as optional wear.

UNIFORM - MALE

UNDRESS - (Long Sleeve)

Standard Cover - with Devil Dog patch when authorized Devil Dog collar (optional),
Name tag optional) Sunburst insignias, Marine Corps League shoulder patch (left sleeve)

Devil Dog patch (right sleeve) when authorized or US flag 2"x 3 1 \2" if not member of MODD (see NOTE 2)

Marine Corps League ribbons OR Marine Corps ribbons and Badges (NOT MIXED),

White shirt, military crease (to be Airline pilot style with two (2) pockets with button down flaps and epaulets)

Tie, Black, with Marine Corps or Marine Corps League gold tie bar

Trousers, Blue dress (with NCO "red" stripe) with Belt, M C Web with brass buckle OR Trousers, Black (optional) Belt, black with Marine Corps emblem on square gold buckle or Belt, black, dress (optional)

Socks, black

Shoes, black, plain toe.

BL 24

UNDRESS - (Short Sleeve)

Standard Cover - with Devil Dog patch when authorized Devil Dog collar (optional), Name tag (optional),

Sunburst insignias, Marine Corps League shoulder patch (left sleeve) - Devil Dog patch (right sleeve)

when authorized or US flag 2 "x 3 1 \2" if not member of MODD (see Para V) Marine Corps League ribbons OR Marine Corps ribbons and badges (NOT MIXED)

White shirt open collar, military crease (to be Airline pilot style with two (2) pockets with button down flaps and epaulets)

Trousers, Blue dress (with NCO "red" stripe) with Belt, M. C. Web with brass buckle OR Trousers, Black (optional) Belt, black with Marine Corps emblem on square gold buckle or belt, black, dress (optional)

Socks, black

Shoes, black, plain toe

CASUAL

Standard Cover - with Devil Dog patch when authorized Devil Dog Collar (Optional)

Blazer, Red, two (2) Marine Corps League buttons and three (3) Marine Corps League buttons on front cuffs (No ribbons/medals or sunburst insignias are to be worn with this uniform) White shirt, plain collar (no button down collars or sunburst insignias on collar)

Black tie with Marine Corps or Marine Corps League gold tie bar

Marine Corps League Crest or Bullion seal

Trousers, black

Belt, black with Marine Corps emblem on square gold buckle or belt, black, dress (optional)

Socks, black

Shoes, black, plain toe

Lapel pines) - See Note 1 below

FORMAL DRESS

Standard Cover - with Devil Dog patch when authorized Devil Dog collar or Chapel of Four

Chaplains medal, choice of one (1) (optional)

Military bow tie - black

BL25

White shirt, formal (standard collar), pleated. RUFFLED SHIRT

Gold cuff Links and gold studs

Marine Corps League Blazer Crest or Bullion Seal is optional with the Formal Dress when miniature medals are worn

Marine Corps League Red Mess Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain and sunbursts in locating holes in jacket collar.

(when available)

Red Blazer optional to Red Mess Jacket.

Cummerbund, gold or gold vest front (only approved design)

Trousers, black tux pants or trousers, black (optional) Belt, black with Marine Corps emblem on square gold buckle or belt, black, dress (optional)

Socks, black

Shoes, black plain toe

Miniature medals as prescribed (large medals maybe worn on Red Mess Jacket)

NOTE 1: *The following lapel pins may be worn, but NOT more than two (2) - your choice. The Past National Commandant Pin may be worn inboard with the National Marine of the Year outboard. Also National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant pin (one (1) only). Kennel Devil Dog of the Year pin to be worn outboard of National Marine of the Year. The Chapel of Four Chaplains, Membership or Retired Marine lapel pins may also be worn, under same limitations.*

UNIFORM-FEMALE

UNDRESS - (Long Sleeve or Short Sleeve)

Standard cover - with Devil Dog patch when authorized Devil Dog Collar (optional) White shirt, two (2) button down flap Pockets with epaulets, military crease Marine Corps League ribbons OR Marine Corps ribbons and badges (NOT MIXED)

Tie, black satin cross tie, or men's tie black w/tie bar (Long sleeve ONLY)

Sunburst insignia

BL26

Shoulder patch Marine Corps League (left sleeve) - Devil Dog patch (right sleeve) when authorized or US flag 2"x 3 1/2" if not member of MODD (see Para V)

Name tag (optional)

Trousers, Blue dress (with NCO "red" stripe) with Belt,

Marine Corps Web with brass buckle (when in color guard)

Skirt, black plain "A" line or slacks, black Belt, black with Marine Corps emblem on square gold buckle or belt, black, dress (optional)

Hose, nylon.

Shoes, black, plain closed toe, pump, or Shoes, black, plain toe, Women's Oxford, or Shoes, black, plain toe, Mans Oxford for wear with slacks or trousers, only.

Earrings, (optional) Small white pearl (or pearl like) or gold, not to exceed 9MM. when worn, earrings will fit tight against the ear and will not extend below the earlobe.

CASUAL – FEMALE

Standard cover - with Devil Dog patch when authorized Devil Dog collar or Chapel of Four Chaplains medal, choice of one (1) (optional)

Blazer, Red, two (2) Marine Corps League buttons on front and three (3) Marine Corps League buttons on cuffs

No ribbons/medals or sunburst insignias are to be worn with this uniform)

Shirt, white long sleeve, plain collar (no button down collars or sunburst insignias on collar) Marine Corps League Crest or Bullion seal

Skirt, black, plain "A" line or slacks, black (optional) Belt, black with Marine Corps emblem on square gold buckle or belt, black, dress (optional)

Hose, nylon

Shoes, black, plain closed toe, pump

Lapel pins - See Note 1 below

Tie, black, satin cross or men's tie black w/tie bar

FORMAL-FEMALE

Marine Corps League Red Mess Jacket, medium weight gabardine material with Marine Corps League buttons, gold waist chain and sunbursts in locating holes in jacket collar.

BL27

Red Blazer optional to Red Mess Jacket.

Marine Corps League Crest or Bullion Seal is optional the Formal Dress when miniature medals are worn

Skirt, long, black, slit left side - no longer than mid knee or lower than bottom of knee cap

Shirt (blouse), formal, white pleated w/tie black cross or military-bow, black

Cummerbund, gold or Gold vest front (only approved design)

Shoes, black, plain closed toe, pump

Hose, Black

Gold cuff Links and gold studs

Earrings, (optional) small white pearl (or pearl-like) or gold, not to exceed 9MM. When worn, earrings will fit tight against the ear and will not extend below the earlobe.

Miniature medals as prescribed or large medals may be worn on Red Mess Jacket

NOTE 1: *The following lapel pins may be worn but NOT more than two (2) - your choice. The Past National Commandant pin may be worn inboard with the National Marine of the Year outboard. Also National Marine of the Year may be worn inboard with a Past Department or Detachment Commandant pin (one (1) only). Kennel Devil Dog of the Year Pin to be worn outboard of National Marine of the Year. The Chapel of Four Chaplains, Membership or Retired Marine lapel pins may also be worn, under same limitations.*

NOTE: *The medal and ribbon presented by the Chapel of Four Chaplains may be worn with the casual or formal uniform (male or female) in lieu of the Military Order of Devil Dog collar at the option of the awardees.*

NOTE 2: *The direction of the "BLUE" field on the US flag has been established. (see Para V)*

ASSOCIATE MEMBER UNIFORM

The above recommendations for both male and female apply to all members with the following exceptions:

The Associate member is to wear 1/2" x 1/2" gold MCL insignia in lieu of Globe and Anchor on cover and on shirt in lieu of sunburst. Only one sleeve patch can be worn (See A below). No Blazer Crest/Bullion Seal will be worn unless one is designed and approved by a National Convention.

