

# SCOTTSDALE MARINES



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## Detachment By-Laws

### ARTICLE I

#### NAME

Section 100. Name. The name of the corporation shall be the Marine Corps League. (MCL). The Marine Corps League is a non-profit 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 on Tuesday, the fifth day of January 1937, and approved August 4, 1937. The name of this Association shall be the **Scottsdale Marines, Arizona Detachment #1479**, Marine Corps League. This Detachment is affiliated with, and has been chartered by, the national organization of the Marine Corps League. The National Charter was issued on **April 2<sup>nd</sup>, 2020** and presented to the officers and members of the Detachment on **Nov 14th, 2020**. These bylaws must conform to the bylaws, administrative procedures, regulations, and policies issued by the National and Department organizations.

Section 101. Mission Statement. The mission of the Marine Corps League is to promote the interest and to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

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## ARTICLE II Purpose of the Marine Corps League

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:

- a. To preserve the traditions and to promote the interests 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 members who have given their lives to the Nation
- e. To foster love for the principles 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 voluntarily aid and render assistance to all Marines, FMF Corpsmen, and FNF Navy Chaplains, as well their widows/widowers, and their orphans;
- 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; In addition to the above expressed in the National Charter, the following non-inclusive purposes are set forth for this Detachment;
- j. To promote and support the United States Marine Corps, the United States Marine Corps Reserve, local, regional, and national charitable and community service activities that are

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appropriate and within the purview of Detachment capability, activities that encourage and enhance the responsible development of youth, and the promulgation of responsible citizenship and patriotism;

## Section 201. Non-profit Organization; Property; Dissolution

a. Not for profit. This Detachment is organized for nonprofit purposes. Individual members may not derive profit from any Detachment activity or program, however, this does not prohibit the Detachment from hiring any member or other person on a commercial basis to provide services to the Detachment when the best interests of the Detachment or its programs will be best served thereby.

b. Personal Inurement and Non-Disclosure of Private Information. Detachment property is dedicated to the purposes of this veteran's organization and no part of its net income or assets shall ever inure to the benefit of any director, officer, or member thereof, or the benefit of any private person. Any membership listing of the Detachment is proprietary information and is under the direct control of National Headquarters in accordance with National Bylaws §825. No member shall utilize any membership listing or Detachment personal information for any private purpose, including but not limited to soliciting, promulgating, renting, loaning, or selling any member information.

c. Dissolution. Upon dissolution or winding up of the Detachment, its assets remaining after payment, or provision for payment, of all its debts and liabilities shall be distributed to the Marine Corps League Department of Arizona and the Marine Corps League National Headquarters as provided in the Department and National Bylaws.

## Section 203. Non-Discrimination.

- a. Shall never take part in any labor or management dispute or issue;
- b. Shall not be sectarian, political, and partisan;
- c. Shall not be based on race, color, creed, nationality, or sex;
- d. Shall not be used as a medium of political ambition or preferment' and
- e. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.

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## ARTICLE III MEMBERSHIP

Section 300. Membership. **The Scottsdale Marines, Detachment #1479** shall be the sole judge of its membership, providing the person meets the requirements within National and Department Bylaws.

Section 301. Rights of Members. No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine dealing with offenses and penalties. Exception, a member that has been officially charged and is pending a "Hearing Board" in accordance with the National Administrative Procedures, Chapter Nine, may be "temporarily suspended" by the Jurisdictional Judge Advocate pending the results of the Chapter Nine Hearing.

Section 302. Rights of Appeal. The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

Section 303. Categories of Membership

a. Regular Membership. Only the following may be regular members of the MCL:

(1) Marines who are serving or have served honorably\* in the United States Marine Corps or the United States Marine Corps Reserve.

