



ADMINISTRATIVE PROCEDURES
OF THE
COPPER STATE DETACHMENT 906
MARINE CORPS LEAGUE

Chapter One

Name and Organization

Section 100 - Name

The name of the organization shall be; Copper State Detachment, Marine Corps League herein after known as the Detachment.

Section 102 - Purpose

The purposes of the Marine Corps League are to strengthen the bonds of brotherhood of former and present Marines, and to perpetuate the history and traditions of the United States Marine Corps through appropriate acts such as observing anniversaries of historical occasions of particular interest to Marines. Bonds of brotherhood have been established by a commonality of experiences, and the members of the Copper State Detachment wish to extend our involvement and participation in patriotism and pride in our great country, and pride in the Marine Corps. Members can do these things by exhibiting good citizenship in their daily lives, and participating in civic and social programs, which further the causes of truth, justice and need.

Section 103 - Policy

The Detachment shall never take part in any labor or management dispute or issue and it shall ever be non-sectarian, non-political and non-partisan, nor shall it be utilized as a means of political ambition or preferment. Preferment by reason of present or former civilian position will not be condoned.

Section 104 - Political Issues

Nothing in the preceding section shall prohibit the Detachment from participating in political issues affecting the welfare of the United States Marine Corps, the security of our Nation, or any veteran's claim for justice arising from service in the Armed Forces of the United States.

Section 104 - Fiscal Year

The fiscal and administrative year of this organization shall begin on the first day of July and end on the thirtieth (30th) day of June. (Rev 4-19-08)

Chapter Two

Meetings

Section 200 - Meetings

All Detachment meetings shall be either regular meeting or special meeting at the call of the Commandant or by the Senior Vice- Commandant in the absence or unavailability of the Commandant.

Section 205 - Regular Meetings and Business of the Detachment

(a) Regular meetings shall be held at the time, place and as frequently as the Detachment membership shall determine for the conduct of regular business of the Detachment.

(b) Changes in regular meeting times, places or frequencies must be proposed and voted upon at a regular meeting;

(c) Regular business of the Detachment may be conducted when and only when a quorum, as defined by these Administrative Procedures, is present and able to vote.

Section 206 - Special Meetings and Notice

(a) Special meetings of the Detachment may be called by the Commandant or by the Senior Vice Commandant in the absence of unavailability of the Commandant for a single or special purpose which must be stated clearly in notices sent to all members which notice shall be mailed to the last known address of each member not later than ten (10) calendar days prior to the special meeting.

(b) Business conducted at the special meeting shall be limited to that business referred to in the notice.

Section 210 - Assembly of the Detachment

The Commandant or the senior Vice Commandant may call on Assembly of the Detachment for the purpose of a memorial, dedication service or other Marine Corps League Department or Detachment patriotic or service function but no business of the Detachment shall be conducted at such assembly.

Section 211 - Quorum

The conduct of business of the Detachment at a regular or special meeting of the Detachment may only be conducted if a quorum of the membership is present and able to vote. For the purposes of these By-Laws, a quorum shall be 10 percent (10%) of the members including two elected Officers. (Rev. 6-8-09)

Section 215 - Conduct of Meetings

(a) Meetings shall be conducted in accordance with the procedures of the Marine Corps League, in the sequence and order set forth therein.

(b) These Administrative Procedures and the most current revised edition of Robert's Rules of Order shall govern the conduct of the business portion of all meetings. If there is any conflict between these Administrative Procedures and the Robert's Rules of Order, these Administrative Procedures are supreme.

(c) The Commandant shall be addressed as Sir/Madam Commandant.

(d) Members shall address each other as Marine as appropriate.

Section 216 - Minutes of Meetings

(a) Minutes of all regular and special meetings of the Detachment shall be taken and the original records thereof shall be kept secure by the Adjutant, who shall make copies available to any member who requests the same upon reasonable notice.

(b) Minutes of all meetings shall be presented at the next regular meeting of the Detachment for approval as read, or as amended by the membership.

Chapter 3 Staff Officers

Section 300 - Appointed Staff Officers. The following officers shall be appointed by the Detachment Commandant

- (a) Paymaster;
- (b) Adjutant;
- (c) Chaplain;
- (d) Sergeant-at-Arms.

Section 301 - Additional Appointive Officers. The following officers may be appointed by Detachment Commandant.

- (a) Historian;
 - (b) Quartermaster;
 - (c) Public Affairs/Relations.
 - (d) Special Events Coordinator;
 - (e) VAVS Representative.
 - (f) Newsletter Editor;
 - (g) Captain/Co-Captain of Color Guard;
- Other officers as deemed necessary.

Section 310- Duties of Staff Officers

Adjutant - The Adjutant shall:

- (a) Keep all minutes of all Detachment and Board of Trustees meetings;
- (b) Keep minutes of both regular and special meetings;
- (c) Perform such other duties as are usually assigned to recording secretaries;
- (d) Surrender all such records to the duly appointed and approved successor.