BL28

A. Flag patch, on right shoulder, may be worn (see Para V).

B. Dress Blue Trousers, with Red "NCO" Stripe will NOT be worn.

CEREMONIAL - UNIFORM

Those Departments and/or Detachments having "COLOR GUARDS" may wear the "CEREMONIAL UNIFORM", ONLY when participating in these ceremonies. This uniform is authorized for both Males and Females.

Standard Cover - with Devil Dog patch when authorized Devil Dog collar (optional),

Name Tag (optional)

Sunburst insignias

Marine Corps League shoulder patch (left sleeve) - Devil Dog patch (right sleeve) when authorized or US flag 2x3 1/2" if not member of MODD (see Note 2)

Marine Corps League Ribbons "ONLY" or "NO" ribbons at all.

black tie with Marine Corps or Marine Corps League gold tie bar

OR

Trousers, Blue dress (with NCO "Red" stripe)

Belt, Marine Corps web with brass buckle

Socks, black

Shoes, black, plain toe

This is the end of the Department Bylaws

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ADMINISTRATIVE PROCEDURES

DEPARTMENT of ARIZONA

MARINE CORPS LEAGUE

ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

SECTION 100 -NAME AND PURPOSE The name of the body corporate is the Department of Arizona Marine Corps League. It is a subsidiary organization of the National Marine Corps League, which is a nonprofit Corporation, incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington DC on Tuesday, the fifth day of January, 1937, and approved August 4, 1937. 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 and women who have given their lives to the Nation;
- E. To foster love for the principals 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 former Marines as well as to their spouses, orphans and parent(s).
- 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.

SECTION 101 - LOCATION

The principal location shall be with the Commandant of the Department of Arizona Marine Corps League

SECTION 105 - CORPORATE SEAL

The corporate seal of the Department of Arizona Marine Corps League 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" within a border of two narrow rings.

SECTION 110 - POLICY

- A. The supreme power of the Department of Arizona Marine Corps League shall be vested always in its membership functioning through its Delegates at all Department Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to the individual members of the Department
- B. The Department of Arizona Marine Corps League shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and nonpartisan; 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 a basis for special consideration or preferment.
- C. Nothing in the preceding section shall prohibit the Marine Corps League 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 this organization shall be:

- A. The Department Organization to be known as the Department of Arizona Marine Corps League.
- B. Subordinate organizations known as Detachments.
- C. Such other subsidiary organizations as the National Organization may create, establish or recognize.

SECTION 125 -COMPLIANCE WITH NATIONAL BYLAWS AND A. P.'S

A. The National Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the Department of Arizona Bylaws and Administrative Procedures and those of National

B. Any amendments to, or revisions of the National Bylaws and Administrative Procedures, here- after adopted which may be in conflict with these Bylaws and Administrative Procedures shall automatically become part of these Bylaws and Administrative Procedures

C. Within these Bylaws and Administrative Procedures where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

SECTION 130 -INSTALLATION OF DEPARTMENT OFFICERS

The Installation of Elected Department Officers shall be held during a formal ceremony. The Installing Officer must be the National Commandant, an elected National Officer, a Past National Commandant or a Past Department Commandant It shall be the responsibility of the Installing Officer to sign, date, and forward the completed Installation Report Form within fifteen (15) days of the installation.

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

DEPARTMENT CONVENTION

SECTION 200 -MEETINGS

The Department Convention shall be convened once each year during the month of June unless otherwise prevented by National Emergency or other circumstance beyond the control of the Department Commandant.

SECTION 205 -TIME AND PLACE

The time and place of each Department Convention shall be decided by the Delegates present and voting at the Department Convention one (1) year in advance. In an emergency, the Department Staff shall designate the time and place.

Each Detachment shall be provided written notification of the date and location of each pending Convention at least (60) sixty 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 Convention, the Commandant and their Staff shall determine 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 and Administrative Procedures, as well as the National Bylaws and Administrative Procedures, shall govern the procedure and conduct of each Convention, and Robert's Revised Rules of Order shall be the parliamentary authority

SECTION 220 - REGISTRATION

A. All approved and certified Delegates and Alternates will receive from the Convention Registration Committee a program and such activities admittance tickets, as they desire, upon payment of the amount indicated on the Convention Activities Program.

1) All other members desiring to attend the Convention activities must pay the registration fee.

B. The Registration fee at the Convention shall be five (\$5.00) dollars per member of the Marine Corps League and other non-members other than members of the Marine Corps League Auxiliary, who shall set their own registration fee.

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 appointed 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 or Alternates than the Detachment is allowed under the provisions of these Bylaws and Administrative Procedures.

D. In the event the Delegate whose credentials are challenged is a Detachment Commandant, or upon any appeal by a member to the action of the Credentials Committee, the Department Commandant shall appoint a Grievance Committee composed of three (3) members who shall immediately hear the grievance. The Committee shall report its findings to the Convention floor. The Committee finding shall require a majority vote for acceptance. The aggrieved party shall not participate in this vote.

E. The Past Department Commandants shall be Delegates-at-Large to conventions, and the registration fee for Past Department Commandants registering shall be waived.

SECTION 230 -STENOGRAPHIC EXPENSE

The expense of recording the proceedings of the Department Convention shall be borne by the Department Headquarters.

SECTION 235 -CONVENTION ADMINISTRATIVE COMMITTEES

The Convention Administrative Committees shall be the Credentials, Bylaws, Resolutions, and Rules. So far as possible, the Department Commandant will appoint one member from each Detachment to serve upon each Convention Committee, notifying each appointee of the selection, and designating one member to call the first meeting of the Committee. At the first Committee meeting, the Committee members present will select the chairperson. The duties of the Convention Administrative Committees are:

A. **Credentials Committee** shall:

1 Examine the credentials of each Delegate and Alternate.

2 Determine that each member desiring to register, and be a regular member in good standing

3 Compile a list of the approved Delegate voting strength of each Detachment, which is in good standing. Such list shall

be presented as a part of the Committee's final report to the Convention.

4 Disapprove the credentials of Delegates, Alternates, or members of Detachments, which are not in good standing at the time of the Convention.

B. **Bylaws Committee** shall: Receive and consider all proposed changes of the Department Bylaws and Administrative Procedures which are properly submitted in accordance with the requirements of these Bylaws and Administrative Procedures. All changes meeting said requirements of the Bylaws and Administrative Procedures shall be referred to the committee for its consideration and action. All proposed changes not meeting the prescribed requirements, shall be returned to the submitting Detachment member with an explanation of the discrepancies.

C. **Resolutions Committee** shall: Receive and consider all properly submitted resolutions (not Bylaws proposals) complying with the requirements of these Bylaws and Administrative Procedures, and it may offer resolutions on behalf of the Committee which it deems to be advisable and necessary.