(2) U.S. Navy Corpsmen who are serving or have served honorably\* in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon, (ie; Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc) and (ii) who earn the Warfare Device authorized for FMF Corpsmen. U. S. Navy Hospital Corpsman must have satisfactorily completed the Field Medical School (FMSS), have been permanently assigned to an FMF Command and have completed the appreciate sections of the Personnel Qualification Standard, both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-30 Sep 2006) or the Enlisted Fleet Marine Force Warfare Specialist Qualification (EFMFWS) Badge (1 Oct 2006-present) may serve as prima facie evidence of eligibility; and

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(3) U.S. Navy Chaplains who are serving or have served honorably\* in the United States Navy and who have earned the FMF Badge serving with Marines. U. S. Navy Chaplains must have been assigned permanent duty with Marine Corps Operating Forces and have completed the appropriate sections of the Personnel Qualification Standard and both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-31 Dec 2005) or the Fleet Marine Force Qualified Officer (FMFQO) Insignia (1 Jan 2006-present) may serve as prima facie evidence of eligibility.

Note \* - "Served Honorably" is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable.

b. Associate Membership. Persons not qualified for Regular Membership in the Marine Corps League or Marine Corps League Auxiliary (if and when such a detachment organization does or shall exist), who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter, upon application to the Detachment may be considered for Associate Membership in the Marine Corps League and Detachment #1479. Applicants for Associate Membership who have served in another service branch must have been separated under honorable conditions and proof of such service must be required and presented. In some special instances, spouses of Regular Members, who would normally be part of the Auxiliary, who have demonstrated support for the Marine Corps in special ways, have served in another military branch, or if in the opinion of the Officer Board, there are special circumstances which are in the best interests of the Detachment, may be invited to join Detachment #1479 as an Associate Member. Associate Members, upon acceptance, will pay dues in the same amounts, including initiation fees, prescribed for Regular Members. A membership pin and card, like the design and style of that approved for Regular Membership indicating "Associate Member." The pin and card will be issued by National Headquarters. Associate Member's uniform and cover, including ornamental device/emblems and lettering will be established by the National Uniform Committee and will be enforced by the Detachment. An Associate Member shall be entitled to all the rights, privileges, and benefits as a Regular Member except: voting for membership applications for Regular Membership; holding elective office (specifically the offices of Commandant, Sr. Vice-Commandant, Jr. Vice-Commandant, or Judge Advocate) within the Detachment, or; holding any elected or staff offices at Department or National level. Associate Members in the Detachment may hold Staff Officer or other appointed positions and may vote on all issues except any which affects Marine Corps League policy.

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c. Honorary Membership. Honorary Memberships may be issued at the discretion of the Detachment Commandant and/or the elected Officer Board, to persons who have rendered extraordinary service to the Nation, the community, the United States Marine Corps or Reserve, or the Marine Corps League. Honorary Members will not be entitled to the rights, privileges and benefits available to Regular or Associate Members. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such member shall not be entitled to the official publications of the Marine Corps League. Membership card and certificate will be available from National Headquarters.

## (1) Enrollment Criteria

(a) Individuals must have reached the statutory minimum age for enlistment into the Armed Forces of the United States;

(b) Individuals may join who have never served in a branch of the Armed Forces of the United States;

(c) Individuals who are serving or have served honorably in other branches of the Armed Forces of the United States;

(2) Join Detachment. Individuals applying for associate membership must join through a Marine Corps League Detachment only. Associate members can not directly join the Marine Corps League as a "Member at Large."

(3) Rights. Associate members shall be entitled to the rights, privileges, and benefits of a regular member unless otherwise prohibited as listed paragraphs 515(b)(4) and (5) below.

## (4) Voting

(a) Associate members shall not vote on a regular or associate membership application.

(b) Associate members shall not participate in the nomination process and/or voting for elected officers; and

(c) The Detachment, by provisions in the bylaws and/or administrative procedures, may allow an Associate Member to vote on its internal affairs if such vote does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

(5) Elected Office. Associate members shall not hold an elective office.

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## Section 304. Ineligible for Membership

a. No Detachment, may accept as a regular, associate, or any honorary member any person:

- (1) who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction; or
- (2) who has been convicted of a crime where the victim is a child; or
- (3) whose name has been stricken from the rolls of the Marine Corps League.

b. If after a member has been accepted, the fact that the member has been convicted of a crime where the victim is a child, is discovered, any member may file a disciplinary charge in accordance with National Administrative Procedures, Chapter Nine. The age/date of the conviction is irrelevant.

