

**IRA HAYES DETACHMENT #2 MARINE
CORPS LEAGUE, INC. PHOENIX,
ARIZONA 85036**

Administrative Procedures

Revised 17 May, 2024

Marine Corps League Detachment #2

P.O. Box 20024

Phoenix, Arizona 85036

**Ira Hayes Detachment #002 Inc.
Marine Corps League Phoenix, Arizona**

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER ONE

GENERAL

SECTION 100 – NAME AND PURPOSE - The name of this organization is the Ira Hayes Detachment # 002, Inc. It is a subsidiary organization of the National Marine Corps League Inc., which is a nonprofit Corporation, Incorporated by an act of the seventy-fifth Congress of the United States of America at the First Session, begun and held at the city of Washington DC on Tuesday, the fifth day of January 1937, and approved August 4, 1937. The purposes for which the corporation is formed are:

- a) To preserve the traditions and to promote the interest of the United States. Marine Corps;
- b) To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- c) To fit its members for duties of citizenship and to encourage them to serve as able as citizens as they have served the Nation under arms;
- d) To hold sacred the history and memory of the men and women who have given their lives to the Nation;
- e) To foster love for the principals which they have supported by blood and valor since the founding of the Republic;
- f) To maintain true allegiance to American institutions;
- g) To create a bond of comradeship between those in the service and those who have returned to civilian life.
- h) To aid voluntarily and to render assistance to all Marines and former Marines as well as to their spouses, children, orphans and parent(s).
- i) To perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines.

SECTION 101- LOCATION

The principal location of the Ira Hayes Detachment #002 Inc. shall encompass the area known as Phoenix, Arizona and shall be with the Detachment Commandant.

SECTION 110 - POLICY

- a) The supreme power of the Ira Hayes Detachment # 002 Inc., Marine Corps League, shall be vested always in its membership functioning through its Board of Directors / Elected Officers and Appointed Officers.
- b) The Ira Hayes Detachment # 002 Inc. Marine Corps League, shall never take part in any labor or management dispute or issue, and it shall ever be non-sectarian, non-political, and nonpartisan; nor

shall it be biased on the grounds of race, color, creed, nationality, or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as a basis for special consideration or preferment.

- c) Nothing in the preceding section shall prohibit the Ira Hayes Detachment or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the National Security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

SECTION 120 -ORGANIZATION - The constituted bodies of this organization shall be:

- a) The Detachment Organization to be known as the Ira Hayes Detachment # 002 Inc., Marine Corps League.
- b) There shall be no subordinate organizations below the Detachment level. Except, those organizations approved by National. (As in MCL Aux. & MODD)

SECTION 125 - COMPLIANCE WITH NATONAL AND DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES

- a) The National Bylaws and Administrative Procedures and the Department of Arizona Bylaws and Administrative Procedures, shall prevail should there be any inconsistency in the Bylaws and Administrative Procedures of the Ira Hayes Detachment Inc., and those of higher headquarters.
- b) 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.
- c) Within these Bylaws and Administrative Procedures, where sections and subparagraphs are identified without a following text, the corresponding section and subparagraphs of the National Bylaws and Administrative Procedures and the Department of Arizona Bylaws and Administrative Procedures are to be considered as an integral part of these Bylaws and Administrative Procedures.

SECTION 130 -INSTALLATION OF DETACHMENT OFFICERS

- a) The Installation of Elected Detachment Officers and Appointed Officers shall be held during a formal ceremony. The Installing Officer must be (in order of precedence), the National Commandant, the Division Vice Commandant, the Department Commandant or any Past National Officer, Division Officer, Department or Detachment Commandant.
- b) 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.

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER TWO

SECTION 200 - MEETINGS

- a) The Ira Hayes Detachment # 002 Inc. shall abide by all provisions stipulated in Chapter Two of the Department of Arizona's Administrative Procedures and all Sections contained therein.
- b) The regular meeting of the Ira Hayes Detachment shall be held on the second Saturday of every

month.

- c) A minimum of ten percent (10%) of the regular members and fifty percent (50%) of the elected officers are required at a regular business meeting to constitute a quorum.

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER THREE
DETACHMENT STAFF

SECTION 300 AWARDS AND CITATIONS COMMITTEE:

- a) Shall have the duty of assessing and recommending to the Board of Directors / Elected Officers, appropriate awards and citations for the Detachment and all recommendations for personal awards for Detachment members.
- b) They shall furthermore certify that the recipient(s) is worthy of said recommended Award. The Senior Vice Commandant will chair the Committee and will ensure that the recipient is worthy of said award.

