

**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**

- (a) 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.
- (b) 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 Fifteen (15) regular members, one (1) Delegate and one (1) Alternate; for a partial number of Fifteen (15) 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.

- (c) 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.
- (d) 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 fifteen (15) 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.
- (e) 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.
- (f) 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**

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.

(e) 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 October 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 (\*-Denotes new section 6/15)**

The Department Officers to be elected at each Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant and the Judge Advocate. All candidates must reside in the state of Arizona. \*The Judge Advocate-elect cannot hold the office of Detachment Judge Advocate simultaneously per National Bylaws\*.

## **SECTION 119 – NOMINATING COMMITTEE (added 6/15)**

Nominating Committee chairman shall be the Jr. Past Department Commandant or as nominated by the Commandant. The function of the committee is to select the top candidate for each elected position from the nomination letters received. They will nominate those candidates at the spring conference. Nominations will be accepted again at the state convention as per Section 120b – Nominations: 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.

The Department Commandant will appoint the Chair, preferably a PDC, who will be responsible for holding the elections at the state convention. If there is a runoff, all candidates will be required to leave the room.

Nominations will be submitted as directed by the Nominating Committee Chair

## **SECTION 120 – NOMINATIONS**

- (a) 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.
- (b) 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.

- (a) No person shall hold more than one elected Department Office at the same time.
- (b) 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.
- (c) 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.

**BYLAWS**  
**ARTICLE TWO**

**DEPARTMENT BOARD OF TRUSTEES**

**SECTION 200 - COMPOSITION**

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

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Junior Past Department Commandant

1. 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:

- (a) 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.
- (b) 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.

**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:

- (a) Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and Administrative Procedures of the Marine Corps League.
- (b) 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.
- (c) Call such meetings of the Department Board of Trustees as are required by the Department and National Bylaws and Administrative Procedures.
- (d) Seek the advice of the Department Board of Trustees and Staff
- (e) 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.
- (f) With the advice and consent of the Department Board of Trustees, appoint the following Department Officers:
  - (g) Auditor; (b) Chairman of the Convention Committee; (c) Historian; (d) Veterans Service Officer; (e) Public Relations Officer; and (f) Such other Staff Officers as may be necessary.
- (h) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.
- (i) Approve requisitions of the Paymaster, which exceeds the approved budget or Two Hundred Fifty Dollars (\$250.00).
- (j) 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.
- (k) Perform such other duties as are directed from time to time.
- (l) 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:

- (a) 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.
- (b) 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.
- (c) 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.

- (d) 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:

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

- (d) 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.

- (a) 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.
- (b) 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
- (c) 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

- (d) 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.
- (e) 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.
- (f) 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.
- (g) 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.

**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:

**A) DEPARTMENT ADJUTANT - Shall:**

- 1) Record minutes of all Department Board of Trustee, Committee and Convention Meetings
- 2) Act as an Administrative Assistant to the Department Commandant
- 3) Perform such other duties as are usually assigned to a recording Secretary.
- 4) 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,
- 5) Surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office is charged

**B) DEPARTMENT PAYMASTER Shall:**

- 1) Be responsible to the Department Commandant.
- 2) 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.
- 3) 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.
- 4) Close the books for the collection of dues for the determination of voting rights prior to the conduct of business at each Department Convention.
- 5) 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.
- 6) Assure that all checks issued have the signatures of the Paymaster and of the Commandant of the Department of Arizona, or their appointee.
- 7) National must be notified of any and all designated signatories.

**C) DEPARTMENT CHAPLAIN Shall:**

- 1) 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.
- 2) 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.

**D) 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.

**E) CONVENTION COMMITTEE CHAIRPERSON:**

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

**F) DEPARTMENT HISTORIAN:**

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

**G) 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.

**H) DIRECTOR OF VETERANS SERVICES shall:**

- 1) Become acquainted with, interpretation of services and application of Federal Law, as well as Institutional Rules pertaining to Veteran Services.
- 2) Supervise training, practice and instruction for Department of Arizona designated Service Officers.
- 3) 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.
- 4) Be in charge of all Veterans' Administration activities of the Marine Corps League within the State of Arizona.
- 5) Supervise all Service Officers of constituent units.
- 6) 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.
- 7) Certify the Service Officers who have been selected by the Detachments.
- 8) 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.
- 9) Perform such other duties as may be prescribed from time to time by the Department Board of Trustees.