## Section 305. Removal from Detachment Roll

a. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment roll except:

- (1) By disciplinary action in accordance with National Administrative Procedures;
- (2) By that member requesting transfer;
- (3) By resignation in writing; or
- (4) If member become delinquent as defined in the National Administrative Procedures.
- (5) Upon the Death Notice being processed by National Headquarters.

Section 306. Membership Listing. The membership listing of the MCL is proprietary information and under the direct control of the National Headquarters of the MCL. Applicable portions of the membership listing shall be periodically provided to appropriate departments and detachments exclusively for internal usage in administrating membership of such departments and detachments. The membership listing will not be sold, leased, copied, loaned, or assigned

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without the expressed permission in writing from the office of the Chief Operating Officer (COO) upon approval of the National Board of Trustees of the MCL.

Section 307. Members-at-Large. Any person desirous of joining the Marine Corps League as a regular member, may make application on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. See National Administrative Procedures Section 7045 for details.

d. Life Membership. Any member of the Marine Corps League who is in good standing for a minimum period of one (1) year, may apply for Life Membership upon application and proper payment as set forth in the National Bylaws, Section 645.

e. Dual Membership. The Detachment may consider any applicant in good standing who is currently a member of another Detachment may apply for Dual Membership in Detachment #1479. Applicant must declare his/her membership in another detachment at the time of application for membership in Detachment #1479. Applicant's Regular Membership shall be determined to be the Detachment to which the applicant has the greatest tenure. Applicant may, by written, signed application (forms available), request transfer to another Detachment. Transfers must be approved by both Detachments.

Section 308. Application for Membership. Any person eligible for membership in the Marine Corps League in accordance with the authority contained in the National Bylaws and Administrative Procedures of the Marine Corps League, may submit a completed, standard, signed application along with all required dues and fees, to any sponsoring member officer of the Detachment.

a. Requirements. The standard application form published by National and/or the Detachment shall include the requirement of completing identifying dates of service and birth, address and phone, social security/service number, and other administrative data as may be considered appropriate, the applicant's signature, and the following printed certification for regular membership: "I hereby certify that I have served on active duty as a Marine, an eligible Corpsman, or as a Reserve Marine for a period of ninety (90) days (or 90 reserve credit points), that the character of my service has been honorable, and if discharged, I am in receipt of an honorable discharge or DD-214. By signature on this application, I hereby agree to provide proof of honorable discharge/service upon request." General discharge upon honorable



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condition is acceptable. The Detachment may require, under the same signature, evidence of commitment to the principles of the Detachment and the Marine Corps League.

b. Sponsor Member. Membership applications received by a member sponsor or officer shall be turned into the Detachment officer designated to receive such applications, along with all dues/fees, as soon as practicable, but no later than the next regularly scheduled Detachment meeting.

c. Membership Transmittals. It shall be the responsibility of the Commandant, Sr. Vice-Commandant, Jr. Vice-Commandant Judge Advocate to determine the most effective means of handling membership transmittals.

d. Acceptance into Membership. Acceptance of membership into **Detachment# 1479** shall be granted in the sole province of the Officer Board, Officer Staff, and Regular Membership, as set forth in Article 5, Section 540 of the National Bylaws.

e. Refused Membership. Applicants refused membership in **Detachment #1479** shall have all monies returned by the sponsoring member or responsible Officer.

f. Condition of Membership. As a necessary condition of membership in **Detachment #1479**, applicant agrees to subscribe to, and be bound by, the provisions of the National Bylaws, the Department Bylaws, and the Bylaws of **Detachment #1479**. As practical, new members will be provided a copy of the Bylaws for **Detachment #1479**.