SECTION 320 – APPOINTED OFFICERS, CHAIRMEN AND COMMITTEE MEMBERS

- a) All officers, appointed officers, Committee Chairmen and Committee Members shall serve at the pleasure of the Detachment Commandant. Elected Officers serve at the Detachment's pleasure.
- b) Elected Officers and Appointees shall surrender all monies, records and properties of the Ira Hayes Detachment # 002 in their charge to their successors.
- c) The Detachment staff shall consist of the officers of the Detachment and the Jr. Past Commandant.
- d) The Detachment Commandant may call a special meeting of the Detachment Staff, as may be necessary.
- e) The Detachment staff is empowered to make a decision without the regular membership in matters of an emergency nature.
- f) The Commandant may expend funds not to exceed \$150 for a charitable cause to promote the Good of the League, providing funds are available.
- g) This Detachment may have more than one account to keep track of funds received. (i.e., Donations that are received for a certain purpose are not used for a Detachment party, or funds received from specific activities may not be used for operations, etc.)

SECTION 330 - ACCOMMODATIONS

Procedures for accommodating visiting dignitaries and associated financial responsibilities are as follows:

- a) The Detachment will provide one double room for each of the following:
 - 1) Department of Arizona Commandant
 - 2) Guest Speaker (if applicable)
 - 3) Guest(s) including National Officer(s) INVITED IN WRITING by the Detachment.
- b) The Detachment will cover the cost of any scheduled official Marine Corps League activity or event for each of the above listed dignitaries.
- c) GUEST(s) INVITED IN WRITING by the DETACHMENT will each be provided with the same

accommodations as shown in (a) and (b) 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.

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER FOUR
DIVISIONS

(Intentionally left blank for numbering purposes)

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER FIVE
DEPARTMENTS

(Intentionally left blank for numbering purposes)

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER SIX
NEW DETACHMENT'S

(Intentionally left blank for numbering purposes)

DETACHMENT ADMINISTRATIVE PROCEDURES
CHAPTER SEVEN
DETACHMENT RESPONSIBILITIES

SECTION 700 — INITIATION

All applicants acceptable for Membership in the Marine Corps League, as defined by National Bylaws and administrative procedures, shall be properly obligated in accordance with the procedures established by the ritual manual. Such applicants shall be presented the official membership card and lapel pin of the Marine Corps League. Detachment Commandants are to ensure, insofar as possible, that applicants who meet the prerequisites for membership are duly instructed and obligated at a formal initiation ceremony

for regular members of the Marine Corps League, in accordance with existing procedures. In such cases where applicants are unable to attend a formal Initiation Ceremony, the obligation of membership is assumed by signature on the membership application.

SECTION 710- MEMBERSHIP TRANSFER

- a) A member of the Ira Hayes Detachment may transfer to another detachment without payment of additional dues or transfer fees upon application to and approval of the Detachment to which the member seeks membership, provided such member is "in good standing" at the time the application is made. If the transferring member is delinquent in dues, an application for transfer cannot be processed until such member's dues are certified to be paid in full. If the transfer is approved by the receiving detachment, the member shall be entitled to all rights and privileges of the receiving detachment. No member of this detachment may transfer from this detachment without first obtaining a written statement from the Detachment Commandant certifying that such member is free from debt or obligation, other than moral, to the Ira Hayes Detachment.
- b) All members shall be considered in "good standing" except as specifically defined in Section Six of the National Bylaws. A member in "good standing" may hold membership in more than one detachment, if so, regulations pertaining to dual memberships as contained in Section Six of the National Bylaws relate. Furthermore, members considered being "members-at-Large" must be certified as members in "good standing" (see Section Six of the National Bylaws)

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

Upon notification of the death of any member of the Detachment, the Detachment Chaplain shall:

- 1) Immediately contact the family of the deceased member for the purpose of offering any assistance and presenting expressions of condolence.
- 2) Contact the Department service officer (if one is assigned) to assist in establishing any Veteran's benefits & rights
- 3) Without delay, report the death of the member directly to both the Department Chaplain and National Chaplain (if applicable) 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.
- 4) Utilize the 'Notice of attachment Death' form (available from National Headquarters). This form will be completed and sent to the Department Chaplain, the De Adjutant for the Detachment records will retain the fourth copy.
- 5) It shall be the duty of all members of the Marine Corps league who are not prevented by distance, health, or unavoidable cause to attend and / or officiate at the funeral services of a deceased member. To this end, the Detachment Commandant, with the assistance of the Detachment Chaplain and Adjutant / Paymaster, shall develop a comprehensive plan to notify all of the Detachment members in a timely manner. The plan should include coordination / liaison with the local funeral director as well as with other veterans' organizations in the local community. A copy of this plan should be submitted to the Department Chaplain.

