

East Valley Marines Bylaws, Original Bylaws –  
April 2008  
(Revision 1 December 2022)

**ARTICLE I**

**SECTION 100 – Name.**

The East Valley Marines, was incorporated as a non- profit entity on the 9th day of April, 2008. The incorporated name as it appears on the Secretary of State Certificate is as follows: **East Valley Marines**

**SECTION 105 – Mission Statement**

The mission of the East Valley Marines is to promote and to preserve the traditions and promote the interests of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Navy Personnel who wear or have worn the Eagle, Globe, and Anchor; foster the ideals of Americanism and patriotic volunteerism.

**ARTICLE II**

**SECTION 200 – Purpose.**

The purposes for which the Detachment is formed are:

- 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 the 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 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 the 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, FMF Corpsman, and FMF Navy Chaplains, as well as their widows and orphans; and
- i. To perpetuate the history of the United States Marine Corps and by fitting acts to

observe and anniversaries of historical occasions of particular interest to Marines.

### **SECTION 205.**

**Not for profit.** The East Valley Marines is not organized for and shall not be operated for pecuniary gain or profit. No part of the property of the corporation and no part of its net earnings shall inure to the benefit or be distributed to any director, member, or other private individual. The Detachment, shall never be authorized to engage in a regular business of a kind ordinarily carried on for profit or in any other activity except in the furtherance of the purposes for which the Detachment are organized.

### **Section 210.**

**Non-Discrimination.** The East Valley Marines:

- 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, creed, nationality, or sex;
- d. Shall not be used as a medium for 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.

## **ARTICLE III**

### **Section 300.**

**Membership.** East Valley Marines shall be the sole judge of its membership, providing the person meets the requirements of Section 315 and 320 below.

### **Section 305.**

**Rights of Members.** No member shall be deprived of any rights and privileges in the East Valley Marines except for the non-payment of dues or other indebtedness, unless the member shall 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 Detachment Judge Advocate pending the results of the Chapter Nine hearing.

### **Section 310.**

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

### **Section 315. Categories of Membership.**

a. **Regular Membership.** Only the following may be regular members of the Detachment.

(1) **Marines** who are serving or have served honorably\* in the United States Marine Corps "ON ACTIVE DUTY," for not less than ninety (90) days and earned the Eagle, Globe, and Anchor or have served or is currently serving in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points.

(2) **U.S. Navy Personnel**

(i) 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, (i.e.: Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc.) or;

(ii) earned the Fleet Marine Force Enlisted Warfare Specialist Device (FMFEWS) (1 Oct 2006 to present) or the Fleet Marine Force Officer (FMFQO) Insignia (1 Jan 2006 to present) which must be noted on the DD214 form. An Award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sept 1984-30 Sept 2006), the FMFEWS or FMFQO 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 Member.** Those individuals not qualified for regular membership in the Marine Corps League who espouse the principles and purposes of the Marine Corps League as contained in its Congressional charter and meet the criteria in Section 515(b)(1) below may upon 19 Aug 2022 BL - 10 application to a Detachment be accepted for associate membership in the Marine Corps League. Upon acceptance associate members will pay dues in the same amount as prescribed for regular members, including initiation fees.

(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) 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.

**c. Honorary Member.** At the discretion of the Detachment Commandant, issue honorary membership to those persons who have been of extraordinary service to the Nation, the United States Marine Corps, or the Marine Corps League. The honorary member will **NOT** be entitled to the rights, privileges, and benefits available to a regular or associate member. A suitable certificate will be issued to honor the occasion by the organization making the award. Payment of dues or initiation fees is not required; however, an honorary member will not be entitled to the official publication of the Marine Corps League.

All "Honorary Memberships" are for a one-year period only and must be renewed each year by the Detachment

**Section 320. Ineligible for Membership**

a. The Detachment, may not 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.

c. If there is reason to believe a member of the Marine Corps League does not meet the qualifications to be a member, this (these) reason(s) must be submitted in writing to the Detachment Commandant, who will appoint the Detachment Judge Advocate who will investigate the charge as presented. Unless,

- (1) The person to be investigated is the Detachment Commandant, the request will be given to the Detachment Senior Vice Commandant for action, or

- (2) The person to be investigated is the Detachment Judge Advocate, the Detachment Commandant will appoint a Past Detachment Commandant to hold the investigation.

d. If the investigation determines that the member does not have the necessary qualifications to be a member, the officer who is investigating will present a written report of the investigation, with a draft of a disciplinary charge to the members of the Detachment Board of Trustees. The Board of Trustees shall file a charge with the Department Judge Advocate in accordance with National Administrative Procedures, Chapter Nine.

### **Section 325. 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 335. 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 National Marine Corps League. Additionally, a copy of the applicants DD 214 or Honorable Discharge certificate must be sent with the application to the Detachment Adjutant/Paymaster for processing. These documents will be returned to the applicant after application processing has been completed.