Section 309. Dues, Fees, Costs. Membership dues and fees will be set by the National and Arizona Departments and by such additional fees as may be set by this Detachment. All Detachment fees shall be subject to vote of the membership at a regular business meeting before taking effect.

a. Ancillary Expenses All members, at their cost and expense, are responsible for ancillary expenses associated with membership in the Detachment, including but not limited to, uniforms, phone calls, travel, conventions, and other related activities except for those expenses voted by the officer board.

b. Good Standing. Any member shall be considered in good standing in the Detachment and the Marine Corps League except when:

- (1) A member's dues are not paid and transmitted on, or before, membership

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expiration date as shown on the member's membership card.

(2) A member is in arrears with any dues, fees, or repayment terms under any promissory note.

c. Transfer. In the event of a member's approved transfer to another Detachment, this Detachment shall certify to the gaining Detachment that the transferring member is in good standing (see 1(3) below).

d. Delinquent Membership. A member shall be delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date:

(1) Delinquent members shall not be retained in the delinquent status for more than one (1) year during which time the member may erase this status by making payment in full for of all past and current dues, fees, or amounts owed to **Detachment #1479**, the Arizona Department, or National Headquarters;

(2) Any member remaining in delinquent status more than one year (or such other lesser time as may be determined by the Officer Board), such member shall be dropped from all membership rolls. Any member dropped from the rolls shall only be restored to membership upon submission of a new standard application form including payment of initiation fees, current dues, and any amounts owed to the Detachment or other Detachment, National or Department, as prescribed by the Detachment and National Bylaws.

(3) No delinquent member shall be transferred to another Detachment.

e. Right. No member shall be deprived of any right or privilege in the Marine Corps League **Detachment #1479** except for nonpayment of dues or other indebtedness unless the member shall first be charged under National Bylaws and Administrative Procedures, tried, and then found guilty.

f. Appeal. The right of appeal under the Provisions of the National Bylaws and Administrative Procedures shall not be denied.

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## ARTICLE IV OFFICERS AND STAFF MEMBERS

Section 400. Composition. The Detachment Board of Trustees (BOT) shall be as following: Commandant, Senior Vice-Commandant, Junior Vice-Commandant, Adjutant and Judge Advocate .

### Section: 401. Detachment Elected Officers

(1) Commandant. Direction and planning; administration of meetings, liaison, contacts, and community relations; swearing-in and installations.

(2) Senior Vice-Commandant. Assistance to Commandant; finance and budgets. audit, fund raising.

(3) Junior Vice-Commandant. Membership recruiting and retention; meeting and event planning; coordinating and assisting on parades and ceremonies.

(4) Judge Advocate. Interpretation of Bylaws and Administrative Procedures, counsel, liaison with National and Department on policy: adjudication of infractions and grievances within Detachment, Department, and National.

(5) Adjutant. Meeting/Decision minutes and records; member personnel records, correspondence, and inquiry response.

(6) Due to availability and time limitations of officers and staff, some of the duties listed above may be shared and reassigned as needed.

### Section: 402. Detachment Staff Officers

a. The Staff Officers shall consist of appointed officers as it deems necessary to administer, assist, and implement the Detachment's business.

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(1) Paymaster. Accounting and bookkeeping; membership transmittals; comptroller of Detachment funds; quarterly financial reports; assistance to Senior Vice-Commandant on finance and budget; taxes and licenses.

(2) Chaplain. Invocations; memorial services; membership assistance for death, illness, or Marine Assistance during times of distress.

(3) Sergeant-at-Arms. Order of meetings, meeting location and preparation.

(4) Quartermaster. Takes payment and orders uniform items for members. Keeps records of stock items the detachment pre-orders. Is authorized to be an account card holder and check signer.

(5) Web Sergeant. Creates, updates, and maintains the detachment websites and Social Media Accounts.

(6) Marine 4 Life Coordinator. Works with State and local M4LC's to help Marines and family of Marines in time of need. Keeps an open line of communication with veteran support organizations.