SECTION 730 - AUTHORITY

This Detachment shall be governed by its elected Officers (Board of Directors); subordinate to the National and Department Conventions; and the Charter and the Bylaws and Administrative Procedures of such bodies.

SECTION 740 -DUES

The Ira Hayes Detachment # 002 Inc. shall fix the amount of its membership dues, which will include the Department and National per capita dues and fees. The annual membership dues shall be fixed by resolution, payable upon joining and then on the anniversary date of membership as recorded at the National Headquarters. All per capita dues and fees that are due the Department and National Headquarters will be forwarded via a standard transmittal form, within ten (10) days to the Department Paymaster for processing. (Paymaster as used in this section shall also mean Adjutant / Paymaster when the same person performs both duties). When the required dues are NOT paid after sixty (60) days from the anniversary date of a member, they will cease to be in "good standing" and will be notified by the Detachment Paymaster. Thirty (30) days after this notice, if the dues are not paid, such members' names will be stricken from the membership roster by the order of the Commandant. The Adjutant shall keep a record of all names stricken and that record shall be provided to the Adjutant, Department of Arizona, and Marine Corps League.

SECTION 750 - INCORPORATION

The Ira Hayes Detachment staff will familiarize themselves with Article Seven (7) of the National Bylaws and comply with the guidance contained therein. The Detachment staff shall establish Articles of Incorporation that fully comply with Federal and State of Arizona existing rules and regulations and be consistent with Marine Corps League National Bylaws and Administrative Procedures. Detachments shall reflect guidance relative to State Incorporation requirements and locally established rules and procedures.

DETACHMENT ADMINISTRATIVE PROCEDURES **CHAPTER EIGHT**

SUBSIDIARIES AND SUBORDINATES

1) Only those Subsidiaries and Subordinates that are approved by National. (I.e. MCL Aux. and MODD)

DETACHMENT ADMINISTRATIVE PROCEDURES **CHAPTER NINE**

GRIEVANCE AND DISCIPLINE

SECTION 901--GRIEVANCES

If a Member considers that there is wrongdoing they should notify the Detachment Commandant. The Commandant will have an "informal" hearing. If it cannot be resolved then it must be sent up to the Department Judge Advocate for further investigation.

SECTION 911 -CRIMINAL ACTS

Should any member of the League, or any subsidiary organization, or subordinate group or members

thereof, violate any of the criminal laws of the United States, or a State having jurisdiction, the complaint should be made directly to the proper Federal, State, or Local authority, and not to the League.

SECTION 912 -OFFENSES

The following offenses are recognized and must be processed in accordance with the applicable section or sections of Chapter Nine:

- a) Violation of oath of membership.
- b) Violation of oath of office.
- c) Conduct unbecoming a member of the Marine Corps League, or an action detrimental to the League.
- d) Conviction of any crime, which constitutes a felony in a County, City, State, or Federal Court in the United States of America.

CHAPTER TEN **DETACHMENT ADMINISTRATIVE PROCEDURES**

MISCELLANEOUS

SECTION 1000 - FUNDRAISING

The National Marine Corps League, Inc., its Departments, 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 fundraising does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League.
- 4) Nothing in this section shall prevent the National Convention Committee, or a Department Convention Committee, or a Detachment Convention Committee from selling ads or soliciting funds for any Convention Book.

SECTION 1005 - RESPECT:

The Bible shall be opened, placed on an Altar, which is covered with a clean and attractive Altar Cloth, during all meetings of the Ira Hayes Detachment # 002, Inc., No disrespect to the Bible by act, word, or deed shall be tolerated. No one shall use the Altar for physical support, and shall not, under any circumstances, use the Bible or Altar as a resting place for any item or material. All space between the Altar and the Chair shall be considered hallowed ground and shall not be traveled upon while the Bible is opened. The Ritual of the Marine Corps League shall be observed and employed at all meetings and appropriate functions to the maximum extent possible.

SECTION 1015- AMENDMENTS

These Bylaws and Administrative Procedures may be amended by a 2/3 vote of the members in good standing present at a regular meeting, after being proposed at a proceeding regular meeting and stated in the call of the meeting at which voting shall take place.

SECTION IO20-EFFECTIVE DATE

The effective date of approval to the Detachment Bylaws and Administrative Procedures shall become effective upon the approval by the Department Judge Advocate.

SECTION IO21-VISITORS

Should the Commandant desire to admit any visitor(s) to the meeting for any purpose, he I she shall first declare the meeting under "The Good of the League" after the visitor(s) purpose has been completed, the Commandant shall dismiss the said visitor and declare the meeting "Open for Official Business "

**END OF
Ira Hayes Detachment # 002 Inc.
Administrative Procedures**