



**TUCSON DETACHMENT
#007**

**BY-LAWS
UPDATED 8-2022**

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

BYLAWS

ARTICLE ONE

DETACHMENT MEETINGS

SECTION 100- AUTHORITY

1. The supreme legislative and policy making power of the TUCSON Detachment #007, Marine Corps League, shall be vested in the Detachment composed of the properly elected Officers, Board of Directors and members in good standing.

SECTIONS 101, 105 AND 110 - DO NOT APPLY

SECTION 112-MEETINGS

1. The TUCSON Detachment #007 Marine Corps League shall hold monthly meeting on the first Thursday of each month at 216 E 29th Street, Tucson, Arizona 85713.
 - a. The Detachment Charter, the Bible and the National Colors and Marine Corps Battle flag shall be displayed at all business meetings.

SECTION 115-ELECTIVE OFFICES

1. The Detachment Officers to be elected shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate.

SECTION 120-NOMINATIONS

1. All nominations for elective offices shall be made from the floor one month prior to elections being held and prior to voting at the January meeting. Nominees must be regular members in good standing in the Marine Corps League at the time of their nomination. Each nominee, when called upon, shall rise, unless restricted by physical impairment, and state to the Chair that if elected they will accept the office and serve loyally, faithfully and to the best of their ability during the term to which elected.
2. Nominations for an elective office shall be made at the December monthly meeting.

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SECTION 125-ELECTIONS

1. The election of Detachment Officers shall be the last order of business of the January meeting. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate, shall be by ballot.
 - a. No person shall hold more than one elected Detachment Office at the same time.
 - b. Before voting begins, the Detachment Commandant shall select a Past Detachment Commandant and a past Detachment elected Officer to act as Judges and Tellers.
 - c. When Judges and Tellers have informed the Chair that they are ready and prepared to supervise the election, the Chair shall then call for the "Election of Officers." Upon such announcement by the Chair, it shall not accept or entertain any issue, question or subject, which is not strictly related to voting. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the meeting floor until the voting is completed.
 - d. A majority of votes cast is required to elect Detachment Officers. When a simple majority is not obtained on the first ballot, a second balloting will immediately commence after a caucus (not to exceed five (5) minutes). Should a majority fail to materialize on the second or successive ballots, the candidate with the least votes shall be dropped as a contender (after each ballot) until a simple majority is achieved.

SECTION 130-TERM OF OFFICE

1. Detachment Officers shall be elected for a term of one (1) year and may stand for re-election. No member may serve more than two (2) consecutive terms in any elected office.

SECTION 135-QUORUM

1. A quorum will consist of three (3) elected Officers and six (6) Regular Members.

SECTION 140-RIGHT TO SPEAK

1. All members in good standing, when recognized by the Chair and not so expressly prohibited by these Bylaws, shall have the right to speak on any subject and all issues brought to the meeting for its consideration.

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ARTICLE TWO

DETACHMENT BOARD OF DIRECTORS

SECTION 200-COMPOSITION

1. The Detachment Board of Directors shall be composed of the following:
 - a. Detachment Commandant
 - b. Detachment Senior Vice Commandant
 - c. Detachment Junior Vice Commandant
 - d. Detachment Judge Advocate
 - e. Junior Past Detachment Commandant
 - (1) The Detachment Commandant is authorized to appoint a Past Detachment Commandant, if the outgoing Detachment Commandant has refused to serve.
 - (2) Each elected Officer shall select a regular member in good standing to serve as a member of the Board of Directors.
 - (3) The Detachment Commandant will select one Associate Member to serve as a member on the Board of Directors with the approval of the elected Officers.

SECTION 205-POWERS:

1. In between meetings, in compliance with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures and the Directives and Mandates of the National Meeting, and the Department Bylaws and Administrative Procedures and Directives of the Department of Arizona, the Powers and Authority of the Detachment Board of Directors shall be:
 - a. To exercise such other powers and to do such other actions as are compatible with the National Bylaws and Administrative Procedures and the Department of Arizona Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive powers between Detachment meetings.
 - b. To approve or disapprove the minutes of the Detachment Meeting at the next regularly scheduled meeting of the TUCSON Detachment #007 of the Marine Corps League. After the conclusion of the next regularly scheduled meeting, changes to the minutes can be made only to the degree of correcting errors or omissions.

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SECTION 210- BOARD MEMBERS DUTIES:

1. In addition to the specific duties of the individual Board Members, as hereinafter stated, it shall be the duty of each member of the Board to acquire a working knowledge of the Department of Arizona, National and Detachment Bylaws and Administrative Procedures of the Marine Corps League.
 - a. The specific duties of the Members of the Detachment Board of Directors shall be:

DETACHMENT COMMANDANT:

1. The Detachment Commandant shall preside at all sessions of Detachment meetings and at all meetings of the Detachment Board of Directors. The Detachment Commandant, together with the Board of Directors, shall have direction and control of the executive and administrative affairs of the TUCSON Detachment #007 of the Marine Corps League between Detachment Meetings. In addition, the Detachment Commandant shall:
 - a. Observe and enforce the observance of the Congressional Charter and the National, Department, Detachment Bylaws and the Administrative Procedures of the Marine Corps League.
 - b. Direct to all officers and members such orders as are not in conflict with the Bylaws and Administrative Procedures which are necessary for the proper conduct of business.
 - c. Call such meetings of the Detachment Board of Directors as are required by the Department, Detachment and National Bylaws and Administrative Procedures.
 - d. Seek the advice of the Detachment Board of Directors and Staff.
 - e. With the Detachment Paymaster, have custody of all funds and property of the TUCSON Detachment #007, Marine Corps League, subject to the supervision of the Detachment Board of Directors.
 - f. With the advice and consent of the Detachment Board of Directors, appoint the following Detachment Officers: Historian, Veterans Service Officer, Public Relations Officer, and other Staff Officers as may be necessary.
 - g. With the advice and consent of the Detachment Board of Directors, appoint such standing committees as are deemed necessary.
 - h. Approve or disapprove all requisitions of the Paymaster, which exceeds the approved budget or One Hundred Seventy-five Dollars (\$175.00).
 - i. Represent the TUCSON Detachment #007, Marine Corps League at social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.
 - j. Perform such other duties as are directed from time to time.
 - k. The Detachment Commandant may not hold the office of Commandant in any other level of the Marine Corp League. Resignation from the lower office shall be required upon being sworn into the higher office.

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2. With the advice and consent of the Board of Trustees, appoint the following: TUCSON Detachment #007 Officers:
 - (1) Adjutant
 - (2) Paymaster
 - (3) Sergeant-At-Arms
 - (4) Chaplain
 - (5) Historian
 - (6) VAVS Representative
 - (7) Communication Officer/Web Master
 - (8) Young Marines Representative
 - (9) Toys for Tots Representative
 - (10) Public Relations Representative
 - (11) Marine For Life
3. The Commandant has the authorization to select the most qualified and appoints those willing to serve to the position(s) listed in subpara (1). Such selectees/appointees “must be in good standing” in the Marine Corps League. The appointee position(s) will not be based on the grounds of race, color, creed or nationality, sex, or personal relations with any of the above appointee within TUCSON Detachment #007, Marine Corps League. All appointees are subject to and will adhere to and follow the rules and regulations and guidelines established in the National, Department of Arizona and the TUCSON Detachment #007 Bylaws and Administrative Procedures.

DETACHMENT SENIOR VICE COMMANDANT:

1. The Detachment Senior Vice Commandant shall give assistance to the Detachment Commandant and, during the absence or illness of the Detachment Commandant, perform the duties of that office. The Detachment Senior Vice Commandant shall assist, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the TUCSON Detachment.

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DETACHMENT JUNIOR VICE COMMANDANT:

1. The Detachment Junior Vice Commandant shall create and publicize such incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Detachment Commandant and the Detachment Senior Vice Commandant, shall perform the duties of that office.

DETACHMENT JUDGE ADVOCATE:

1. The Detachment Judge Advocate shall interpret the National, Department and Detachment Bylaws and Administrative Procedures. Shall advice, construe, counsel, and render opinions on questions of Law and Procedure to the Detachment Commandant, the Detachment Board of Directors and the Detachment Staff when so requested in the manner outlined hereinafter:
 - a. At Detachment Meetings, the Detachment Judge Advocate shall render an opinion on Law and Procedure to the Chair, whereupon the Chair shall rule on the opinion and the question, which ruling shall be final unless appealed, whereupon the Detachment Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A vote of members in good standing will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
 - b. At Detachment Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Detachment Board of Directors present and voting will be required to reverse the ruling of the Chair.
 - c. On all questions of Law and Procedure pertaining to the National, Department and TUCSON Detachment #007, Marine Corps League or any of its subsidiaries referred to this officer through channels, the Detachment Judge Advocate shall rule in writing. Copies of the ruling shall be distributed by hand or via the U.S. Mail to the parties concerned and to the Detachment Commandant and the Department Judge Advocate. That ruling shall be binding unless reversed on appeal by the Department Judge Advocate.
 - d. The Detachment Judge Advocate may not hold the office of Judge Advocate in any other level of the Marine Corps League. Resignation from the lower office shall be required upon being sworn into the higher office.

JUNIOR PAST DETACHMENT COMMANDANT:

1. The Junior past Detachment Commandant shall be a full voting member of the Detachment Board of Directors, contributing generously and impartially from past experience to the best interest of the TUCSON Detachment #007, Marine Corps League.

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SECTION 215-ORDER OF SUCCESSION

1. The order of succession to the office of Detachment Commandant will be the Senior Vice Commandant, and then Junior Vice Commandant.
 - a. In the event of other vacancies on the Detachment Board of Directors, the Detachment Commandant, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining un-expired term of office. In addition to death, resignation, or incapacitation, a vacancy will occur through failure to attend three consecutive meetings without approval of the Detachment Commandant or in the case of removal from office for cause as is provided in Marine Corps League National Bylaws of the Administrative Procedures.

SECTION 220-BOARD MEETING:

The Detachment shall meet:

1. Once a month and/or at the call of the Detachment Commandant for special emergency reasons, providing that a quorum of the Board is assured through the polling by the Detachment Adjutant prior to the issuance of the call for a special Board meeting.
2. The Detachment, Department and National Bylaws and Administrative Procedures, shall govern the conduct of business at all Detachment Board Meetings and Parliamentary reference shall be *Robert's Revised Rules of Order*.

SECTION 225-QUORUM:

1. The presence of a majority of the elected Officers and Board of Directors shall constitute a quorum for the transaction of business.

SECTION 230-VOTING

1. Each Detachment Regular member in good standing shall have one (1) vote. The Detachment Judge Advocate shall abstain from voting on all matters wherein the Detachment Judge Advocate has rendered an official opinion.