#### ARTICLE IV

**Section 420. Detachment Officers.** The detachment shall:

a. Each detachment shall hold an annual election and installation of officers between September 1 and May 15. Installation must be conducted no later than the last day of the month subsequent to the election. The "Report of Installation" form must be received by the National Headquarters by June 30th of each year to establish credentials for the National Convention. A Detachment is **NOT** in good standing if this report is not received.

b. Any time throughout the year, were a change in any Officer(s) position, that new officer(s) must be sworn in accordance with Administrative Procedures and a new "Report of Installation" form must be submitted for those positions that changed.

A nominating committee shall be established during the month of August each year to canvas prospective candidates for the elected offices listed above. The Chairperson of this committee will be the Judge Advocate plus three (3) members in good standing. This committee will complete a slate of new officers for the next year and present the slate to the membership at the November meeting. The new slate of officers will be published in the Newsletter, as communications to the membership. Elections will take place at the December meeting and installation of officers will be conducted at the January meeting. Any appointed positions, selected by the newly elected Commandant, will be installed at the January meeting, as well.

c. Elect a commandant, a senior vice commandant, a junior vice commandant, and a judge advocate each year; and

d. Elect or appoint an adjutant, paymaster (or adjutant/paymaster), chaplain, and sergeant-at-arms.

e. A detachment may have such additional elected and appointed officers as required by the detachment bylaws.

f. All elected officers shall be regular members of the detachment in which they are elected.



g. At the will of the detachment, associate members may serve in appointed offices only.

h. **Term Limits.** Each elected officer shall be elected for a term of one year and may be reelected for additional terms as provided in the Detachment Bylaws. Appointed officers shall serve a term that expires when the installation after the annual election occurs and may be appointed to additional terms. The Commandant may serve in office no more than three (3) consecutive terms of one year each. Appointed positions serve for a term of one year, but may serve additional years at the discretion of the Commandant.

## **Section 425. 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 Detachment Board of Trustees.

(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 Detachment Board of Trustees.

(4) **Detachment Junior Vice Commandant or Judge Advocate.** Should the 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 Detachment Board of Trustees.

(5) **Any Other 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 Detachment Board of Trustees.

(6) **Causes for Vacancy.** In addition to death, resignation, or incapacity;

a. An elected officer vacancy should occur through the failure to attend two consecutive, officially-called meetings of the Detachment Board of Trustees.

- b. An elected or appointed officer vacancy shall occur through removal from office by disciplinary action in accordance with the National Administrative Procedures.
- c. An elected or appointed officer vacancy shall occur when the offending officer is no longer a member in good standing.

**(7) Installation and Report of Installation Submission.**

- a. 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.

**ARTICLE V**

**Section 530. Meetings.**

Detachment meetings are normally held on the 2<sup>nd</sup> Tuesday of each month at a time and place designated by the Commandant or at the call of the Detachment Commandant and/or the Detachment Board of Trustees. Prior notice of the meetings will be announced at each meeting and via the newsletter/website. Should it be necessary to cancel a meeting or change location, the Commandant and/or the Board of Trustees will notify the membership via the newsletter/website and via email.

- a. The Commandant may call a Staff Officer meeting at a time, date and place of his choosing.
- b. The Detachment Charter (or copy), the National Colors and a Bible shall be displayed at any Detachment meeting.

**Section 531. Quorum.**

Presence of 15% of the membership, including two (2) officers, with at least one (1) being elected, shall constitute a quorum for the purpose of conducting Detachment business. All business so conducted shall be considered legal and binding to the membership.



#### **Section 540. Authority.**

The supreme legislative and policymaking power of the Detachment shall be vested in its membership and the duly elected and appointed officers currently serving in their respective official capacities.

- a. The majority of eligible votes at the Detachment meeting shall carry any measure or decide any issue brought before it. Any business conducted and/or voted upon shall be announced to the general membership at least 24 hours prior to the vote unless the nature of the business constitutes an emergency.
- b. Any business conducted and/or voted upon by those assembled, which has been deemed an emergency, and was not announced to the general membership 24 hours prior to that vote, must be communicated to the entire membership prior to the following general meeting and is subject to review.
- c. Any business conducted and/or voted on is considered legal and binding on the membership.
- d. Information relative to what constitutes a quorum is contained in Section 531 of these By-laws.

#### **Section 541. Parliamentary Authority.**

The detachment shall use the current edition of Roberts Rule of Order Newly Revised which shall govern in all cases to which they are applicable and in which they are not in conflict with the National Bylaws and Administrative Procedures, Department Bylaws, and any special rules of order National may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the National Administrative Procedures, then Roberts Rule of Order Newly Revised.

### **ARTICLE VI**

#### **Section 600. Finances.**

The Commandant is ultimately responsible and accountable for all financial matters of the Detachment. The Adjutant/Paymaster is directly responsible for the accountability of all financial transactions necessary for the operation of the Detachment's daily business.