D. **Rules Committee** shall: Study the rules of the Convention employed at prior Conventions and determine the need for any additional rules or revisions thereof for recommendations to the Convention for application during the current Convention.

SECTION 240 - CONVENTION COMMITTEE

The Department Convention Committee shall be composed of three (3) members who will select their Chairperson.

The Convention Committee shall receive and review all bids for the Department Convention and Staff Meetings and notify the Convention body of their recommendation. Should the Convention bid be rejected or no bid received, the members of the Convention Committee shall select a location. Should the site selection be made early enough, this information shall be presented at the first Department Convention or Staff Meeting as the situation allows. The information should include location, dates and rates of rooms, prices of meals, banquet, etc. Should other difficulties arise and the selection be delayed the Convention Committee shall immediately notify the Department Commandant

A. The Convention Committee Chairman will work closely with the host Detachment to insure an orderly and enjoyable Convention.

B. The Chairman and the committee shall be responsible to the Commandant and the Board of Trustees for all planning, arrangements, control, administration and the final successful conclusion of the Department Convention and Staff Meetings

C. Any Detachment or Subsidiary Unit of the Marine Corps League may make an informal bid for a Department Convention or Staff meeting. It is desired that the bids be received one year in advance. The host Detachment must provide the following:

1 On site adequate meeting rooms for the Department, Marine Corps League Auxiliary, and Devil Dogs.

2 Must provide a hospitality room with adequate refreshments, food and beverages.

3 Must provide complimentary rooms and the Banquet meal for invited VIP's and/or guests of honor.

The Department

Commandant shall choose the Guest of Honor

4 Complimentary room will be provided for the Department Commandant. The banquet invitation will be complimentary for

those individuals and companions.

5 The registration fee for the Annual Department Convention for members of the League shall be five (\$5.00) dollars.

6 The Host Detachment will liaison with the Department Convention Committee Chairman when all arrangements have been

completed for approval and further instructions. This must be accomplished ninety (90) days prior to the Convention and

Staff Meetings. The hosts Detachment MUST notify all Detachments and the Department of Arizona via mail or e-mail,

including information about the hotel/motel, restaurants, meeting rooms, committee meetings, etc.

7 Letter from proposed host city Mayor, Manager or the Executive Officer of the Chamber of Commerce inviting the Marine

Corps League to their city and assuring their full cooperation.

8 Adequate accessible Registration room that can be secured, free of interference for the full period of registration.

SECTION 245 -CONVENTION FUND RAISING

The hosting Detachment has rights of approval for all raft1es and/or fund raising efforts during the term of the Department of Arizona Convention.

ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DEPARTMENT STAFF

SECTION 300 -STANDING COMMITTEES -DUTIES

The Department Standing Committees and their duties are as follows:

A. MARINE OF THE YEAR COMMITTEE:

1 Selection will be made at the Department of Arizona Spring Staff meeting by a panel of judges consisting of three or more Past

Arizona Marines of the Year. If three Past Arizona Marines of the Year are not in attendance, the Department Commandant will

appoint a panel of judges (including the one or two Arizona Past Marines of the Year present).

2 If the panel of judges feels that none of the nominations meet the criteria to warrant a Marine of the Year selection, then no

Marine of the Year will be named for that year.

3 Nominee must a be REGULAR member in good standing of a Department of Arizona detachment. Only one recipient will be named

"Arizona Marine of the Year". There will be no dual recipients. No Past Arizona Marine of the Year will be considered. This honor is to be a once in a lifetime award.

4 Submission of the nominations:

a. Can only be made by the detachment of which the nominee is a member.

b. Must be signed by that Detachment's Commandant and Adjutant (or Adjutant/Paymaster). If nominee is the Detachment Commandant, nomination must be signed by that detachment's Senior Vice Commandant and Adjutant (or Adjutant-Paymaster). If the nominee is that detachment's adjutant (or adjutant-paymaster) nomination must be signed by that detachment's Commandant and Senior Vice Commandant.

c. All nominations must be mailed to the Department of Arizona Adjutant and be postmarked no later than 15 February. Envelope should read: "Attn: AZ MOY" on lower left hand comer.

5 Adjutant will turn over all nominations unopened to the panel of judges at the Department of Arizona Spring staff meeting.

6 Department of Arizona Marine of the Year will be announced at the State Convention banquet. The current (or most Junior past in attendance) Arizona Marine of the Year will make the announcement (introduction if recipient is present) and present the new Arizona Marine of the Year with a plaque and a badge identifying him/her as an Arizona Marine of the Year.

7 No additional gifts (other than the traditional MOY plaque and badge) will be given to the Arizona Marine of the Year by the Department of Arizona.

B BUDGET AND FINANCE:

The Department Commandant with the approval of the Department Board of Trustees will appoint Budget Committee Chairman.

The Budget Committee Chairman will select the rest of the Budget Committee members (a minimum of three (3)) with the approval of the Department Commandant and the Department Board of Trustees.

The Budget Committee, with the aid of the Department Commandant will prepare a budget for the current fiscal year and present it to the Department Board of Trustees for approval at the Department Fall Staff Meeting.

The Department Paymaster will be present at the Budget Committee meetings

C 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. (See enclosure Two (2) for guidelines

D AWARDS AND CITATIONS COMMITTEE

Shall have the duty of recommending to the Staff, awards and citations for use by Detachments, all recommendations for Department awards, and shall certify that the recipient is worthy of said award. The Senior Vice Commandant will chair this Committee.

1 Individual awards will be the financial responsibility of the Department

2 Streamers for Flags will be ordered and paid for by the host Detachment or Subsidiary Unit.

3 Detachment Flags will be detached from the staff, folded and placed on a table provided for this purpose or if attached to a Staff placed, at the discretion of the Sergeant-At-Arms, against a wall

4 At the end of the Convention the Sergeant-at-Arm's will present streamers to each qualified Detachments representative.

VAVS CHAIRMAN:

It shall be the duty of the Veterans Administration Volunteer Service Representative

1. Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping abreast of the changes in policies and procedures pertaining to the VAVS Program.

2. Promulgate the objectives of the VAVS Program and cultivate the interest of constituent Departments, Detachments, and subsidiary units in their participation in the VAVS Program at hospitals within their locale.

3. Receive recommendations, from Detachments, of members willing to serve in the VA VS Program, and, as appropriate request VAVS certifications for required representatives and deputies.

4. Guide and instruct Detachment VAVS Chairmen and VA VS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.

5. Receive and compile comprehensive VAVS Program activity reports from various participating Detachments and provide copies to the National Board and Veterans Administration.

6. Conduct a VAVS Workshop at each Department Convention

7. Attend annual VAVS meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.

SECTION 310 -ADVISORY COUNCILS AND DUTIES:

The advisory Councils and their duties are as follows:

A. PAST DEPARTMENT COMMANDANTS' COUNCIL:

Past Department Commandants should avail themselves to the current Department Commandant for the purpose of advising them in the performance of their duties through a joint council consisting of all Past Department Commandants with the Junior Past Commandant as Chairman.