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SECTION 235-CONDUCT OF BUSINESS:

1. The Board of Directors may conduct business between meetings at any regular or special meeting, by mail, telephone, fax or e-mail.
 - a. All business by mail/e-mail requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant who shall mail to every Board Member an identical copy of the question on a printed ballot containing spaces for the YES or NO vote, a space for the voter's signature, and a space for entry date.
 - b. Upon receipt of a mail ballot forwarded by certified mail return receipt requested or e-mail, each Board of Directors Member should cast his vote and complete as indicated. The ballot shall be returned to Detachment Adjutant as soon as practical. A Board of Directors member failing to return his ballot within a reasonable period, as determined by the Detachment Adjutant, will be recorded as not voting. A reasonable period in this case shall be determined by the mail delivery time required between the mailing addresses of the members of the Detachment Board of Directors.
 - c. The Detachment Adjutant shall keep a record of all ballots mailed with the date of mailing/e-mail, a record of the date of the return ballot, and shall mail/e-mail to each Board Member identical tallies reflecting results of the balloting by showing the vote of each Board Member and the total YES and NO votes.
 - d. All business by telephone requiring a YES or NO vote shall be handled routinely by the Detachment Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Detachment Adjutant may tape record each call and vote. Failure to respond with a vote upon telephone request shall be recorded as NOT voting.
 - e. Upon request by a Detachment Board of Directors member, a specific time extension may be granted within which the member must call back to cast the telephone vote, such time extension not to exceed 24 hours.
 - f. The Detachment Adjutant shall make tallies of the telephone balloting, reflecting results as prescribed for those used in reporting results of mail balloting, and shall mail identical copies of the tallies to each Detachment Board of Directors Member.
 - g. The results of each mail and telephone balloting shall be made available to the Board of Director's within five (5) business days.
 - h. Following each balloting by the Board of Directors, the results of such vote, in detail for the information of the membership, shall be published in the next issue of the official TUCSON Detachment #007, Marine Corps League publication or e-mail.

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BYLAWS

ARTICLE THREE

DETACHMENT STAFF

SECTION 300-COMPOSITION:

1. The Detachment Staff shall be comprised of the Detachment Board of Directors, appointed Detachment Officers, Committee and Chairpersons being identified collectively as Staff Officers and individually as a Staff Officer.

SECTION 305-POWERS:

1. The power and authority of the Detachment Staff shall:
 - a. Be the same as that of the Board of Directors, except that members of the Staff who are not members of the Board of Directors shall have no vote and shall not be considered in determining a quorum for the Board of Directors meetings.
 - b. The Board of Directors is responsible for ensuring the proper conduct of members and guests within the TUCSON Detachment #007, Marine Corps League meetings. Discipline for any actions that are deemed detrimental to the Bylaws and Administrative Procedures of the Marine Corps League and/or the Liquor Board for the State of Arizona will be the responsibility of the Board of the Directors.

SECTION 310-DUTIES OF STAFF OFFICERS:

1. The Detachment Staff Officers shall acquire a working knowledge of the National, Department of Arizona and Detachment Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Detachment Board of Directors with individual duties:

DETACHMENT ADJUTANT Shall:

1. Record minutes of all Detachment Board of Trustee, Committee and monthly meetings.
 - a. Upon completion of the monthly meeting, the Detachment Adjutant will forward a copy of the minutes to the Department Senior Vice Commandant via mail, fax or e-mail.
2. Act as an Administrative Assistant to the Detachment Commandant.
3. Perform such other duties as are usually assigned to a Recording Secretary.
4. Surrender to the duly appointed successor all TUCSON Detachment #007, Marine Corps League books, records and other property with which the office is charged.

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DETACHMENT PAYMASTER:

1. Be responsible to the Detachment Commandant.
2. Perform all of the ordinary and necessary business of the TUCSON Detachment #007, Marine Corps League, within the bounds of the budget as provided by the Board of Directors.
3. Receive all monies, keeping record of their source and purpose, and shall deposit said monies in approved and federally insured accounts, including checking and/or savings accounts. All monies deposited shall be in the name of the TUCSON Detachment #007, Marine Corps League.
4. Establish the Fiscal Year for the TUCSON Detachment #007, Marine Corps League from July 1 to June 30 the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the TUCSON Detachment #007, Marine Corps League.
5. Assure that all checks issued have the signature of the Paymaster or of the Commandant of the TUCSON Detachment #007, Marine Corps League, or their appointee.

DETACHMENT CHAPLAIN:

1. The Detachment Chaplain shall perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the National Bylaws and Administrative Procedures of the Department of the Arizona and TUCSON Detachment #007, Marine Corps League.
 - a. Perform such other duties as are assigned by the Detachment Commandant.

DETACHMENT SERGEANT-AT-ARMS:

1. The Detachment Sergeant-At-Arms shall preserve order at the Detachment Meetings and such other Detachment meetings as may be called by the Detachment Commandant, and to perform such other duties as are assigned by the Detachment Commandant.
2. The Detachment Sergeant-At-Arms will take possession of and will be responsible for the care of TUCSON Detachment #007's National Colors and Marine Corps Battle Standard flags.

DETACHEMENT HISTORIAN:

1. Shall assemble and maintain a record of the TUCSON Detachment #007, Marine Corps League history and of its achievements.