The Detachment will operate on a Calendar year basis, starting on 1 July and ending on 30 June

- a. Adjutant/Paymaster will maintain proper documents and records and will present a financial report at each monthly membership meeting.

- b. Audits of Detachment financial records will be completed by the Judge Advocate and other members in good standing minimum once per year, during the month of October. An audit report will be presented to the membership at the next regularly scheduled meeting.
- c. The Adjutant/Paymaster has the authority, without prior approval, to expend funds for the daily routine operational requirements such as, paper, computer ink cartridges, envelopes, Dues Transmittal, and other items. Expenditures \$1000 or over must be approved by the membership at a regular scheduled meeting or by the Detachment Commandant on a case-by-case basis.
- d. Adjutant/Paymaster also has the authority, without prior approval, to purchase uniform items and accessories from Ship's Store for members, provided such members reimburse the Detachment prior to purchase.
- e. Adjutant/Paymaster also has the authority, without prior approval, to pay an amount not to exceed \$175.00 in expenses for a representative to attend State and Department functions.
- f. A record of authorized signatures will be maintained by the financial institution servicing the accounts.

#### **Section 601. Membership Dues.**

The Detachment **will fix** the amount of its annual membership dues, which will include the Department and National per capita dues and fees.

Department and/or National dues and fees shall be forwarded to Department Paymaster with a standard transmittal form by the Detachment Paymaster (or Adjutant/Paymaster).

Headquarters, Marine Corps League sends renewal notices well in advance of a membership expiration date. To maintain a "Good Standing" in the Detachment, dues must be paid prior to the expiration date. Therefore, once the member receives a renewal notice he/she shall send in a renewal check without delay.

#### **Section 602. Contracting Authority.**

No detachment officer, committee chairperson, or other member of any detachment shall enter into or sign any contract or agreement for the purpose of binding the detachment without first submitting such contract or agreement to the Detachment Board of Trustees. All documents shall be forwarded to the entire Detachment Board of Trustees for approval, amendments, or rejections.



## **ARTICLE VII**

### **Section 700. Uniforms and Awards.**

- a. Any uniform used by Detachment members will be in accordance with National Marine Corps League, Administrative Procedures. Uniforms are not required by the detachment, however when attending official functions, the basic uniform is the cover.
- b. Awards to individual members and recognition of any non-members will be defined by Detachment officers and will in all cases be consistent with National and Department AZ By-Laws.

## **ARTICLE VIII**

### **Section 800. Death of a Member.**

Upon notification of the death of a Detachment member, the Detachment Chaplain will immediately perform the duties of his/her office as defined in Marine Corps League National By-Laws and Administrative Procedures. Detachment Chaplain will inform Department AZ Headquarters of a member death utilizing the official Notice of Death form, in a timely manner. It shall be the duty of all Detachment members who are not prevented by distance or other unavoidable cause to attend the funeral services of a deceased member.

## **ARTICLE IX**

### **Section 900. Custodian of Detachment By-Laws.**

- a. The Detachment Judge Advocate shall retain the original signed copy of Detachment By-Laws in his/her possession and ensure that any additions or amendments are incorporated therein.
- b. The Detachment Commandant and Judge Advocate shall certify that any additions, amendments, or revisions are in compliance with the National By-Laws and the Department of AZ By-Laws.

**CERTIFICATION**

Marine Corps League, East Valley Marines # 1296  
By-Laws

**CERTIFICATION**

I, Rich Hippner, Commandant of the Marine Corps League, East Valley Marines do hereby certify that the Detachment Bylaws contained herein were approved by the membership of the East Valley Marines.

Signature \_\_\_\_\_  
Rich Hippner

**BYLAWS APPROVAL**

I, Doug Sorensen, Judge Advocate, Department of Arizona, Marine Corps League, do hereby certify that the Bylaws of the East Valley Marines, as contained herein, are in compliance with the Department of Arizona Bylaws and the National Bylaws and the Administrative Procedures of the Marine Corps League.

Signature \_\_\_\_\_  
Doug Sorensen

**Revision Certifications.**

I, Mike Bishop, Commandant of the Marine Corps League, East Valley Marines do hereby certify that the Detachment Bylaws Revision 1 December 2022 herein were approved by the membership of the East Valley Marines.

Signature Mike Bishop \_\_\_\_\_  
Mike Bishop

I, Christopher Wells, Judge Advocate of the Marine Corps League, East Valley Marines do hereby certify that the Bylaws of the East Valley Marines Revision 1 December 2022 as contained herein are in compliance with the Department of Arizona Bylaws and the National Bylaws and the Administrative Procedures of the Marine Corps League.

Signature Christopher Wells \_\_\_\_\_  
Christopher Wells

**Revision Notes:**

- a. Revision 1 brings the Detachment Bylaws up to date by reformatting to more closely align with the format of the National Bylaws.
- b. Incorporates changes made in the National Bylaws 2022.