B. DETACHMENT COMMANDANTS' COUNCIL:

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

- 1) Study ways and means toward stimulating growth, both in membership and stature of the Marine Corps League and the enhancement of administrative and command relationship between the Department Board of Trustees, Staff and Detachments.
- 2) Receive and evaluate suggestions and relationships, which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of components, Board of Trustees and Staff.
- 3) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
- 4) Pursuant to accomplishing the above responsibilities they shall develop a proposed plan, policies, procedures and systems for recommendations to the Department Board of Trustees for it's consideration

SECTION 320 -APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS - TERMS

All appointed officers; Committee Chairmen and Committee Members shall serve at the pleasure of the Department Commandant and the Board of Trustees. All of the above shall surrender all monies, records and properties of the Department of Arizona Marine Corps League in their charge to their successors.

SECTION 330 -ACCOMMODATION

"Accommodations" for Dignitaries and where financial responsibility lies:

Hosting Unit, will provide one double room for each of the following:

- A. Department of Arizona Commandant
- B. Guest Speaker (if applicable)
- C. Guest's) including National Officer's) **INVITED IN WRITING by hosting unit.**

Guest(s) **INVITED IN WRITING by the DEPARTMENT** will each be provided with the same accommodations as shown in "A" and "B" but, **will be the financial responsibility of the Department of Arizona.**

Visiting Dignitaries (including National Officers) **NOT INVITED IN WRITING** will be welcomed and properly recognized **but, must be responsible for their own expenses.**

Hosting Unit will cover the cost of any scheduled Marine Corps League activity for each of the above listed dignitaries.

***HOSTING UNIT** is the Marine Corps League detachment or any subsidiary unit thereof hosting a State convention, Staff Meeting or Special Event.

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

Divisions

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ADMINISTRATIVE PROCEDURES

CHAPTER FIVE

Departments

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ADMINISTRATIVE PROCEDURES

CHAPTER SIX

NEW DETACHMENTS

SECTION 600 -CHARTER:

A goal of the Marine Corps League is to grow and prosper. Encouraging the establishment of new detachments supports this goal. New detachments are normally established by evolving through three (3) distinct and sequential phases:

The Organizing Phase:

An "Organizing Officer" and other such interested persons who are working toward establishing a new detachment may conduct meetings as is deemed necessary to work toward that purpose. The Organizing Officer, once identified, will normally work closely with members of the Department of Arizona Staff, seeking guidance and assistance as the prospective detachment evolves. Activities of the Organizing Officer during this phase include, but are not limited to:

1. Soliciting potential members, accepting applications for memberships (eligible personnel), and collecting appropriate membership dues toward achieving the minimum number (20) of eligible applicants required to submit an Application for Charter. Transferees will NOT be required to provide any monies with the Initial Charter Application since they already are "members in good standing" with the League (Article Six, National Bylaws).
2. Ensuring that potential members are eligible for regular membership in the Marine Corps League as defined by Article Six, Section 600, of the National Bylaws.
3. Complying with Article Five, Section 550, of the National Bylaws in cases where a charter is sought for a detachment which is to be located within the limits of any municipality wherein another detachment exists.
4. Completing a Standard Application Form for Requesting a Detachment Charter in the Marine Corps League. No less than twenty (20) persons who are eligible for regular membership in the Marine Corps League shall sign the Standard Application Form. Any individual who signs the Application Form who is a current regular member of the Marine Corps League, either as a Member-at-Large or as a member of an existing detachment, will complete and provide a Request for Transfer Form in accordance with the procedures contained in Chapter Seven, Section 710, herein. The completed transfer form(s) will be attached to the Standard Form for Requesting a Charter. Members at- Large need only to complete the first part of the Request for Transfer Form. Members of existing detachments must complete the first and second parts of the Request for Transfer Form (the third part is not required). Transferees should not be considered as "Charter Members", however Members-at-Large who have resigned from a previous detachment may sign an Application for Charter in accordance with Article Six, Section 640, National Bylaws.
5. Signing the Standard Application Form for Charter and the Membership Dues Transmittal Forms, certifying that all is accurate and correct.

6. Compiling all elements of the "Initial Charter Application Package", ensuring that it includes:
 - A. The completed, signed and witnessed Standard Application Form for Charter.
 - B. A completed, dated and signed Membership Dues Transmittal Form, with required Department and National per capita dues and fees for each member.
 - C. Where appropriate, any transferee information completed in accordance with the procedures contained herein.
7. Signing a Letter of Transmittal, forwarding the entire Charter Application Package to the Department of Arizona Commandant for review and further processing. By his signature, the Organizing Officer certifies that he has reviewed the Application Package and is satisfied that it is complete and accurate.

The Chartering Phase:

Once the Organizing Officer forwards the Charter Application Package to the appropriate Jurisdictional Department Commandant, the Chartering Phase begins which, sequentially, involves the following processes:

1. Upon receipt of the Charter Application Package, the Jurisdictional Department Commandant shall review it and indicate thereon, by endorsement, approval or disapproval over his/her signature. Disapproval shall be fully supported by a written explanation. The package, with endorsement, will be expeditiously forwarded to the National Southwest Division Vice Commandant, via certified mail or other traceable means.
2. Upon receipt of the Charter Application Package from the Department Commandant, the National Southwest Division Vice Commandant shall review the package and indicate approval or disapproval over their signature. Disapproval shall be fully supported by a written explanation. The package, with all endorsements, will be expeditiously forwarded to the National Commandant, via certified mail or other traceable means.
3. Upon receipt of the Charter Application Package from the National Division Vice Commandant, the National Commandant shall review the entire package with all endorsements and may approve the application and grant such charter immediately. If approved, the National Commandant, countersigned by the National Paymaster, the National Southwest Division Vice Commandant and the Department of Arizona Commandant shall sign the charter. Movement of the documents shall be made as expeditiously as possible.
4. There shall be affixed to each approved Charter the Official Seal and Ribbon of the Marine Corps League.
5. The National Headquarters shall provide each new detachment with one (1) copy of the current League Ritual Manual and two (2) copies of the current and up-dated National Bylaws to be mailed to the Department of Arizona Commandant, simultaneously forwarding the new Charter to the National Division Southwest Vice Commandant for signature.
6. The Charter shall be presented to the new detachment with an appropriate ceremony at an open public meeting.
7. The new Charter, before framing, shall be signed by each member who signed the Charter Application. Only those applicants for membership whose names appear on the Initial Dues Membership Transmittal Form may sign the Charter document. Any transferee may sign who was previously a Member-at-Large as described in Article Six, National Bylaws.

8. Failure of the Department of Arizona Commandant or the National Southwest Division Vice Commandant to act with promptness in processing and forwarding an application for a Charter or signing a Charter as outlined above, and such failure is brought to the attention of the National Board of Trustees, shall make such Officer liable to disciplinary action.

9. Under special conditions, a detachment Charter may be issued to less than twenty (20) applicants. A Charter issued under this provision is subject to all requirements contained in this Section.

The Operating Phase:

Once the National Commandant approves, signs and issues the Charter to the new detachment and the Membership Dues Transmittal Information is entered into the national automated system, the new Detachment becomes "official" (date of the National Commandant's signature) and operative under all existing rules and regulations established by National Headquarters and those in the chain of command, down to and including the Detachment. When the Membership Dues Transmittal Information is entered into the automated system at National Headquarters, each member listed on the Transmittal Form will be assigned an annual dues anniversary date (Article Six, Section 610, National Bylaws).