DIRECTOR OF PUBLIC RELATIONS:

1. Shall act as public relations and press officer for the TUCSON Detachment #007, Marine Corps League and perform such other duties as assigned by the Detachment Commandant.

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VAVS REPRESENTATIVE SHALL:

1. Maintain close contact with the Veterans Administration VAVS staff for the purpose of keeping current with the policies and procedures pertaining to the hospitals within their local service area that have VAVS Programs.
2. Guide and instruct Detachment VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports.
3. Compile comprehensive VAVS Program activity reports and provide copies to the Detachment, Department of Arizona and the Veterans Administration.

NOMINATIONS COMMITTEE CHAIRMAN:

1. Chair the Nominations Committee and be responsible to the Commandant and the Board of Directors for obtaining the qualified members names seeking a Detachment Officer position. Nominations will also be accepted from the floor as per Section 120.
2. Should a vacancy occur in an appointed office, a committee chair, or a committee member, the Detachment Commandant shall fill such vacancy as soon as practical. All such appointments are subject to the subsequent approval by the Detachment elected Officers and the Board of Directors.

SECTION 320-CONTRACTING AUTHORITY:

1. No Officer of the TUCSON Detachment #007, Committee Chairperson or member of the TUCSON Detachment #007, Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the TUCSON Detachment #007, Marine Corps League, without first submitting such contract or agreement to the Detachment Judge Advocate for his consideration. All documents should then be forwarded to the entire Detachment Board of Directors, who thereafter, by a majority vote, may accept or reject, in whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the TUCSON Detachment #007, Marine Corps League shall require the signature of the Commandant and the Paymaster.

**TUCSON DETACHMENT #007
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**BYLAWS
ARTICLE FOUR
DEPARTMENTS**

The TUCSON Detachment #007 follows the National Bylaws

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to maintain the proper numbering.

**TUCSON DETACHMENT #007
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BYLAWS

ARTICLE FIVE

DETACHMENTS

The TUCSON Detachment #007 follows the National Bylaws

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**TUCSON DETACHMENT #007
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BYLAWS

ARTICLE SIX

MEMBERS

The TUCSON Detachment #007 follows the National Bylaws

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BYLAWS

ARTICLE SEVEN

SUBSIDIARIES AND SUBORDINATE GROUPS

The TUCSON Detachment #007 follows the National Bylaws

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to maintain the proper numbering.

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BYLAWS

ARTICLE EIGHT

MISCELLANEOUS

SECTION 800-AMENDMENTS:

1. 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 805-EFFECTIVE DATE:

1. Each revision, amendment, or repeal of a provision of the TUCSON Detachment #007, 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 810-DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES

DISTRIBUTION:

1. 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 TUCSON Detachment #007, Marine Corps League, including all changes thereto. Additional copies of the TUCSON Detachment #007, Marine Corps League Bylaws and Administrative Procedures will be distributed as deemed necessary.

SECTION 815-BLANKET BOND:

1. 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

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SECTION 820-DISSOLUTION:

1. Should this Organization be dissolved, all funds, property, and assets of the TUCSON Detachment #007, Marine Corps League shall be surrendered to the Department of Arizona to be held in abeyance.

SECTION 825-MEMBERSHIP LISTINGS:

1. The membership listing of the Marine Corps League is *proprietary information* and under the *direct control* of National Headquarters of the Marine Corps League. Applicable portions of the membership listings shall be periodically provided to appropriate Departments and Detachments, exclusively for internal usage in administering membership of such applicable Departments and Detachments. The membership listing will not be sold, copied, loaned or assigned without permission, in writing, from the National Executive Director, upon approval of the National Board of Trustees of the Marine Corps League.

SECTION 830-VIOLATION:

1. Any member who violates the precepts of the National, Department of Arizona or TUCSON Detachment #007 Bylaws or Administrative Procedures of the Marine Corps League is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Administrative Procedures.

SECTION 835-UNIFORMS:

1. The TUCSON Detachment #007 members will adhere to and follow the rules, regulations and guidelines established within the National Bylaws and Administrative Procedures, Enclosure (3), concerning proper wearing of the Uniforms of the Marine Corps League at all levels of Marine Corps League functions.
 - a. The guidance of this Uniform Code is presented as a standard to establish uniformity and define appropriate wear of the Marine Corps League Uniforms. The word “Uniform” itself is defined as “(1) Always the same, as in character or degree; unvarying (2) Conforming to one principle, standard, or rule; consistent”. Because many features about these uniforms clearly resemble United States Marine Corps uniforms, it is very likely that an un-mindful public may see that we are the Marines; and when today’s Marines see us wearing uniforms that are a likeness to their own, they will be seeing us as one of their own. Our appearance reflects upon the Marine Corps and Marines everywhere, and we should ever be aware of that responsibility. Uniforms prescribed in the National Bylaws and Administrative Procedures are considered appropriate to preserve the respect and dignity of the Marine Corps League and the United States Marine Corps.