(7) Public Information Officer. Develops community outreach between the Detachment, the public, local business, and the city itself to maintain good relations. Keeps records via photography, videography, blogs, or editorials on all matters pertaining to the Detachment and significant event especially those events that highlight the Marine Corps League in a positive way such as participation in parades, memorials, Toys 4 Tots, veteran support, and community relations.

(8) Due to availability and time limitations of officers and staff, some of the duties listed above may be shared and reassigned as needed.

## Section 403. Staff Officer appointment.

Upon elections closing but prior to the installation of officers, the incoming Commandant shall appoint the following: Paymaster, a Sergeant at Arms, a Quartermaster, a Chaplain, a Web Sergeant, Public Information Officer, Marine 4 Life Coordinator, or other position the Commandant deems necessary to assist the Detachment in orders of business. The Commandant may choose to only appoint certain positions.

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## Section 404. Term Limits

Term Limits. Each elected officer shall be elected for a term of one year and may be reelected for five additional terms. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms. **Term limits can extend beyond 6 years in if approved by vote of the detachment members at the end of the initial 6-year period).** The time in office for the original officers shall be calculated based on the initial Report of Officer Installation (ROI) form that was submitted in the 2021 calendar year. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms.

## Section 403. Vacancies

### a. Detachment Elected Officers

(1) Order of Succession. The order of succession to the office of the Detachment Commandant shall be first, Detachment Senior Vice Commandant and second, Detachment Junior Vice Commandant.

(2) Detachment Commandant. Should the Commandant's position become vacant, the Senior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If not agreeable, the Junior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If neither one is agreeable, the Department Commandant will be responsible for finding a replacement Detachment Commandant with assistance from the rest of the Detachment Staff. If either the Senior Vice Commandant or Junior Vice Commandant serve as the replacement Commandant, they will be responsible for finding a replacement for their previous position with assistance and approval of the Board of Trustees (B.O.T).

(3) Detachment Senior Vice Commandant. Should the Senior Vice Commandant position become vacant, the Junior Vice Commandant, if agreeable, will serve as the new Senior Vice Commandant for the remainder of the term. If not agreeable, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(4) Detachment Junior Vice Commandant or Judge Advocate. Should the

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Junior Vice Commandant or Judge Advocate position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(5) Other Appointed Detachment Officer. Should any other elected or appointed position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(6) Causes for Vacancy. In addition to death, resignation, or incapacity, a vacancy can occur through: (1) failure to attend two consecutive, officially called meetings of the Detachment Officer Board or (2) removal from office by disciplinary action in accordance with the National Administrative Procedure.

(7) Installation and Report of Installation Submission. Upon appointing a member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.

(b) Detachment Staff Officers. A vacancy in an appointed office, a committee chairman, or a committee member shall be filled as soon as practical by the Detachment Commandant. All such appointments shall be approved by the Detachment Board of Trustees.

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## ARTICLE V ELECTION OF OFFICERS

**Section 500. Election Timeline:** In the month of September of each year, the announcement for Officer nominations shall be made for members to consider. Nominations for Officer positions will be made at the October and/or November meetings. Elections will be held during the November meeting and will be casted, counted and closed by and from present members of the meeting (if you do not attend the meeting, you cannot vote). The new Officers will be introduced as the new incoming staff at the November meeting and officially installed.

**Section 501. Date for Nominations.** Nomination of proposed officers shall be open from the October regular meeting and shall close at the time of the vote of November regular business meeting. Any nominee must agree to accept nomination prior to his or her name being placed on the ballot.

**Section 502. Withdrawal of Nomination.** Election of officers shall be held at the November general meeting. In the event circumstances require a nominee to withdraw from consideration after nominations are closed and if that withdrawal leaves no nominee for office, nominations shall be accepted from the floor at the November meeting and then immediately voted upon.

**Section 503. Election.** Election of officers shall be by simple majority of regular members in good standing present at such meeting.

**Section 504. Installation.** Elected and appointed officers shall be installed no later than the November General Meeting. A Department Officer may be invited to conduct the installation, and if unable to attend, the installation shall be performed by the Commandant, Outgoing Commandant or the Junior Past Commandant. Report of Officer Installation (ROI) shall be submitted to the Department of Arizona by the end of November

**Section 505. Term time period.** Each term for elected and appointed officers shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year.

