

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

**By-Laws**  
**and**  
**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**  
**BYLAWS**  
**ARTICLE ONE**  
**DETACHMENT**  
**MEETINGS**

**SECTION 100 - AUTHORITY:**

The legislative and policy making power of the Ira Hayes Detachment #002 Inc. Marine Corps League shall be vested in the Detachment composed of its properly Elected and Appointed Officers, and the members who are "in good standing". All Detachment policy and procedures will be in accordance with guidance issued by National Headquarters and the Department of Arizona, Marine Corps League.

**SECTION 101 - DEPARTMENT CONVENTION:**

The Ira Hayes Detachment #002 shall participate in such annual conventions as called by the Department of Arizona and abide by the rules and regulations so established by Article One of the Department of Arizona Bylaws.

**SECTION 105 - COMMITTEES AND MEMBERS:**

The Ira Hayes Detachment shall establish such standing or temporary committees as is deemed necessary to accomplish the goals and objectives of the Detachment. Such members shall be "in good standing" within the Detachment.

**SECTION 110 - VOTING:**

The Ira Hayes Detachment shall be guided regarding issues that require official votes as follows:

- a. Except as otherwise provided, a fifty percent (50%) plus one (1) vote by the members voting shall carry any measure and decide any issue.
- b. A Roll Call vote may be required and recorded upon the request.

**SECTION 112 - MEETINGS:**

- a. Regular meetings of the Ira Hayes Detachment shall be held monthly on the second Saturday of the month, unless otherwise decided by a vote of the membership at a previous meeting.
- b. The time and place shall be specified by the Detachment Commandant and promulgated to the membership to ensure the widest dissemination.
- c. Special meetings or Executive Staff Meetings may be called at the discretion of the Commandant.

**SECTION 115 - ELECTIVE OFFICES:**

This Detachment shall hold an Annual Election of officers each fiscal year. The Officers may be nominated at the December and January meetings. Elections will be held at the February meeting with nominations from the floor accepted. Installation of Officers will take place in March in accordance with Section 130 of the Ira Hayes Detachment Administrative Procedures.

The following officers shall be elected annually and shall serve for one (1) year from the date of installation or until a successor is elected and properly installed: Commandant, Senior Vice Commandant, Junior Vice Commandant and Judge Advocate.

**SECTION 116 - APPOINTED OFFICES:**

The following officers may be elected or appointed: Chaplain, Sergeant-at-Arms, Adjutant, Paymaster or Adjutant / Paymaster, and such other Officers and Chairmen as the Detachment Commandant deems necessary.

**SECTION 117 -REPORTS OF INSTALLATION:**

A Report of Officers and Installation must be forwarded to National Headquarters, the Division Vice Commandant, and the Department Adjutant within fifteen (15) days of the installation.

Installation of Detachment Officers shall be in accordance with Section 620 of National Administrative Procedures and Section 130 of the Ira Hayes Detachment Administrative Procedures.

**SECTION 125 - ELECTIONS:**

- a. Elected Candidates must receive a majority of the votes cast (50% plus one).
- b. No person shall hold more than one elected Detachment Office at the same time. No proxies are allowed
- c. All candidates for Detachment office (elected and appointed) may receive acceptance by "acclamation" of the membership at large,
- d. Candidates must attend at least three meetings in the previous 12 months.

**SECTION 130 - TERM OF OFFICE:**

Detachment Officers shall be elected for a term of one (1) year and may stand for reelection. The Commandant may succeed themselves for one (1) additional term. This limitation shall not apply to all other elected or appointed Officers. Appointed Officers serve at the pleasure of the Commandant and the Detachment.

**SECTION 135 - QUORUM:**

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.

**SECTION 140 - RIGHT TO SPEAK:**

- a. All Detachment members and invited guests, when recognized by the Commandant and not expressly prohibited by these Bylaws, shall have the right to speak on any subject and all issues brought to the floor for consideration.
- b. Each Detachment Officer, Past Detachment Commandant, and any member in "good standing" may be granted the floor by the Commandant.
- c. Roberts Rules of Order will generally guide the rules of conduct.
- d. The official language of this Detachment will be English.

**DETACHMENT BYLAWS**

**ARTICLE TWO**

**DETACHMENT BOARD OF DIRECTORS/ELECTED OFFICERS**

**SECTION 200 - COMPOSITION:**

The Detachment Board of Directors / Elected Officers 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 (A Marine member may be appointed if the Junior Past Commandant declines to serve)

**SECTION 205 - POWERS:**

In order to comply with the State of Arizona Corporation Commission and to comply with their rules and regulations, the officers that are elected annually will also serve as the Board of Directors of the Corporation as identified with the State of Arizona Corporation Commission. Such Officers shall be reported annually in all reports submitted to the Arizona Corporation Commission. The Ira Hayes Detachment 002 Inc. shall have one (1) class of members. The Detachment shall comply with the National and Department of Arizona Bylaws and Administrative Procedures with respect to "classes of membership". The powers and privileges of all member types as described in Marine Corps League National Bylaws and Administrative Procedures will be fixed by National, Department and Detachment rules and regulations. The Articles of Incorporation for the Ira Hayes Detachment shall comply with Arizona State and Federal rules and regulations and be consistent with Marine Corps League National Bylaws and Administrative Procedures.