**I) AIDES-DE-CAMP** shall:

- 1) Be appointed by the Department Commandant,
- 2) Be responsible to the Department Commandant,
- 3) Coordinate activities with the Department and the Detachment Commandants,
- 4) Make suitable protocol arrangements attendant to visits of the Department Commandant, members of the Board of Trustees, and/or Past Department Commandants.
- 5) 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.
- 6) 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 Divisions,
- 7) At all meetings of the Department of Arizona, Marine Corps League, carry out official assignments.
- 8) Assist South West National Officer, if directed to do so by Department Commandant.

**J) THE LEGISLATIVE OFFICER** shall:

- 1) Chair the Department Legislative Committee,
- 2) Be a Registered state lobbyist for the Department of Arizona, Marine Corps League, Inc.
- 3) Keep informed of legislative matters affecting the interests and welfare of Marines and veterans.
- 4) Obtain knowledge related to Congressional activity through Department Commandant's Communications with the National Legislative Officer.
- 5) 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.
- 6) 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.

**K) VAVS REPRESENTATIVE** shall:

- 1) 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.

- 2) 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,
- 3) 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,
- 4) Receive and compile comprehensive VAVS Program activity reports from the various participating Detachments and provide copies to the Department Board and the V.A.
- 5) 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

**L) NOMINATIONS COMMITTEE CHAIRMAN shall:**

- 1) 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.

**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.



**BYLAWS**  
**ARTICLE FOUR**  
**DEPARTMENTS**

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to maintain the proper numbering

**BYLAWS**  
**ARTICLE FIVE**  
**DETACHMENTS**

The Department of Arizona follows the National Bylaws  
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**BYLAWS**  
**ARTICLE SIX**  
**MEMBERS**

The Department of Arizona follows the National Bylaws  
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**BYLAWS**  
**ARTICLE SEVEN**  
**SUBSIDIARIES AND SUBORDINATE GROUPS**

The Department of Arizona follows the National Bylaws  
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**BYLAWS**  
**ARTICLE EIGHT**  
**MISCELLANEOUS**

**SECTION 800 - AMENDMENTS**

The Department Bylaws 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 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 ADMINISTRATIVE PROCEDURES 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.

## **SECTION 815 - BLANKET BOND**

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

- (a) Department Commandant
- (b) Department Paymaster.
- (c) Detachment Commandants
- (d) 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**

- a) The Department of Arizona follows the National Enclosure Three (3), Uniform Code – Marine Corps League
- b) 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.

## **SECTION 840 – AWARDS**

- a) The Department of Arizona follows the National Enclosure Four (4), Marine Corps League Awards.
- b) 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.
- c) 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.
- d) It shall be the responsibility of each Detachment Commandant to ensure their members wears only awards, which have been authorized.

## **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**

A. 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.

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

C. 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)

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)**

A. 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.

B. 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**

A. 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.

B. 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) .

C. 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.

D. 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

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 wit 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 wb 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 Covers.

### **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.

#### **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)

## **UNDRESS – (Short Sleeve) cont'd.**

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 pin(s) - 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  
White shirt, formal (standard collar), pleated. RUFFLED SHIRTS)  
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  
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, Manis 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 pines) - 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.  
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 awardee.

**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.

- 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 2"x3 1/2" **if not member of MODD (see Note 2)**

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

SHIRT, KHAKI (tan), long sleeve with military creases

TIE, KHAKI, with Marine Corps or Marine Corps League gold tie bar

**OR**

SHIRT, KHAKI (tan), short sleeve with military creases

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

Belt, Marine Corps web with brass buckle

Socks, black

Shoes, black, plain toe

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