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## ARTICLE VI RESIGNATION, DEATH, OR IMPEACHMENT OF OFFICERS

### Section 600. Resignation, Replacement, Appointments

a. In the event of resignation or death of an elected or appointed officer during his or her term, the following procedure will be followed:

b. Resignation Approval

(1) If an officer tender's resignation from office, the resignation will be approved, or denied, by the Commandant and remaining elected officers. If denied, a meeting will be held with the elected officers and the resigning officer. After such meeting, the tendered resignation will be approved unless the tender is withdrawn.

b. Prospective Candidate Replacement

(1) The Commandant and Officer Board shall interview any prospective candidate to determine his or her qualifications and commitment to the vacant position. The prospective candidate must be approved by at least a minimum of three (3) officers to refer the candidate to the membership for a vote. The candidate must be approved by a simple majority of the Regular Members in good standing present and voting at the next regular meeting. The candidate, if elected, shall hold office for the balance of the unexpired term.

c. Replacement of Appointed Officers

The Commandant and elected officers may appoint any qualified member for open positions vacated through resignation or death. Such appointee shall serve the unexpired term of office.

### Section 601. Impeachment: Removal: Appointment

a. In the event an elected officer is found incompetent, unfit for office, or unable to fulfill the oath of membership required by National, Department and/or **Detachment #1479** Bylaws, the following steps shall be followed. The rights of such officer shall not be abridged pursuant to National and Department Bylaws.



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## (1) Impeachment (Removal of Officer)

a. The remaining elected officers will meet with the officer to discuss the situation and, if the situation warrants, to request such officer's resignation based upon unanimous vote of the Officer Board.

## (2) Appointments

a. Appointed officers serve at the pleasure of the Officer Board and may be removed from office by a unanimous vote of the Officer Board.

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## ARTICLE VII COMMITTEES AND PROJECTS

Section 700. Establishment. The Board of Trustees may create standing or ad hoc committees and appointment Project Leaders to execute approved project activities of the Detachment. Project Leaders shall serve at the pleasure of the Board of Trustees and may authorize, change, or discontinue any activity or committee as it deems necessary in the best interests of the Detachment. Committees and Activities. (The following are suggested but are not limited to)

a. Newsletter Editor. Responsible for publishing, mailing, and distributing the monthly Detachment Newsletter, may write or solicit articles from membership and/or outside sources.

b. Color Guard Commander. Responsible for training, appearance, and performance of color/honor guards at parades and ceremonies, and other meetings and events.

c. Public Relations and Information. Responsible for disseminating Detachment information to the public, the press, and to Marine Corps League publications and serves as the major public contact for information on Detachment programs and activities.

d. Toys-for-Tots. Responsible for planning and coordinating the annual collection and distribution of toys and donations. Schedules members and other dignitaries for effective collection strategies.

e. Marine Corps Birthday. Responsible for planning, coordinating, and scheduling all activities for the Detachment Annual Marine Corps Birthday.

f. Youth Programs. Identifies relevant programs for support by Detachment, which include but are not limited to Young Marines and Devil Pups.

g. Veteran Services and Activities. Responsible for providing information to and supporting veteran activities that include, but are not limited to, Veterans Administration Volunteer Services (VAVS), donations to veterans, and POW/MIA issues.

h. Other Programs. Developing and coordinating other Detachment projects, community service, or Marine Corps support projects as required.

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i. Standing Bylaw Committee. The standing Bylaw Committee is charged with the duty to continuously monitor and recommend revisions or amendments to the Provisional Bylaws to the Officer Board and membership. The Judge Advocate shall sit as permanent committee chair. The Commandant, Vice-commandant, Jr. Vice Commandant, and Past Commandant shall sit as members "ex officio." Any Regular Member, in good standing, may declare to the Chair his/her desire to be a member of the Standing Committee. Upon the Chair's certification of the above applicant's request, the prospective member shall be admitted to membership in the Standing Bylaw committee. Any member may forward any comment or proposed Bylaw revision to the Committee for consideration at any time.