This marks the transition from "Ad Hoc" or temporary activity to activity, which is governed by existing rules and regulations published by the Marine Corps League. Upon receipt of the new Charter, the new Detachment will function the same as other established detachments within the Marine Corps League.

SECTION 610- AUTHORITY:

Each Detachment shall be governed by its elected Officers (Board of Trustees) subordinate to the Department and National Convention, the Charter and the Bylaws and Administrative Procedures of such bodies

SECTION 615 -DUES

10. Each Detachment shall fix the amount of its membership dues, which shall include the Department and National per capita dues and fees. All per capita dues and fees that are due the Department and National Headquarters shall be forwarded via a standard transmittal form, Enclosure (6), immediately to the Department Paymaster for processing. The Department Paymaster shall immediately remit to the National Paymaster those transmitted forms and such funds which are due National Headquarters. (Paymaster as used in this section shall also mean Adjutant/Paymaster when the same person performs both duties).

SECTION 620 -INSTALLATION OF DETACHMENT OFFICERS

The new Detachment must conduct an election of officers. or affirm a previously conducted election of officers held during the Organizing Phase. Once detachment officers have been elected, or a previous election affirmed, the new detachment must accomplish the following:

A. Select an Installing Officer and inform the Department Commandant of that choice. The Installing Officer must be the Department Commandant; an elected Department Officer; a Past Department Commandant; the National Commandant; an elected National Officer; a Past National Commandant; the Detachment Commandant; or a Past Detachment Commandant.

B. Ensure that the installation of detachment officers is conducted no later than the last day of the month subsequent to the election (or affirmation).

C. After the installation, it is the responsibility of the Installing Officer to sign, date and forward the "Report of Officer Installation Form" to National Headquarters, via the chain of command as specified in Article Five, Section 530, of National Bylaws, within fifteen (15) days of installation. Notwithstanding this

requirement, a Report of Officers and Installation must be received at National Headquarters no later than 30 June each year, reflecting the results of the annual election of detachment officers required to be held between 1 October and 15 May.

SECTION 630 -INCORPORATION:

Newly established detachments must familiarize themselves with Article Seven (7) of National Bylaws and comply with the guidance contained therein. Where appropriate, detachments shall establish Articles of Incorporation that fully comply with Federal and State of Arizona existing rules and regulations and be consistent with Marine Corps League National Bylaws and Administrative Procedures. Detachments shall reflect guidance relative to State incorporation requirements in locally established rules and procedures.

ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN

MEMBERS

SECTION 700 -INITIATION

All applicants acceptable for Membership in the Marine Corps League, as defined by National Bylaws and administrative procedures, shall be properly obligated in accordance with the procedures established by the ritual manual. Such applicants shall be presented the official membership card and lapel pin of the Marine Corps League. Detachment commandants are to ensure, insofar as possible, that applicants who meet the prerequisites for membership are duly instructed and obligated at a formal initiation ceremony for regular members of the Marine Corps League, in accordance with existing procedures. In such cases where applicants are unable to attend a formal Initiation Ceremony, the obligation of membership is assumed by signature on the membership application.

SECTION 710- MEMBERSHIP TRANSFER

Any member in "good standing" may transfer from one detachment to another without payment of additional dues or transfer fees upon their application to and approval of the gaining detachment and of the losing detachment (enclosure (7) applies). All members shall be considered in "good standing" except as specifically defined in article six of the bylaws. A member in "good standing" may hold membership in more than one detachment, if so, regulations pertaining to dual memberships as contained in article six of the by-laws relate. Furthermore, members considered to be "members-at-large" must be certified as members in "good standing" by the National Paymaster (see article six of the bylaws).

SECTION 720 -DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE

Upon notification of the death of any member, the detachment chaplain shall:

- A. Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
- B. Contact the department service officer (if one is assigned) to assist in establishing any Veterans benefits & rights.
- C. Without delay, report the death of the member directly to both the Department Chaplain and National Chaplain. The report will cite the full name of the deceased, name, address, and phone number of next of kin (if available), and any known funeral arrangements, to include phone number of the local funeral director's office. Coordination with the local funeral director should be made to ensure the availability of a national flag to be presented to the next of kin, as appropriate.

D. Utilize the 'Notice of Death' form (available from National Headquarters). This form will be completed and sent to the Department, the fourth copy will be retained for detachment records. It shall be the duty of all members of the Marine Corps League who are not prevented by distance or unavoidable cause to attend and/or officiate at the funeral services of a deceased member. To this end, the detachment commandant, with the assistance of the detachment chaplain and adjutant/paymaster, shall develop a comprehensive plan to notify all of the detachment members in a timely manner. The plan should include coordination liaison with the local funeral director as well as with other veterans' organizations in the local community. A copy of this plan will be submitted to the Department Chaplain and Paymaster.

ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT

SUBSIDIARIES AND SUBORDINATES

SECTION 800 - REPORTS:

Each National subsidiary organization and each National subordinate group (identified below) which directly or indirectly operates under the Congressional Charter and the name of the Marine Corps League, must annually file with the National Headquarters a true and complete financial statement of its itemized total income and expenses for the preceding twelve (12) month period. Said report shall be submitted at the opening date of the National Convention.

A. This requirement is applicable to subsidiary organizations, such as: Marine Corps League Auxiliary; Military Order of Devil Dogs, Military Order of Devil Dog Fleas, Young Marines of the MCL and such other organizations, which may be instituted herein.

B. Failure upon the part of any of the above organizations or groups to file the required report in compliance with the provisions of this section will subject the violating organization or group to such action as determined by the National Board of Trustees of the Marine Corps League.

C. The National Commandant, the National Adjutant/Paymaster, and the National Comptroller, solely for the purpose of preparing a complete annual report to Congress of all activities and finances of the Marine Corps League and its subsidiary organizations and subordinate groups, shall use the financial reports.

SECTION 810 - MARINE CORPS LEAGUE AUXILIARY

The Department of Arizona Marine Corps League recognizes and adopts the Department of Arizona Corps League Auxiliary as the official women's Auxiliary of the Department of Arizona Marine Corps League and declares that the Department of Arizona Marine Corps League Auxiliary shall ever be subject to the control and supervision of the National Headquarters Marine Corps League (Article Seven (7) National Bylaws applies).

ADMINISTRATIVE PROCEDURES

CHAPTER NINE

GRIEVANCE AND DISCIPLINE

SECTION 900-PROCEDURES

This section is applicable to Sections 901, 902, 904, 905, 906, 907, and 908. The following procedure shall be adhered to in addition to the provisions of Sections 901 through 908:

A DEPARTMENT HEARING:

1) The Department Judge Advocate must notify the Petitioner and Respondent of the members appointed to the Hearing Board at least Twenty (20) days prior to the convening date of the Board. The Petitioner and Respondent will have ten (10) days to object to any or all of the appointed Board Members with the exception of the Department Judge Advocate. Upon receiving a challenge, the Department Judge Advocate will petition the Department Commandant to appoint replacements. Potential Hearing Board Members who may have a conflict of interest through friendship, marriage, family relationship or prejudice must excuse themselves from sitting on the Hearing Board. If the Department Judge Advocate must be excused from sitting on the Board, the Department Commandant will appoint a replacement, preferably a Past Department Judge Advocate or a Past Department Commandant. In the event a committee is appointed to investigate the circumstances of any allegations, the committee's report must be presented to the Department Board of Trustees, except to those members who must be excused as stated above. The Department Board of Trustees may recommend a course of action to the Department Judge Advocate, who may accept or refuse the recommendation.