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SECTION 840 – MEDALS, RIBBONS AND AWARDS

1. The TUCSON Detachment #007 members will adhere to and follow the rules, regulations and guidelines established within the National Bylaws and Administrative Procedures, Enclosure (4), Order of Precedence, concerning the proper wearing of medals and ribbons of the Marine Corps League at all Marine Corps League functions.
 - a. Marine Corps League and Department of Defense (DOD) medals and/or ribbons should NEVER be mixed on any uniforms. The wearer has only the choice of wearing authorized medals and/or ribbons of either but NEVER BOTH together and mixed.
 - b. TUCSON Detachment #007 members are expected to have direct knowledge of the Department of Defense (DOD) medals, ribbons, badges, devices and awards they are authorized and the proper way to wear those decorations. Appropriate military uniforms directives should be referenced for proper precedence of the Marine Corps or other Department of Defense (DOD) medals and/or ribbons.
 - c. TUCSON Detachment #007 members are expected to have direct knowledge of the Marine Corps League medals, ribbons, badges, devices and awards they are authorized and the proper way to wear those decorations. Appropriate military uniforms directives should be referenced for proper precedence of the Marine Corps League medals/or ribbons in accordance with enclosure (4) of National Bylaws and Administrative Procedures.
 - d. It will be the responsibility of each/every TUCSON Detachment #007 Marine or Associate Member (if applicable) to provide copies of their DD-214/DD 215 for verification of awards authorizations upon request by the proper staff.
 - e. TUCSON Detachment #007 will not maintain/keep copies of individual Marines or Associate Members DD 214/DD 215.



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**ADMINISTRATIVE
PROCEDURES
UPDATED 8-2022**

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ADMINISTRATIVE PROCEDURES

CHAPTER ONE

GENERAL

SECTION 100-NAME AND PURPOSE:

The name of the body corporate is the TUCSON Detachment #007 Marine Corps League. It is a subsidiary organization of the Department of Arizona Marine Corps League and 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:

1. To preserve the traditions and to promote the interests of the United States Marine Corps;
2. 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;
3. 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;
4. To hold sacred the history and memory of the men and women who have given their lives to the Nation;
5. To foster love for the principals which they have supported by blood and valor since the founding of the Republic;
6. To maintain true allegiance to American institutions;
7. To create a bond of comradeship between those in the service and those who have returned to civilian life;
8. To aid voluntarily and to render assistance to all Marines and former Marines as well as to their spouses, orphans and parent(s); and
 - a. 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.

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SECTION 101-LOCATION

The principal location shall be at the Tucson Detachment Clubhouse, 216 E 29th Street, Tucson, Arizona 85713.

SECTION 105-CORPORATE SEAL

1. The corporate seal of the TUCSON Detachment #007 Marine Corps League shall be round in shape, surrounded by a narrow yellow border ring within which the words in red will read “MARINE CORPS LEAGUE” at the top of the seal and “Tucson Detachment 007” at the bottom of the seal as well as a single star on each the east and west borders. The background inside the center will show a replica of the National Flag to the right, map of Korea with E-Company text, a United States Marine is centered above the words Past, Present, Future, and the Devil Pup Logo to the right.

SECTION 110-POLICY

1. The supreme power of the TUCSON Detachment #007 Marine Corps League shall be vested always in its membership functioning through its members; executive and administrative powers only will be delegated to its elected officers and its Board of Directors.
2. The TUCSON Detachment #007 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.
3. 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:

1. The Detachment Organization to be known as the TUCSON Detachment #007, Marine Corps League.
2. Subordinate organizations known as: SEE SECTION 810.
3. Such other subsidiary organizations as the National Organization may create, establish, or recognize.

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SECTION 125-COMPLIANCE WITH NATIONAL BYLAWS AND ADMINISTRATIVE PROCEDURES

1. The National Bylaws and Administrative Procedures shall prevail should there be any inconsistency between the TUCSON Detachment #007 Marine Corps League Bylaws and Administrative Procedures and those of National.
2. Any amendments to, or revisions of the National Bylaws and Administrative Procedures, here-after adopted which may be in conflict with these Bylaws and Administrative Procedures shall automatically become part of these Bylaws and Administrative Procedures.
3. 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 DETACHMENT OFFICERS

1. The Installation of Elected Detachment Officers shall be held during a formal ceremony. The Installing Officer must be a National Commandant/Officer, a past National Commandant/Officer, the Department Commandant/Officer or past Department Commandant/Officer or a past Detachment Commandant.
2. 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.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER TWO

HOSTING DEPARTMENT STAFF MEETING OR CONVENTION

SECTIONS 200, 210, 215, 220, 230 AND 235 - DO NOT APPLY

SECTION 235 - BYLAWS AND RESOLUTIONS COMMITTEES (SEE 300E)

SECTION 240-CONVENTION COMMITTEE

1. If the TUCSON Detachment #007 hosts a Department Convention or staff meeting, it will follow the guidelines found in the Department of Arizona Administrative Procedures.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER THREE

DETACHMENT COMMITTEES AND STAFF

SECTION 300-STANDING COMMITTEES DUTIES:

The Detachment Standing Committees and their duties are as follows:

MARINE OF THE YEAR COMMITTEE:

1. The Detachment Commandant will appoint a committee and selection of a candidate from the membership will be made in October of each year. The committee will consist of at least three former Detachment 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. Nominees must be a REGULAR member in good standing of the TUCSON Detachment #007, Marine Corps League. Only one recipient will be named "Marine of the Year". There will be no dual recipients. No past Detachment 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. If nominee is the Detachment Commandant, the Detachment's Senior Vice Commandant and Adjutant must sign the nomination. If the nominee is the Detachment Adjutant, that Detachment's Commandant and Senior Vice Commandant must sign the nomination. (Adjutant as used in this section shall also mean Adjutant/Paymaster when the same person performs both duties).
 - c. All nominations must be mailed, hand-delivered or e-mailed to the Adjutant and be postmarked no later than November 15. Envelope should read: "Attn: MOY" on lower left hand corner.
5. Adjutant will turn over all nominations unopened to the panel of judges.
6. TUCSON Detachment #007 Marine Corps League Marine of the Year will be announced at the January meeting. The current (or most Junior past in attendance) Detachment Marine of the Year will make the announcement (introduction if recipient is present) and present the new Detachment Marine of the Year with a plaque and a badge identifying him/her as a Detachment Marine of the Year.
7. No additional gifts (other than the traditional MOY plaque and badge) will be given to the Detachment Marine of the Year by the Detachment #007, Marine Corps League.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ASSOCIATE MEMBER OF THE YEAR COMMITTEE:

1. The Detachment Commandant will appoint a committee and selection of a candidate from the membership will be made in October of each year. The committee will consist of at least three former Detachment Associate Members of the Year.
2. If the panel of judges feels that none of the nominations meet the criteria to warrant an Associate of the Year selection, then no Associate of the Year will be named for that year
3. Nominee must be an Associate member in good standing of the TUCSON Detachment #007 Marine Corps League. Only one recipient will be named " Associate of the Year". There will be no dual recipients. No past Associate 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. Regular and Associate Member can place names into nominations for the Associate of the Year.
 - b. If the nominee is the Detachment Adjutant, that Detachment's Commandant and Senior Vice Commandant must sign the nomination. (Adjutant as used in this section shall also mean Adjutant/Paymaster when the same person performs both duties).
 - c. All nominations must be mailed, hand-delivered/e-mailed to the Adjutant and be postmarked no later than November 15. Envelope should read: "Attn: AMOY" on lower left hand corner.
5. Adjutant will turn over all nominations unopened to the panel of judges.
6. Marine Corps League Associate of the Year will be announced at the January meeting. The current (or most Junior past in attendance) Detachment Associate of the Year will make the announcement (introduction if recipient is present) and present the new Detachment Associate of the Year with a plaque and a badge identifying him/her as a Detachment Associate of the Year.
7. No additional gifts (other than the traditional AMOY plaque and badge) will be given to the Detachment Associate of the Year by the Detachment #007, Marine Corps League

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

BUDGET AND FINANCE

1. The Detachment Commandant with the approval of the Detachment Board of Directors will appoint a Budget Committee Chairperson.
2. The Budget Committee Chairperson will select the rest of the Budget Committee members (a minimum of three (3)) with the approval of the Detachment Commandant and the Detachment Board of Directors.
3. The Budget Committee, with the aid of the Detachment Commandant, will prepare a budget for the current fiscal year and present it to the Detachment Board of Directors for approval.
4. The Detachment Paymaster will be present at the Budget Committee meetings.

DETACHMENT COMMANDANT OR REPRESENTATIVE ATTENDANCE AT DEPARTMENT OF ARIZONA CONFERENCE AND CONVENTIONS

1. Providing that the required funds are currently available, TUCSON Detachment #007 will pay the following expenses for, or reimburse with receipts, the Commandants hotel, at the host hotel, for Friday night during Department of Arizona Conferences (Fall and Spring) and hotel, at the host hotel, for Friday and Saturday night and Department of Arizona banquet meal, to include one quest, for Saturday night during the Department of Arizona Convention (June).
2. If the Commandant cannot or chooses not to attend said Department of Arizona Conferences or Convention, he/she may appoint, in writing, a Regular Member in his/her stead to represent the interests and votes of TUCSON Detachment at all meetings to include the Department of Arizona Commandants Council and Department of Arizona General Meeting. Said representative's expenses, as stated above, will be paid by or reimbursed, with receipts, by TUCSON Detachment.
3. All other expenses i.e. travel, meals not stated above, or other expenses incurred are not paid for or reimbursed. The Commandant or his/her appointed representative is responsible for making hotel and banquet reservations within the allotted timeframe given by the hosting Detachment

AMERICANISM COMMITTEE

1. The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League.

TUCSON DETACHMENT #007
MARINE CORPS LEAGUE

AWARDS AND CITATIONS COMMITTEE

1. Shall have the duty of recommending to the Detachment Commandant, awards and citations for use by the, all recommendations for Department awards, and shall certify that the recipient is worthy of said award(s). The Senior Vice Commandant will chair this Committee.
 - a. Individual awards will be the financial responsibility of the Detachment.
 - b. Streamers for Flags will be ordered and paid for by the Detachment or Subsidiary Unit.
 - c. 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.
 - d. At the end of the TUCSON Detachment meeting, the Sergeant-at-Arms will take possession of any streamers presented and secure them as outlined in number three above.

BYLAWS AND RESOLUTIONS COMMITTEES

1. Bylaws Committee shall: Receive and consider all proposed changes to the Detachment Bylaws and Administrative Procedures will be properly submitted in accordance with the requirements of the 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.
2. 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.

TUCSON DETACHMENT #007
MARINE CORPS LEAGUE

SECTION 310-ADVISORY STAFF AND COUNCILS DUTIES

The advisory Staff and Councils duties are as follows:

PAST DETACHMENT COMMANDANT

1. Past Detachment Commandants should make themselves available to the current Detachment Commandant for the purposes of advising and guiding him/her in his/her performance.
2. Receive and evaluate suggestions and relationships, which are oriented to the improvement of the Marine Corps League, its growth, the enhancement of its components, members, Board of Directors and Staff.
3. As called upon, execute in-depth study tasks as assigned by the Detachment Commandant or the Detachment Board of Directors.
4. Pursuant to accomplishing the above responsibilities, they shall develop a proposed plan, policies, procedures and systems for recommendation to the Detachment Board of Directors for its consideration.