**SECTION 210 - DUTIES - BOARD MEMBERS/ELECTED OFFICERS:**

It shall be the duty of each member of the Board of Directors / Elected Officers to acquire a working knowledge of the Department of Arizona and the National Bylaws and Administrative Procedures of the Marine Corps League as well as the requirements of the Arizona State Board of Corporation Commission.

**SECTION 215- VACANCY:**

The order of succession to the office of the Detachment Commandant shall be Senior Vice Commandant, then Junior Vice Commandant. In the event of other vacancies on the Detachment Board of Directors/Elected Officers, the Detachment Commandant, with the advice and consent of the remaining Board / Elected members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy may occur through consistent failure to attend regularly scheduled business meetings or in the case of removal from office for cause as described elsewhere herein.

**SECTION 220 - BOARD/ELECTED OFFICER STAFF MEETINGS:**

Such meetings shall be held at the discretion of the Detachment Commandant and the procedure for the conduct of such meetings shall be determined by the Detachment Commandant or as otherwise specified.

**SECTION 225 - QUORUM:**

For voting purposes, a minimum of three (3) Board/Elected Officers must be present to conduct an official Board / Elected Staff Officer meeting. The results of such meetings will be reported to the membership at large at the next scheduled business meeting.

**SECTION 230 - VOTING:**

Should an issue require a vote to determine the desires of the Board/Elected Officer at a staff meeting, then a simple majority of those present shall define an affirmative result. Any matter required to be brought before the membership at large should be addressed at the next scheduled business meeting.

**SECTION 235 - CONDUCT OF BUSINESS**

Shall be at the discretion of the Detachment Commandant or whichever Board / Elected Officer is so designated by the Detachment Commandant to Chair such meeting.

**DETACHMENT BYLAWS**

**ARTICLE THREE**

**BOARD/ELECTD OFFICERS & DETACHMENT STAFF**

**SECTION 300 - COMPOSITION:**

The Detachment Staff shall be comprised of the Appointed Officers and serve at the pleasure or the Detachment Commandant.

**SECTION 302 - POWERS:**

The power and authority of the Detachment Staff shall be the same as that of the Board of Directors.

**SECTION 308 – DUTIES OF BOARD/ELECTED OFFICERS:**

**A. COMMANDANT:**

1. Preside at all regular and special meetings of the Detachment.
2. Enforce the observance of all regulations.
3. Appoint such officers and committees not otherwise provided for herein.
4. Seek the advice and counsel of the Detachment Staff.
- 5) Approve or disapprove all requisitions made to the Detachment Paymaster for disbursement of funds, and other duties as for the good of the Detachment.
- 6) Be ex-officio, member of all committees.

**B. SENIOR VICE COMMANDANT:**

1. Preside at meetings during the absence of the Commandant.
2. Perform such duties as assigned by the Commandant.

**C. JUNIOR VICE-COMMANDANT:**

Assume the duties of the Senior Vice in His/Her absence, be the chairman of the membership committee in His / Her absence. Be responsible for arranging the social affairs of the Detachment.

**D. JUDGE ADVOCATE:**

The Judge Advocate provides legal counsel and opinions on by-laws, policies, corporate regulations, and parliamentary procedure for the detachment.

Assures that the Detachment abides by the Bylaws of the Detachment, Department, and National.

**SECTION 310 - DUTIES of STAFF OFFICERS:**

The Detachment Staff Officers shall acquire a working knowledge of the National and Department Bylaws and Administrative Procedures of the Marine Corps League, and shall act as assistants to the Detachment Commandant and the Detachment Board/Elected Officers.

A. **ADJUTANT:**

1. Record minutes of all Detachment regular business meetings and such special meetings as called.
2. Act as an Administrative Assistant to the Detachment Commandant.
3. Perform such other duties as are usually assigned to a recording Secretary.
4. Within thirty (30) days of appointment prepare a list of all Detachment elected and appointed Officers. The list is to include name, title, address, telephone number, and e-mail address for each Officer. (If such Officer has one) A copy of this list (This list is proprietary information and is for **OFFICIAL MCL USE ONLY**) is to be sent to each Detachment Board of Director / Elected Officer, Appointed Officers, and the Department Adjutant.
5. Surrender to the duly appointed successor all Marine Corps League books, records and other property with which the office is charged

B. **PAYMASTER**

1. Be responsible to the Detachment Commandant.
2. Perform all of the ordinary and necessary business of the Ira Hayes Detachment Inc., Marine Corps League, including the approval of purchased materials and services of normal business operations, as established and approved by the membership at large.
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 Ira Hayes Detachment, # 002, Inc., Marine Corps League.
4. Close and cause an independent audit of the fiscal accounting records annually and report the results to the membership.
5. Establish the Fiscal Year for the Ira Hayes Detachment # 002 Inc. from January 1 to December 31.
6. Ensure that all checks issued have the signatures of the Paymaster and of the Commandant of the Ira Hayes Detachment, or their authorized appointee.