B - PETITIONER

(1) The Petitioner will be responsible to invite witnesses.

(2) A complete list of the witnesses will be given to the Chairman of the Hearing Counsel Board at least 15 days prior to the convening of the hearing.

(3) The Petitioner may have a member of the Marine Corps League act as his

(4) The Petitioner has the right to cross-examine witnesses

C - RESPONDENT

(1) The Respondent will be responsible to invite witnesses.

(2) A complete list of witnesses will be given to the Chairman of the Hearing Board at least 15 days prior to the convening of the Hearing.

(3) The Respondent may have a member of the Marine Corps League act as his Counsel

(4) The Respondent has the right to cross-examine witnesses.

D - RECORDER

The Chairman of the Hearing Board will appoint a recorder, preferably from the local area.

The duties of the recorder are as follows:

(1) Will be the sole operator of the recording device

(2) Maintain a log of tape activities. (See Enclosure 10)

(3) At the close of the Hearing, turn all tapes over to the Department Judge Advocate

(4) Department Judge Advocate will sign the log as custodian of the tapes

(5) A duplicate of the log will be sent with all requests for copies of the tapes

(6) The recorder will not participate in the Hearing Board's deliberations

2) Sections 901(d), 904(e), 906(g), 907(g), and 908(i) are applicable as they relate to legitimate travel and lodging expenses.

E SERGEANT-AT-ARMS:

The Chairman of the Hearing Board will appoint a Sergeant-at-Arms, preferably for the local area. The duties of the Sergeant-at-Arms are to preserve order and to perform other duties as required by the Chairman of the Hearing Board.

F HEARING BOARD

- (1) The Chairman of the Hearing Board may invite additional witnesses
- (2) The Chairman will provide the Petitioner and Respondent with a list of the invited witnesses five days prior to the convening of the Hearing Board
- (3) There will be no tape recordings of the proceeding of the Hearing Board other than the Official Recording taken by the Hearing Board. The Board will make available to the principals, upon request, a true copy of the proceedings. The actual cost of such reproduction shall be borne by the principal requesting the copy.
- (4) The Hearing Board will demand that proper decorum be maintained at all times. Spectators will not be permitted to participate in the Hearing in any manner. Disturbances or poor manners may result in the Chairman ordering the Sergeant-at-Arms to clear the room and the Hearing will continue in closed session
- (5) All testimony will be given under oath. The oath will be: "I do solemnly affirm to tell the truth, the whole truth, and nothing but the truth."
- (6) The Petitioner/Respondent or their designee will conduct the cross examination of witnesses. However, if the designee is utilized, principals may not interrogate the witness. Only one from each side will be permitted. The Hearing Board Chairman and members of the Board may conduct an inquiry of the witness
- (7) All correspondence as required by Chapter Nine (9), Administrative Procedures will be via certified mail and return receipt requested.
- (8) Fifteen (15) days prior to the opening of the Hearing Board, the following must be submitted to the Department Judge Advocate
 - a. Notarized statements from any witness that cannot appear at the hearing.
 - b. Copies of all exhibits to be offered in evidence.

The Department Judge Advocate will distribute the depositions and exhibits to the Respondent and Petitioner seven (7) days prior to the date the Hearing Board convenes.

SECTION 901 GRIEVANCES:

If an individual member, Detachment, or Department considers that there is a wrongdoing the following procedure shall be followed:

- A. The aggrieved person (petitioner) shall present the complaint in writing, to the Department Judge Advocate, with a copy to the Department Commandant and the National Judge Advocate.
- B. The Department Judge Advocate shall review the grievance and act and as mediator in the dispute. If his efforts fail, he shall so report to the Department Commandant
- C. The Department Commandant shall then appoint a Hearing Board composed of himself as Chairman, the Department Judge Advocate, and minimum of three (3) other members, none of who shall be members of the unit involved.
- D. The Hearing Board is empowered to convene a hearing at a time and place of its convenience within the area, in which the grievance occurred. The legitimate travel and lodging expenses of .the Hearing Board shall be a charge against the Department, reimbursable upon submission of a voucher. The Hearing Board may call witnesses, it shall hear testimony, and it may also conduct its own independent investigation.

E. The decision of the Hearing Board shall be made in writing and must be affirmed by a majority of the Hearing Board. It shall be forwarded within fifteen (15) days to Petitioner, with copies to all the participating parties, the National Commandant, and the National Judge Advocate

F. The petitioner may appeal such decision within thirty (30) days, in writing, to the National Judge Advocate

G. The National Judge Advocate shall rule on the appeal and so advise petitioner and all participating parties within fifteen (15) days. The National Judge Advocate's decision can be appealed within fifteen (15) days to the National Board of Trustees via the National Commandant. The National Board of Trustees shall review the appeal at the first scheduled meeting subsequent to receiving such appeal. The decision of the Board of Trustees shall be final.

SECTION 902 -DEPARTMENT GRIEVANCE

A. If a Department officer is the aggrieved Petitioner, all matters shall be handled directly by the National Judge Advocate; he and the National Commandant will proceed in accordance with the procedure outlined in paragraphs (a), (b), (c), (d), and (e) of Section 901.

B. The Petitioner may appeal the Hearing Board's decision to the National Board of Trustees, in writing, within thirty (30) days. The National Adjutant/Paymaster will distribute copies of all pertinent material to the members of the Board, who shall render their opinion in writing to National Headquarters within fifteen (15) days; whereupon the National Adjutant/Paymaster will inform the petitioner of the decision of the National Board of Trustees, whose decision shall be final.

SECTION 903 -NATIONAL CONVENTION GRIEVANCE

National Bylaws and Administrative Procedures of the Marine Corps League, or the Department Administrative Procedures, shall be followed.

SECTION 904 -DISCIPLINE of a MEMBER, DETACHMENT and/or DEPARTMENT OFFICERS OR BOARD OF TRUSTEES:

A. Whenever an individual member, Detachment or Detachment officer, or Department or Department officer, commits an act contrary to the National Bylaws and Administrative Procedures of the Marine Corps League, or these Department Administrative Procedures, or an act which is deemed not in the best interest of the Marine Corps League, said individual member, Detachment or Detachment officer, Board of Trustees, Department or Department officer shall be charged as follows

1. A charge, in writing, shall be served upon the offender (Respondent), with copies to the Department Commandant and the Department Judge Advocate, the National Commandant, and the National Judge Advocate.

B. Upon receiving the written complaint, the Department Commandant and the Department Judge Advocate shall have twenty (20) calendar days in which they may conduct a preliminary informal investigation to determine the possible merit of the charge and they may explore the possibility of a negotiated settlement. In the absence of a settlement being accomplished in the twenty (20) calendar day period, the Department Commandant shall immediately appoint a Hearing Board as required herein which shall convene within forty (40) calendar days subsequent of such appointment.