Paymaster - The Paymaster shall:

(a-1) Prepare and transmit to the Detachment, on or before the thirtieth day (30th) of September, a complete report of the monetary proceedings and activities of the Detachment for the preceding fiscal year. (This report shall include a full and complete statement of the receipts and expenditures of the Detachment during said Fiscal year.)- (Rev. 4-19-08)

(a-2) Electronically file IRS Form 990-N no later than the due date of filing by the IRS rules and regulations, normally by November 15 following the end of the fiscal year of June 30.

(a-3) File a copy of the 990-N E-Mail Acceptance Receipt with the Department Paymaster as soon as it is received.

(b) Keep proper and necessary records for the recording of all membership accounts;

(c) Be responsible for all fiscal assets of the Detachment;

(d) Issue budgeted funds only with proper approval and/or authorization of the Commandant and the Board of Trustees;

(e) Keep a detailed and correct record of all financial transactions.

(f) Notify all members in writing of indebtedness to the Detachment;

(g) Insure that all dues are collected in a timely manner and funds owed the National and State organization are promptly and properly forwarded;

(h) Deposit all fiscal assets in a bank or other financial institution so designated by the Board of Trustees in the name of the Copper State Detachment Marine Corps League. (Expenditures shall be made by check only and signed by two of five signatures registered at the bank.)

Paymaster
Commandant
Senior Vice-Commandant
Junior Vice-Commandant
Judge Advocate

(i) One signature by the Paymaster on checks for transmittal of member dues to National and State, printing of newsletters and postage, and to maintain a petty cash fund of \$50.00 (fifty dollars) for incidental expenses which are required for the good of the Detachment.

(j) Provide at each regular meeting of the Detachment the 'Paymaster's Report" which includes a financial journal disclosing and explaining all deposits and expenditures. Copies of the Paymaster's Report will be given to Commandant and Sr. Vice- Commandant.

(k) Surrender all records and other property of the Detachment with which charged to the duly appointed and installed successor-

(l) Keep Junior Vice-Commandant and newsletter editor informed on a monthly basis concerning new members and renewal of membership.

Chaplain -The Chaplain shall:

(a) Perform such actions of a spiritual nature as are customarily performed by members of the Clergy and as are required by the laws and rituals of the Marine Corps League;

(b) Take an active part in all memorial services in which the Detachment participates;

(c) Periodically visits the sick and performs other such appropriate duties as may be assigned by the Commandant;

(d) Upon the notice of the death of any Detachment member, immediately contact the family of the deceased for the purpose of volunteering assistance and offering condolence;

(e) Without delay, report the death of a member to the National Chaplain and Department Chaplain, with a copy furnished to the National Executive Director. The copy shall site the deceased's full name, membership number, and next of kin and known funeral arrangements.

Sergeant-at-Arms - The Sergeant-at-Arms shall:

(a) Configure the meeting room ensuring that the Bible, Colors and Charter are in their proper places;

(b)

(c) Be responsible for the preservation of order at all meetings.

(d) Perform such other appropriate duties as assigned by the Commandant;

(e) Deputize such Assistant Sergeants-at-Arms as may be necessary for the proper performance of the duties of this office.

Historian - The Historian shall:

(a) Record, in chronological order, all activities performed by the Detachment and/or its members, which pertain to the Marine Corps League.

An Assistant may be appointed to keep a photo record of the Detachment.

Quartermaster- The Quartermaster shall:

- (a) Be responsible for the maintenance and upkeep of all Detachment property;
- (b) Keep all necessary records reflecting the quantity and location of Detachment property;
- (c) Effect an annual inventory of said property and file report regarding the results of the inventory with the Paymaster and the Commandant on or before April first (1st);
- (d) Serve on any committee involving logistical support;
- (e) Perform such other related activities as assigned by the Commandant;
- (f) Surrender all Detachment property and records to the duly appointed and installed successor.

Section 320 - Tenure of Office. The tenure of office shall be as follows:

- (a) Elected Officers- Elected officers shall be elected on an annual basis. Elected officers shall serve in their capacity until their successors have been elected and installed.
- (b) Appointed Officers - Appointed officers shall be appointed on an annual basis or on an "as needed" basis, Appointed Officers shall serve in their capacity until their successors have been designated by the Commandant.

Section 321 - Removal of Officers. When an elected or appointed officer fails to attend three (3) successive regular meetings, without being excused by the Commandant/Senior Vice-Commandant, the Detachment may vote to authorize action for the removal from office. Removal procedures are as follows:

- a) The Detachment Commandant, with the approval of the Board of Trustee, will send a letter of inquiry, by registered mail, to the officer requesting an explanation for the absence;
- b) If after fifteen (15) days, a reply to the letter has not been received or the answer received has been deemed to be unsatisfactory, the Detachment may declare the office vacant.

Section 322 - Detachment Property. Outgoing officers, elected or appointed, having miscellaneous Detachment property in his/her possession including the By-Laws of the Marine Corps League National), the Department of Arizona, and the Detachment, and all books records, supplies, equipment, banners, pictures or other items received by the Detachment shall immediately turn over same to the proper successor upon leaving office. Following a failure to turn over Detachment property after a second request, the Commandant will advise the Adjutant to notify State and/or National of member being not in good standing,

Chapter Three

Committees Section

323 - Standing, Special and Ad-Hoc Committees

- (a) Standing committees special committees and ad-hoc committees
 - of the Detachment may be established on proper motion and approval of the Detachment.
 - All meetings of any committee shall be open to all members

- (b) Membership of standing committees
 - shall be appointed by the Commandant in accordance with the committee profiles and charges to the committee as established by the Detachment.