C. **CHAPLAIN**

1. Perform such duties of a spiritual nature as are customarily performed by members of the clergy and as required by the Ira Hayes Detachment and the National Bylaws and Administrative Procedures of the Marine Corps League.
2. Be responsible for and have charge of arranging and conducting an impressive, dignified, and inspiring Memorial Services as appropriate at the Detachment as well as community events.
3. Participate in the Detachment's annual Marine Corps Birthday Celebration by presenting an appropriate tribute.



**D. SERGEANT-AT-ARMS:**

Preserve order and maintain proper decorum at regularly scheduled Detachment business meetings and such other Detachment meetings and functions as may be called by the Detachment Commandant, and to perform such other duties as are assigned by the Detachment Commandant.

**E. COMMITTEE CHAIRPERSONS:**

Shall perform such duties as appropriate to the mission assigned and / or directed by the Detachment Commandant.

**F. DETACHMENT HISTORIAN:**

Shall Assemble and maintain a record of the Ira Hayes Detachment, # 002 Inc., Marine Corps League, history of achievement, performance and other newsworthy items of interest.

**G. DIRECTOR OF PUBLIC RELATIONS:**

Shall Act as public relations and press officer for the Ira Hayes Detachment, Marine Corps League, maintaining close contact with local media sources and projecting a positive image into the local community and region, and perform such other duties as assigned by the Detachment Commandant.

**SECTION 315 - VACANCY:**

Should a vacancy occur in an appointed office, a committee chairmanship, or a committee member, the Detachment Commandant shall fill such vacancy as soon as practicable.

**SECTION 320 - CONTRACTING AUTHORITY:**

No Officer of the Ira Hayes Detachment Inc., Committee Chairman or member of the Ira Hayes 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 Judge Advocate for his consideration. All contractual proposals will be briefed to the membership at

large for approval. All contracts and / or formal agreements consummated in the name of the Ira Hayes Detachment # 002 Inc., shall require the signature of the Det. Commandant & paymaster.

**DETACHMENT BYLAWS**

**ARTICLE FOUR**

**DEPARTMENTS**

This Detachment follows the National Bylaws

This section was left blank intentionally to maintain proper numbering.

**DETACHMENT BYLAWS**

**ARTICLE FIVE**

**DETACHMENTS**

This Detachment follows the National Bylaws

This section was left blank intentionally to maintain proper numbering.

**DETACHMENT BYLAWS**

**ARTICLE SIX**

**MEMBERS**

This Detachment follows the National Bylaws

This section was left blank intentionally to maintain proper numbering.

**DETACHMENT BYLAWS**

**ARTICLE SEVEN**

## **SUBSIDIARIES AND SUBORDINATE GROUPS**

All subsidiaries and subordinate groups shall meet with the approval of National and the Department. (i.e., MCL, Aux. & MODD etc.)

### **DETACHMENT BYLAWS**

#### **ARTICLE EIGHT**

#### **MISCELLANEOUS**

### **SECTION 810 - DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION**

Detachment Commandant, Detachment Judge Advocate, Detachment Adjutant / Paymaster, Department of Arizona Judge Advocate, and such other organizations within the Department of Arizona Marine Corps League who request the same FOR OFFICIAL USE ONLY thru the Commandant of the Ira Hayes Detachment # 002, *and pay the cost of printing, and shipping as set forth by the Detachment Adjutant / Paymaster.* Copies are to be given to the Department Board and /or the Department Adjutant upon request, at no cost.

#### **SECTION 815 - BLANKET BOND:**

The following Detachment Officers are included under a Blanket Bond paid for by National:

- a. Detachment Commandants
- b. Detachment Paymaster or Adjutant/Paymaster as applicable.
- c. Anyone the Detachment notifies too National, that may handle money.

#### **SECTION 820 – DISSOLUTION:**

Should this Organization be dissolved, all funds, property, and assets of the Ira Hayes Detachment # 002 Inc., Department of Arizona Marine Corps League shall be given to the Department of Arizona.

#### **SECTION 830 – VIOLATIONS:**

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

**SECTION 835 – UNIFORMS:**

- a. The Ira Hayes Detachment follows the National Uniform Code - Marine Corps League.
- b. It shall be the responsibilities of each Detachment Commandant to ensure their members wear the uniforms authorized in National Enclosures properly.


**END OF**

**Ira Hayes Detachment, #002 Inc.**

**BY LAWS**

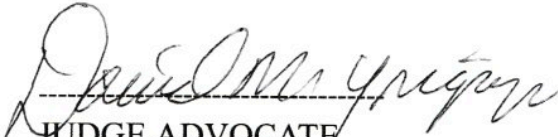
**Certification**

I, Commandant of Ira Hayes Detachment #002, do hereby certify that the forgoing by-laws were approved by a majority of members present at the regular meeting of the Ira Hayes Detachment on May 17th, 2024.



COMMANDANT

WITNESS:

  
JUDGE ADVOCATE  
ADJUDANT