1. The Department Commandant shall appoint a Hearing Board, composed of the Department Judge Advocate and a minimum of two (2) other members. The Board shall convene a hearing at a time and place of its convenience. It may hear testimony and it may also conduct its own independent investigation.

C. The Hearing Board's decision must be affirmed by a majority of the Board members and it shall be served within fifteen (15) days after the conclusion of the hearing upon the Respondent and Petitioner, with copies to the National Commandant and National Judge Advocate.

D. Either the Respondent or Petitioner may make a written appeal to the National Judge Advocate on the Hearing Board's decision. Any appeal must be made within thirty (30) days, subsequent to receiving the Hearing Board's decision or receiving a copy of the Hearing Board's proceedings, whichever is applicable. An appeal of the National Judge Advocate's findings on the Hearing Board's decision may be made to the National Board of Trustees via the National Commandant; however, such appeal must be postmarked no more than fifteen (15) days subsequent to acknowledging by (the Appeler's) signature the receipt of the National Judge Advocate's findings. The National Commandant, upon receiving such an appeal, shall place the subject on the agenda of the National Board of Trustees for review at the next scheduled meeting of the Board. The decision by the majority of the members of the National Board of Trustees shall be final.

E. The legitimate travel and lodging expenses of the Board shall be a charge against the Department, which shall be reimbursable to the members upon submission of a voucher.

SECTION 905 -DEPARTMENT COMMANDANT OR DEPARTMENT BOARD OFFICER

In the event the offender is a Department Commandant or Department Board Officer, the following procedure shall be followed:

A. Charges shall be submitted in writing to the National Judge Advocate, with a copy to the National Commandant. The National Judge Advocate will affect service of the charges upon the Respondent(s).

B. The National Judge Advocate may, at his discretion, conduct a preliminary investigation to: (1) determine the merit of the charge; and, (2) explore the possibility of a negotiated settlement. If the charge is valid, and if it appears to the National Judge Advocate that a negotiated settlement is not likely, or upon his own initiative, the National Judge Advocate may proceed to: Petition the National Commandant, who shall appoint a Hearing Board of not less than three (3) nor more than five (5) members, including the National Judge Advocate. The National Commandant may, with discretion, appoint current or former members of the National Board of Trustees.

C. The Hearing Board shall convene a hearing at a time and place of its convenience, it may hear testimony, and it may also conduct its own independent investigation.

D. The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National Commandant within fifteen (15) days. The National Commandant will there upon effect proper service of the Board's decision to the Respondent and Petitioner.

E. The Respondent or Petitioner may appeal within thirty (30) days to the National Board of Trustees via the National Commandant. The National Adjutant/paymaster shall distribute copies of all pertinent material to the National Board of Trustees, who shall respond within **fifteen (15) days** of receipt and its vote shall prevail. Hearing Board members shall abstain. The National Adjutant/Paymaster shall advise the principals of the National Board of Trustees' decision. (Section 913 applies.)

F. The Respondent or Petitioner may further appeal the decision of the National Board of Trustees directly to National Convention in writing via the National Adjutant/Paymaster. Such appeal shall be submitted at least thirty (30) days prior to the commencement of the National Convention.

G. The legitimate travel and lodging expenses of the Hearing Board shall be a charge against National Headquarters and shall be reimbursable upon submission of a voucher.

SECTION 906, 907 and 908 are intentionally blank

SECTION 909 - SUSPENSION PENDING BEARING:

In all proceedings brought under Sections 904, or 905 herein, the designated judicial officer shall possess the discretionary authority to temporarily suspend from membership, office, or function, the Respondent, pending final resolution of the charge. The National Judge Advocate and National Adjutant/Paymaster shall be notified of such suspension.

SECTION 910 - PUNISHMENT

A. Following conformance with the procedures outlined in Sections 904 or 905, if the Respondent is adjudged guilty of committing any act which would tend to bring the Marine Corps League into public disrepute, or if they have violated any of the applicable provisions of the National, Department, or Detachment Bylaws or Administrative Procedures, the Respondent shall be subject to the following:

1. A member, or officer at any level, may be punished by reprimand, suspension for a specified time, or be expelled

from the Marine Corps League.

2. A Detachment or Department may receive a reprimand; its Charter may be temporarily suspended; or its Charter may be permanently revoked.

3. The National Adjutant/Paymaster shall be notified of all actions taken pursuant to this section.

B. When the respondent has been adjudged guilty, and punished by suspension, they are stricken from the roles of the Marine Corps League for the specified period of time. During that time, he/she is not permitted to attend or participate in any functions of the Marine Corps League, subsidiary and subordinate organizations. If found in violation of their suspension, they are subject to further charges and possible expulsion from the Marine Corps League.

SECTION 911 - CRIMINAL ACTS

Should any member of the League, or any subsidiary organization, or subordinate group or members thereof, violate any of the criminal laws of The United States, or a State having jurisdiction, the complaint should be made directly to the proper Federal, State, or Local authority, and not to the League.

SECTION 912 - OFFENSES

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

A. Violation of oath of membership.

B. Violation of oath of office.

C. Conduct unbecoming a member of the Marine Corps League, or an action detrimental to the League.

D. Conviction of any crime, which constitutes a felony in a County, City, State, or Federal Court in the United States of America.

SECTION 913 - APPEALS

In a disciplinary proceeding, as is required in Sections 904, or 905, if the Respondent or Petitioner as the Appellate, requests a copy of the Hearing Board's proceedings, as is provided in Section 900(c)(3), the **thirty (30) day limitation** imposed shall commence subsequent to the appealing principal acknowledging, by signature, receipt of the copy.

The Jurisdictional Judge Advocate cannot sit on the Appeal Board. The Jurisdictional Judge Advocate may be called as a witness. The National or Department Commandant shall appoint a substitute for the excused Jurisdictional Judge Advocate, preferably a Past National or Department Judge Advocate or Past National or Department Commandant.

SECTION 914 -CHARGES STEMMING FROM A PREVIOUSLY HEARD MATTER

This section is applicable to Sections 901. 902. 903. 904, 905, in the event a charge stems from a continuance or a previously heard matter, the failure to comply to a temporary suspension or the punishment issued during a previously heard matter, the jurisdictional body shall be deemed to be the body who last heard the proceedings and/or whose findings were the basis of such suspension or punishment,

A. A charge filed under this section shall be submitted in writing to the National Commandant.

1. If the charge stems from a previously heard matter, the National Commandant will determine and immediately notify the Chairman of the jurisdictional body to reconvene a hearing at a time and place of its convenience at, or near, the place of the previous hearing. It may hear testimony and may conduct its own independent investigation. The decision of this body shall be final.

2. If the charge stems from a violation of a temporary suspension, the National Commandant will determine and immediately notify the jurisdictional officer who will, prior to convening a hearing, conduct their own independent investigation, document their findings, and make such findings known to the Hearing Board during the resolution of the original charge. The Hearing Board's decision may be appealed in accordance with the appropriate section of the Administrative Procedures governing the original charge.

B. The Hearing Board's decision, which must be affirmed by a majority of the Hearing Board, shall be forwarded to the National Commandant within **fifteen (15) days**. The National Commandant will thereupon affect proper service of the Board's decision to the National Board of Trustees, principals, and Respondent of the punishment.