- (c) Committee Responsibilities and duties.
 - Each committee will be responsive to specific charges made by the Detachment and will be required to review its activities and present reports as necessary to the Detachment meetings. Recommendations and reports of the standing, special and ad-hoc committees will normally be forwarded to the Commandant for consideration by the Trustees of the Detachment and/or other action by the membership

- d) **Marine of The Year Committee:** (Added 02/22/2017)
 - 1) Selection will be made prior to November 30 each year by a panel of judges consisting of three or more Past Copper State Detachment Marines of the Year. If three Past Copper State Detachment Marines of the Year are not in attendance, the Detachment Commandant will appoint a panel of judges (including one or two Detachment Past Marines of the Year).
 - 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 The Copper State Detachment. Only one recipient will be named "Copper State Detachment Marine of the Year". There will be no dual recipients. No Past Copper State Detachment Marine of the Year will be considered. This honor is to be a once in a lifetime award.
 - 4) Submission of the nominations can only be made by the members of the Copper State Detachment.
 - 5) The Copper State Detachment Marine of the Year will be announced at the conclusion of the Annual Awards Ceremony conducted during a membership gathering in December of each year. The Detachment Commandant will make the announcement (introduction if recipient is present) and present the new Copper State Detachment Marine of the Year with an individual plaque and a Marine Corps League miniature medal and ribbon identifying him/her as a Detachment Marine of the Year. The name of the new Marine of the Year will be added to a plaque posted at the detachment meeting place naming all previous Marines of the Year for the Copper State Detachment.
 - 6) No additional gifts will be given to the Marine of the Year by the Copper State Detachment.

e) **Associate Member of The Year Committee:** (Added 02/22/2017)

- 1) Selection will be made prior to November 30 each year by a panel of judges consisting of three or more Past Copper State Detachment Associate members of the Year. If three Past Copper State Detachment Associate members of the Year are not in attendance, the Detachment Commandant will appoint a panel of judges (including one or two Detachment Past Associate members of the Year).
- 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 a Associate member in good standing of a The Copper State Detachment. Only one recipient will be named "Copper State Detachment Associate member of the Year". There will be no dual recipients. No Past Copper State Detachment Associate member of the Year will be considered. This honor is to be a once in a lifetime award.
- 4) Submission of the nominations can only be made by the members of the Copper State Detachment.
- 5) The Copper State Detachment Associate member of the Year will be announced at the conclusion of the Annual Awards Ceremony conducted during a membership gathering in December of each year. The Detachment Commandant will make the announcement (introduction if recipient is present) and present the new Copper State Detachment Associate member of the Year with an individual plaque and a Marine Corps League miniature medal and ribbon identifying him/her as a Detachment Associate member of the Year. The name of the new Associate member of the Year will be added to a plaque posted at the detachment meeting place naming all previous Associate members of the Year for the Copper State Detachment.
- 6) No additional gifts will be given to the Associate member of the Year by the Copper State Detachment.

Chapter 4 - Divisions
Chapter 5 - Departments
Chapter 6 - Detachments/New Detachments
Chapter 7 - Members
have been intentionally left blank.
The Detachment follows
National and Department of Arizona ADMINISTRATIVE PROCEDURES in
these Chapters

Chapter 8 Subsidiary Organizations

Section 800 - Subsidiary Organizations. Copper State Detachment may form subsidiaries allowed by National Bylaws

Chapter9 Grievance and Discipline

Section 904 - Revocation of Membership.

Any member, if found guilty, may have membership revoked for the following causes:

- (a) Violating the oath of membership or oath of office;
- (b) Recipient of other than honorable discharge from the U.S. Marine Corps or U.S. Marine Reserve.
- (c) Maliciously and intentionally violating any portion of Detachment, Department or National Constitution or By-Laws;
- (d) Having falsified the application for membership in the Marine Corps League;
- (e) Conduct unbecoming a member of the Marine Corps League or action detrimental to the League;
- (f) Indebtedness to the Detachment, Department or National Headquarters or failure to pay annual dues

Section 915-Administrative Expulsion of a Member

In the case wherein a Member is convicted of a felony, the Detachment or Department may file charges per Chapter **Nine**. However, the Member may be given the opportunity to resign from the Marine Corps League in lieu of filing charges.

If the convicted felon Member does not resign and the Detachment or Department does not want to retain that Member, certified court documents may be obtained and submitted to the Department Judge Advocate with a request to approve Administrative Expulsion.

If the request is approved, the Member will be notified by Certified Mail copies being provided to the National Headquarters, Marine Corps League.

The Member may appeal the decision within 30 days in accordance with the National Operating Procedures section 904(e).

This is the end of the ADMINISTRATIVE PROCEDURES