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## ARTICLE VIII FISCAL AND FINANCIAL

Section 800. Disbursements and Reporting. Authorization levels for the expenditure of funds amounts for emergency or necessary purposes in the conduct of the business of the Detachment, may be proposed by the Elected Officer Board for consideration at any general or special meeting if called for that purpose. The limits established in (a) and (b) below may not be exceeded unless amended by majority vote of the members in a general or special election. The Commandant or Paymaster shall report to the membership at the next general membership of authorizations for amounts by the Commandant or Officer Board. The Commandant or Paymaster is responsible for disbursing funds and reporting budget status to the Officer Board and the Detachment membership.

a. Fiscal authority of Commandant. The Commandant may approve the expenditure of up to two hundred and fifty (\$250.00) dollars for an expense in their good judgement.

b. Fiscal Authority of Officer Board. A three (3) vote majority of the Elected Officer Board may approve the expenditure of up to five hundred (\$500.00) dollars for a expense in their good judgement. The officer board consists of the Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Adjutant. Expenditures above \$500 shall be approved by a vote of the general membership.

c. Available Funds. Expenditures are subject to funds availability within the Detachment's cash, checking, and other income accounts. No funds from restricted accounts shall be utilized for any other purpose.

d. Disbursement to members. No disbursements shall be made without express, prior recorded approval by any member of a 3-vote majority of the Officer Board. Proper documentation and receipt are required for the reimbursement of expenses that have been previously approved.

### Section 801. Accounts

a. Primary Operations Account. The Paymaster (and/or Commandant) shall establish a primary account for the conduct of Detachment and Marine Corps League business. This account shall be used for the day-to-day operation of the Detachment including, but not limited to expenditures for postage, printing and copying, supplies, repairs, flags and ceremonial items

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and general business expenses. **Additional program accounts may be established for specific purposes. Each account shall be segregated based on the source and use of funds. Accounting for all accounts shall be made available for review to the detachment membership when requested.**

c. Programs Accounts. These accounts will be used for program and support activities approved by the membership **when it is determined that the necessary accounting requires a separate and restricted account.** Account sources include, but are not limited to, donations and program specific fund-raising activities. These funds shall be used for charitable programs including, but not be limited to, Toys for Tots, youth programs, and veterans and V.A.V.S functions, and assistance and support to Marines and Detachment members in distress. Donors shall be encouraged to donate to the programs "as a whole" rather than specific programs. However, if specific donations are made, such funds shall be restricted to the designated purpose.

d. Other Accounts. Accounts may be established by the elected Officer's as required for the conduct of Detachment's business.

e. Required Signatures. **One (1) signature is required on all checks and financial documents. The following two (2) Detachment officers shall be authorized to sign checks and financial documents: The Commandant and the Paymaster. If the Commandant deems necessary, he/she may add up to two (2) additional elected or appointed officers with signing authority.**

f. Indebtedness: Power to Negotiate. Detachment indebtedness shall only be authorized after a majority vote, at a general meeting, after notification by newsletter or special letter announcing the proposed indebtedness. The Officer Board shall have sole power to negotiate for the Detachment.

g. Senior Vice-Commandant Responsibility. **The Senior Vice-Commandant has the authority to review all Detachment accounts, books, and transactions twice per fiscal year and may make a report of his findings to the Board of Trustees and membership.**

## Section 802. Employment Identification Number [EIN] and Incorporation

a. EIN. Each subsidiary organization group (detachment) in addition to its incorporation, shall obtain and maintain its own EIN under the MCL's Group Exemption Code "0955" under IRS Code 501c(4).

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b. Incorporation. Any of the foregoing which engage in services or business in their respective state or commonwealth either for profit or non-profit, or which use the name of the MCL, will be incorporated within one year from the charter date unless their state or commonwealth requires incorporation to be completed within a shorter time period.