NOTE: This is a footnote for information purpose only and is not part of the Administrative Procedures. "Charges" referred under this Chapter shall not only be by reference to a section, they shall also specify

1. What was to have occurred

2. When it was to have occurred

3. Such other supporting information as necessary to adequately inform the Respondent so a defense may be prepared

ADMINISTRATIVE PROCEDURES

CHAPTER TEN MISCELLANEOUS

SECTION 1000 - FUND RAISING:

A. FUND RAISING

The National Marine Corps League, Inc., its Departments and subsidiary and subordinate units may enter into fund raising activities:

1. Provided all funds raised shall be for the sole profit of such organization less such expenses incurred
2. Provided such Marine Corps League organization shall receive and disburse all funds.
3. Provided such fund raising does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League.

4. Nothing in this section shall prevent the National Convention Committee, or a Department Convention Committee, or a Detachment Convention Committee from selling ads or soliciting funds for any Convention Book.

B. FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY:

If a Detachment desires to conduct a particular citywide finance-raising project in a city wherein more than one Detachment exists, such Detachment shall advise all other Detachments in such city of its intention and request approval. Any Detachment opposing such project shall immediately file objection thereto with the Detachment proposing the project, and with the Department. The decision of the matter by the Department shall be final.

C. LIMITATIONS OF FUND RAISING BY DETACHMENT OR AUXILIARY:

No Detachment of the Marine Corps League shall conduct a fund raising project in any municipality or territory other than its own territory without first securing the approval of such other Detachment or unit, as herein before provided.

D. LIMITATIONS OF FUND RAISING BY NATIONAL:The National Organization of the Marine Corps League shall not conduct any fund raising project in any Department without first obtaining the permission of said Department.

E. SOLICITATION; Any individual or committee of the Department soliciting funds for the National Organization, using the name of the Marine Corps League, whether selling advertising or merchandise of any sort, or soliciting donations, must submit a complete, signed, written report to the National Convention as to the amount and source of all funds disbursed, and a summary of final disposition of any and all net profits.

F. FUND RAISING BY DEPARTMENT: No Department shall conduct any fund raising project in any city where there is one or more Detachments without the consent of such Detachment or Detachments. Any Detachment opposing the project shall file immediate objection with the National Division Vice Commandant of that Division, and his decision in the matter shall be final.

SECTION 1005 - RESPECT: The Bible shall be opened, placed on an Altar, which is covered with a clean and attractive Altar Cloth, during all meetings of the Department of Arizona Marine Corps League. No disrespect to the Bible by act, word, or deed shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Bible or Altar as a resting place for any item or material. All space between the Altar and the Chair shall be considered hallowed ground and shall not be traveled upon while the Bible is opened. 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:

A member in good standing, or a Detachment, may submit resolutions for consideration by the Department Convention, provided said resolution(s) are in a proper form in compliance with the entire following requirements:

A. The resolution(s) must be typewritten, with an original and three (3) copies, and must be received by the Department Adjutant or Commandant no later than thirty (30) days prior to the Department of Arizona Convention at which action thereon is desired. One copy will be retained by the Department Adjutant as a part of a permanent file; one copy shall be placed in a working file, to be referred to the Department Resolution Committee for the Committee's consideration and action; one copy shall be used by the Department Adjutant as a source for distributing the resolving clauses to all Detachments

and Department Board members **at least fifteen (15) days** prior to the Department Convention; and the fourth copy noting the date it was received at the Department Headquarters, shall be returned to the proposed/sponsor, serving as prima facie evidence of compliance with this section of the Administrative Procedures.

B. All resolutions submitted for consideration by a Department Convention shall be drawn on such form as will identify it as being adopted by the Department of Arizona Marine Corps League in Department Convention assembled. The Department Adjutant shall return any resolution not drawn in this form to the proposer/sponsor for correction.

C. Except as expressly waived by a vote of two-thirds (2/3rds) of the present and voting Delegates at the Department Convention, no motion proposing adoption of a resolution shall be placed on the floor of a Department Convention unless in compliance with the requirements of this section.

D. The Department Adjutant/Paymaster shall prepare an adequate supply of all resolutions received by the Department Adjutant/Paymaster in accordance with this section and shall make such supply available for distribution to all Delegates, all members, and the Resolutions Committee upon their arrival at the Department Convention. A complete file of all resolutions received by the Adjutant shall be available at the Convention for inspection by any Delegate and member of the Department of Arizona Marine Corps League in good standing who desire to take advantage of such inspection.

SECTION 1015 - AMENDMENTS:

The Department Administrative Procedures may be reviewed, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at the Department Convention. Provided the proposed revision, amendment, or repeal is submitted in triplicate typewritten form in the exact wording, to the Department Adjutant, not less than sixty (60) days prior to the opening date of the Department Convention at which said proposal is to be considered. Department Adjutant shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than forty-five (45) days prior to the opening day of the Department Convention at which said proposal is to be considered.

SECTION 1020 - EFFECTIVE DATE:

Each amendment, revision, or appeal of a provision of the Department of Arizona Administrative Procedures that are approved at the Department Convention, as outlined in Section 1000, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved

SECTION 1025 - DISTRIBUTION:

The Administrative Procedures shall be distributed in the same manner as the Bylaws, as set forth in Article Eight (8) of the Department of Arizona Bylaws.

ADMINISTRATIVE PROCEDURES

CHAPTER ELEVEN

DEPARTMENT BOARD OF TRUSTEES and STAFF MEETING

SECTION 1100 -DATES AND HOST:

The Board of Trustees shall convene at least three (3) times each Department Year as specified in the Department of Arizona Bylaws Article One (1) Section 112. The Department Commandant with the approval of the Board of Trustees shall decide the time and place of each Department Board of Trustees/Staff Meeting.

- A. Any Detachment may bid for, the Department Board of Trustees/Staff Meeting at the previous Department Board of Trustees/Staff Meeting.
- B. A letter should accompany the bid from the sponsoring Detachment signed by the Commandant of the Detachment.
- C. The bid should contain in general terms the following information:
 - 1. Hotel/motel accommodations available with projected cost of accommodations,
 - 2. Meeting room(s),
 - 3. Activities in the area
 - 4. Dining facilities in area
- D. No later than sixty (60) days prior, to the Department Board of Trustees/Staff Meeting date, the sponsoring Detachment will give to the Public Relations Director, for inclusion in the Department Newsletter, the following information:
 - 1. Schedule of events,
 - 2. Name of housing facility and reservations telephone number,
 - 3. Cost of housing and cost of any projected luncheons or dinners,
 - 4. Meeting room(s) and workshop facilities.
- E. A formal announcement of the Department Board of Trustees/Staff Meeting will appear in the Department Newsletter preceding that Department Board of Trustees/Staff Meeting
- F. During the Department Board of Trustees/Staff Meetings a Motel/Hotel accommodation, at the meeting site, will be supplied to the Department Commandant.
- G. An attempt will be made to secure this accommodation free of charge as part of the Meeting Package.
- H. In the event the accommodation cannot be secured free of charge, the charge will be paid by the Department of Arizona, with the approval of the Department Board of Trustees.

ADMINISTRATIVE PROCEDURES

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