

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 (* denotes change made 06-15)

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, *on a red border, surrounded by the words, Department of Arizona Marine Corps League in white lettering on a black background separated by two white stars*.

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 ADMINISTRATIVE PROCEDURES

- 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, hereafter 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 of 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 complementary 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 host 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 -CONVENTON FUND RAISING

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

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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 be a 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: AZMOY" on lower left hand corner.
- 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 an-

nouncement (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-Arms will present streamers to each qualified Detachments representative.

E) ASSOCIATE MEMBER OF THE YEAR COMMITTEE: (added 06/15)

- 1) Selection will be made at the Department of Arizona Spring Staff meeting by a panel of judges consisting of three or more Past Associate Members of the Year. If three Past Arizona Associate Members of the Year are not in attendance, the Department Commandant will appoint a panel of judges (including the one or two Arizona Past Associate Members of the Year present).
- 2) If the panel of judges feels that none of the nominations meet the criteria to warrant an Associate Member of the Year selection, then no Associate Member of the Year will be named for that year
- 3) Nominee must be an Associate Member in good standing of a Department of Arizona detachment. Only one recipient will be named "Associate Member of the Year". There will be no dual recipients. No Past Associate Member 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: AMOY" on lower left hand corner.
- 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 Associate Member of the Year will be announced at the State Convention banquet. The current (or most Junior past in attendance) Associate Member of the Year will make the announcement (introduction if recipient is present) and present the new Associate Member of the Year with a plaque and a badge identifying him/her as an Associate Member of the Year.
- 7) No additional gifts (other than the traditional AMOY plaque and badge) will be given to the Associate Member of the Year by the Department of Arizona.

SECTION 301 VAVS CHAIRMAN: (made separate section 06/15)

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

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 VAVS Program, and, as appropriate request VAVS certifications for required representatives and deputies.
4. Guide and instruct Detachment VAVS Chairmen and VAVS 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:

- 1) 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:

- a) 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 to:
 - 2) 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.

- 3) 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.
- 4) As called upon, execute in-depth study tasks as assigned by the Department Commandant or the Department Board of Trustees through the Council Chairman.
- 5) 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 –ACCOMMODATIONS:

"Accommodations" for Dignitaries and where financial responsibility lies:

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

- 1) Department of Arizona Commandant
- 2) Guest Speaker (if applicable)
- 3) Guest(s) including National Officer(s) **INVITED IN WRITING by hosting unit.**

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

C. 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.**

D. 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** 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:

- A. 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).
- B. 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.
- C. 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.
- D. 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 or 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.

- E. Signing the Standard Application Form for Charter and the Membership Dues Transmittal Forms, certifying that all is accurate and correct.
- F. Compiling all elements of the "Initial Charter Application Package", ensuring that it includes:
 - 1) The completed, signed and witnessed Standard Application Form for Charter.
 - 2) A completed, dated and signed Membership Dues Transmittal Form, with required Department and National per capita dues and fees for each member.
 - 3) Where appropriate, any transferee information completed in accordance with the procedures contained herein.
- G. 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:

- A. 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.

- B. 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.
- C. 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.
- D. There shall be affixed to each approved Charter the Official Seal and Ribbon of the Marine Corps League.
- E. 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.
- F. The Charter shall be presented to the new detachment with an appropriate ceremony at an open public meeting.
- G. 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.
- H. 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.
- I. 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:

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 Veteran's 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) Nation 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 recuse themselves from sitting on the Hearing Board. If the Department Judge Advocate must be recused 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 recused 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 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 Counsel.
- (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 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 Appeller'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:

- A. In the event the offender is a Department Commandant or Department Board Officer, the following procedure shall be followed
 - 1. 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:
 - 1. 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.

SECTIONS 906, 907 and 908 are intentionally blank

SECTION 909 - SUSPENSION PENDING HEARING:

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 recused 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 proposer/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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