VAVS REPRESENTATIVE:

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. Publicize the objectives of the VAVS Program and cultivate the interest of constituent Detachments and subsidiary units in their participation in the VAVS Program at hospitals within their locale.
3. Receive recommendations from members willing to serve in the VAVS Program, and, as appropriate request VAVS certifications for required representatives and deputies.
4. Receive and compile comprehensive VAVS Program Activity Reports and submit same to the Department of Arizona Marine Corps League VAVS Chairperson.
5. Attend annual VAVS Meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

SECTION 320 - APPOINTED OFFICERS, CHAIRPERSONS AND COMMITTEE MEMBERS

TERMS

1. All appointed officers; Committee Chairmen and Committee Members shall serve at the pleasure of the Detachment Commandant and the Board of Directors. All of the above shall surrender all monies, records and properties of the TUCSON Detachment #007, Marine Corps League in their charge to their successors.
2. No appointed officers; Committee Chairmen and Committee Members shall serve in which he/she has a direct personal or pecuniary interest to the Detachment Commandant and the Board of Directors.

SECTION 330-ACCOMMODATIONS

"Accommodations" for Dignitaries and where financial responsibility lies:

1. The TUCSON Detachment #007 Marine Corps League will provide one double room for each of the following if invited by the Detachment:
 - a. Department of Arizona Commandant
 - b. Guest Speaker (if applicable)
 - c. Guest(s) including National Officer(s) invited in writing by the Detachment. Each will be provided with the same accommodations as shown above.
 - d. Visiting Dignitaries (including National Officers) NOT INVITED IN WRITING will be welcomed and properly recognized but must be responsible for their own expenses.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER FOUR

Detachment left intentionally blank for numbering purposes

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER FIVE

Detachments left intentionally blank for numbering purposes

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER SIX

NEW DETACHMENTS

SECTION 600- DOES NOT APPLY

SECTION 610-AUTHORITY

1. TUCSON Detachment shall be governed by its elected Officers, Board of Directors, subordinate to the Charter, Department and National Bylaws and Administrative Procedures.

SECTION 615-DUES

1. The TUCSON Detachment #007 shall fix the amount of its membership dues, which shall include the Department of Arizona and National per capita dues and fees. All per capita dues and fees that are due the National Headquarters and Department of Arizona shall be forwarded via a standard transmittal form, Enclosure (6), immediately by the Detachment Paymaster for processing. The Department Paymaster shall immediately remit to the National Paymaster those transmittal 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

1. The TUCSON Detachment #007 Marine Corps League must conduct an annual election of officers or affirm a previously conducted election of officers. Once Detachment officers have been elected, or a previous election affirmed, the TUCSON Detachment #007 Marine Corps League will:
 - a. Select an Installing Officer. The Installing Officer must be the National Commandant; an elected National Officer or a Past National Commandant, the Department Commandant or past Department Commandant or elected Department officer 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 the Department of Arizona Adjutant 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 September and 15 May.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

SECTION 630-INCORPORATION

1. The TUCSON Detachment #007 Marine Corps League must familiarize itself with Article Seven (7) of National Bylaws and comply with the guidance contained therein. Where appropriate, the TUCSON Detachment #007 shall establish Articles of Incorporation that fully comply with Federal and State of Arizona existing rules and regulations and be consistent with the National Bylaws and Administrative Procedures and Department of Arizona Bylaws and Administrative Procedures. TUCSON Detachment shall reflect guidance relative to State incorporation requirements in locally established rules and procedures.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER SEVEN

INITIATION

1. All applicants acceptable for Membership in the Marine Corps League, as defined by the TUCSON Detachment #007, Department of Arizona and 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. The Detachment Commandant is 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

1. 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 National Bylaws relate. Furthermore, members considered being "members-at-large" must be certified as members in "good standing" by the Detachment Paymaster (see Article Six of the National Bylaws).

TUCSON DETACHMENT #007
MARINE CORPS LEAGUE

SECTION 720-DEATH OF A MEMBER OF THE MARINE CORPS LEAGUE

1. 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 Detachment Service Officer (if one is assigned) to assist in establishing any Veteran's benefit's & 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 of Arizona. The fourth copy will be retained for Detachment records.
 - e. 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.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER EIGHT

SUBSIDIARIES AND SUBORDINATES

SECTION 800-REPORTS

1. 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, Devil Pups 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 Directors 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

1. If the TUCSON Detachment #007, Marine Corps League recognizes or adopts an Auxiliary the Auxiliary shall ever be subject to the control and supervision of the TUCSON Detachment #007, Marine Corps League. The Auxiliary will also be subject to the National Headquarters Marine Corps League Bylaws, Article Seven (7).

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER NINE

GRIEVANCE AND DISCIPLINE

SECTION 900-PROCEDURES

1. In the event a disagreement arises between members of the TUCSON Detachment #007, Marine Corps League, an informal inquiry will be conducted as directed by the Detachment Commandant. In the event this is not successful, the matter will be sent to the Department Judge Advocate for review as stated in the Department of Arizona and National Administrative Procedures Section 900.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER TEN

MISCELLANEOUS

SECTION 1000-FUNDRAISING

The National Marine Corps League, Inc., its Detachments 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 a National, Department or Detachment Convention Committee, from selling ads or soliciting funds for any Convention Book.

FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY

1. 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 of Arizona. The decision of the matter by the Department shall be final.

LIMITATIONS OF FUNDRAISING BY DEPARTMENT OR AUXILIARY

1. 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.

LIMITATIONS OF FUNDRAISING BY NATIONAL

1. The National Organization of the Marine Corps League shall not conduct any fundraising project in any Detachment without first obtaining the permission of said Detachment.

TUCSON DETACHMENT #007
MARINE CORPS LEAGUE

SOLICITATION

1. Any individual or committee of the Detachment 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.

FUNDRAISING

1. The TUCSON Detachment #007 shall not conduct any fundraising 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 Department Commandant.
2. No individual (s) or representative (s) from organizations other than the TUCSON Detachment #007 shall conduct any fundraising project prior to, during or after the Detachment general meeting without direct permission of the Detachment Commandant.

SECTION 1005-RESPECT

1. The Bible shall be opened and placed on an Altar, which is covered with a clean and attractive Altar Cloth, during all meetings of the TUCSON Detachment #007, 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.
 - a. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

SECTION 1010-SUBMITTING AND PROCESSING RESOLUTIONS

1. A member in good standing, or a Detachment, may submit resolutions for consideration by the Detachment 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 Detachment Adjutant or Commandant no later than thirty (30) days prior to the TUCSON Detachment #007, Marine Corps League meeting at which action thereon is desired. One copy will be retained by the Detachment Adjutant (or Adjutant/Paymaster) as a part of a permanent file; one copy shall be placed in a working file, to be referred to the Detachment Resolution Committee for the Committee's consideration and action; one copy shall be used by the Detachment Adjutant (or Adjutant Paymaster) as a source for distributing the resolving clauses to all Detachment members and Detachment Board of Director members at least fifteen (15) days prior to the Detachment meeting; and the fourth copy noting the date it was received at the Detachment, 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 the TUCSON Detachment #007 Marine Corps League shall be drawn on such form as will identify it as being adopted by the TUCSON Detachment #007 Marine Corps League. The Detachment 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 membership present, no motion proposing adoption of a resolution shall be placed on the floor of a Detachment meeting unless in compliance with the requirements of this section.
 - d. The Detachment Adjutant (or Adjutant/Paymaster) shall prepare an adequate supply of all resolutions received by the Detachment Adjutant (or Adjutant/Paymaster) in accordance with this section and shall make such supply available for distribution to all members, and the Resolutions Committee upon their arrival at the Detachment meeting. A complete file of all resolutions received by the Adjutant (or Adjutant/Paymaster) shall be available at the meeting for inspection by any member of the TUCSON Detachment #007, Marine Corps League in good standing that desire to take advantage of such inspection.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

SECTION 1015-AMENDMENTS

1. The Detachment Administrative Procedures may be reviewed, amended, or repealed by a majority vote of members in good standing present and voting at the Detachment meeting. Provided the proposed revision, amendment, or repeal is submitted in triplicate typewritten form in the exact wording, to the Detachment Adjutant, not less than forth-five (45) days prior to the Detachment meeting at which said proposal is to be considered. Detachment Adjutant shall distribute copies of each proposal, without personal comment, to all members in good standing thirty (30) days prior to the opening day of the Detachment meeting at which said proposal is to be considered.

SECTION 1020 - EFFECTIVE DATE

1. Each amendment, revision, or appeal of a provision of the TUCSON Detachment #007, Marine Corps League Administrative Procedures that are approved by the Detachment members, as outlined in Section 1000, which does not provide for an effective date, shall become effective upon the close of the Detachment meeting at which it is approved.

SECTION 1025 – DISTRIBUTION

1. The Administrative Procedures shall be distributed in the same manner as the Bylaws, as set forth in Article Eight (8) of the TUCSON Detachment #007, Marine Corps League Bylaws.

**TUCSON DETACHMENT #007
MARINE CORPS LEAGUE**

ADMINISTRATIVE PROCEDURES

CHAPTER ELEVEN

DETACHMENT BOARD OF DIRECTORS AND DEPARTMENT STAFF MEETINGS

SECTION 1100-BOARD OF DIRECTORS MEETINGS

1. The Board of Directors shall convene once each month as specified in the TUCSON Detachment #007 Marine Corps League Bylaws Article One (1) Section 112. The Detachment Commandant, with the approval of the Board of Directors shall decide the time and place of each Detachment Board of Directors meeting.

SECTION 1101-DEPARTMENT STAFF MEETINGS

1. The TUCSON Detachment #007, Marine Corps League may bid for a Department Staff Meeting in the manner prescribed in the Department and National Administrative Procedures.
2. A letter will accompany the bid signed by the Commandant of the TUCSON Detachment #007, Marine Corps League.
3. The bid should contain in general terms the following information:
 - a. Hotel/motel accommodations available with projected cost of accommodations,
 - b. Meeting room(s),
 - c. Activities in the area
 - d. Dining facilities in area
 - e. A formal announcement of the Department Staff Meeting will appear in the Detachment Newsletter.
 - f. During the Department Staff Meetings the TUCSON Detachment #007 Marine Corps League will provide a Motel/Hotel accommodation for 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 TUCSON Detachment #007, Marine Corps League, with the approval of the Detachment Board of Directors.