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## ARTICLE IX AMENDMENT

Section 900. Amendment. The Detachment Bylaws may be reviewed, amended, or repealed by a majority vote of regular members provided the proposed revision, amendment, or repeal is submitted in typewritten form in the exact wording to the Detachment Adjutant, not less than thirty (30) days prior to the opening date of the Detachment Meeting at which said proposal is to be considered. Detachment Adjutant shall distribute copies of each proposal, without personal comment, to members in good standing no later than thirty (30) days prior to the opening day of the Detachment Meeting at which said proposal is to be considered.

Section 901. Conflict of Bylaws. Any issue which may arise but is not covered by these Bylaws, the Officer Board shall research the issue to determine whether National or Department Bylaws control. In the event such bylaws are silent on the issue, the Officer Board, with advice and counsel of the Judge Advocate, shall decide the issue and report the decision at the next general meeting. In any conflict of bylaws, National, Department, and Detachment bylaws shall control in this order.

SECTION 902. EFFECTIVE DATE. Each revision, amendment, or repeal of a provision of the **Scottsdale Marines, Detachment #1479**, Marine Corps League Bylaws must be approved by the Department Judge Advocate and will not become effective until signed by the Department Judge Advocate.

### SECTION 903. DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION

a. Each member of the Detachment Board of Directors, elected Officers, the Department of Arizona Judge Advocate, National Headquarters Marine Corps League, and the National Judge Advocate shall be provided at no charge one (1) copy of the Bylaws and Administrative Procedures of the Scottsdale Marines, **Detachment #1479**, Marine Corps League, including all changes thereto. Additional copies of the Scottsdale Marines, **Detachment #1479**, Marine Corps League Bylaws and Administrative Procedures will be distributed as deemed necessary.

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SECTION 904. **BLANKET BOND.** The following officers are included under a Blanket Bond paid for by the National Marine Corps League.

- a. Detachment Commandant
- b. Detachment Adjutant/Paymaster or Paymaster as applicable

Section 905. **Clerical Errors.** The Detachment Commandant shall have the authority to identify, and with the advice and consent of the Detachment Bylaws and Administrative Procedures Committee, correct clerical errors in the Detachment Bylaws and the Detachment Administrative Procedures where the error is clearly evident, and the correction shall make no material change to the intent, form, or function of the bylaws or the administrative procedure in question.



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## **ARTICLE X Dissolution**

Section 1000. Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.

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## **ARTICLE XI**

### **Detachment Meetings**

#### Section 1100. Meetings.

- a. The detachment shall meet on a monthly basis. Meetings shall be held on the 3<sup>rd</sup> Wednesday of each month at 6 pm. The meeting schedule for the detachment will be maintained for the months of June, July and August but can “go dark” due to the hot summer weather.
- b. The general meeting method will be a combination of in-person meetings and virtual, on-line meetings. The preferred schedule will be to have in-person meetings on a quarterly basis and virtual meetings during the other months.
- c. Meeting changes. The date, time and type of each meeting can be changed to accommodate guest speaker attendance, schedule conflicts, facility availability and operating in the Covid-19 environment or other public health environment. Changes must be approved prior to each meeting and must have adequate time to notify members of the change. Changes should be approved by a majority vote of the elected officers.
- d. The detachment commandant can change or cancel a meeting if, in their best judgment, there is no reasonable alternative. All efforts should be made to notify members and reschedule the meeting in the appropriate time and manner.

Section 1101. Required Quorum for Voting and Transaction of Business. The minimum number of members required to be present at a meeting for the transaction of business shall be 1 of the following officers: Commandant, Senior Vice Commandant, Junior Vice Commandant, Adjutant or Judge advocate and at least 5 additional regular voting members.

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## **ARTICLE XII**

### **Miscellaneous Items**

#### **Section 1200. Detachment Administrative Procedures**

- a. The detachment shall not adopt its own Administrative Procedures. Instead, it shall adopt the administrative procedures of the Marine Corps League, Dept of Arizona and/or the National Headquarters as deemed appropriate.