

DEPARTMENT OF ARIZONA

BYLAWS

ARTICLE ONE

DEPARTMENT CONVENTIONS

SECTION 100 - AUTHORITY

The supreme legislative and policy making power of the Department of Arizona Marine Corps League shall be vested in the Department Convention composed of the properly elected, registered, and approved Delegates in good standing.

SECTION 101 - COMMITTEES - DEPARTMENT CONVENTION

The Department Convention and Administration Committees shall be: (1) Credentials, (2) Bylaws, (3) Resolutions, (4) Rules, and (5) Standing Committees.

SECTION 105 - COMMITTEES, DELEGATES, ALTERNATES AND MEMBERS

- (a) Delegates, Alternates and Members desiring to attend business sessions of a Department Convention must possess a paid-up membership card, plus properly executed and signed credentials, and must be registered with, and approved by, the Convention Credentials Committee.
- (b) Detachment Delegates and Alternates to the Department Convention shall be determined based on said Detachments membership strength on record at the Department Headquarters as of **March 31**, immediately preceding the Department Convention. A Detachment's membership strength may be adjusted upward provided a dues transmittal, which includes new members, or which brings delinquent members back into good standing, is delivered to the Department Paymaster, along with the appropriate dues, prior to the opening of Convention. The Delegate voting strength of each Detachment shall be as follows: For the first ten (10) regular members, one (1) Delegate and one (1) Alternate; for each additional full block of Fifteen (15) regular members, one (1) Delegate and one (1) Alternate; for a partial number of Fifteen (15) regular members, one (1) Delegate and one (1) Alternate. However, no Delegate strength of a Detachment shall be computed including associate or honorary members in such Detachment's total membership.
- (c) Should a Detachment be in default of payments or funds from any source due the Department Headquarters as of **March 31***, prior to the Department Convention, such fact shall be reported by the Department Paymaster, to the affected Detachment, and to the Department Creden-

tials Committee. The credentials of that Detachment's Delegates and Alternates shall not be approved unless settlement in cash, is made by the Detachment's Delegates at the convention site, unless previously resolved.

- (d) A Detachment which, as of March 31* immediately prior to the Department Convention, fails to report on standard transmittal form to the Department Paymaster that it has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve that Detachment's Delegates or Alternates.
- (e) Notwithstanding the provisions of Section 105 (d) above, no paid member in good standing may be deprived of his individual right to vote at a Department Convention.
- (f) A registered member of that Detachment may only claim Delegate/alternate cards of that Detachment.

** The Department Paymaster, for the purpose of certifying delegate strength or any other reason, will accept no dues payment after the Thirty (30) day deadline prior to the convention **

SECTION 110 - VOTING

- (a) Except as otherwise provided in these Bylaws, a fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue.
- (b) Each Delegate complying with Section 105 is entitled to cast a vote for Ten (10) members, providing that the total vote of the Detachment's Delegates does not exceed the Detachment's membership strength. Such Delegate or Alternate in the absence of the Delegate present at the time of voting may, on behalf of the registered and approved absent Delegates, cast the Detachment's full voting strength.
- (c) A Roll Call vote may be required and recorded upon the request of any Ten (10) registered and approved Delegates, except as provided for in sub-section (e) below.
- (d) A Detachment Commandant, being a registered and approved Delegate, or his registered and approved designee, in the Detachment Commandant's absence, may cast the full voting strength of the Detachment, subject to the will of, and in the manner specified by the registered and approved Delegates present from that Detachment.
- (e) In the event of a challenge by a registered Delegate to the stated vote of his Detachment, the roll call vote of each Delegate shall be called. Upon the calling of each Delegate so registered, each Delegate of the Detachment shall rise, if not restricted by physical impairment, and identify himself as a registered Delegate, authorized to cast a ballot on behalf of his block of votes.

SECTION 112 - MEETINGS

The Department of Arizona, Marine Corps League, shall hold one Convention each year during the month of June. Two (2) Staff meetings, one in the month of September and one in the month of March and additional Staff Meetings as may be required during the year The Department Charter, the Bible and the National and Department Colors shall be displayed at all business meetings.

SECTION 115 - ELECTIVE OFFICES

The Department Officers to be elected at each Convention shall be: Commandant, Senior Vice Commandant, Junior Vice Commandant and the Judge Advocate

SECTION 119 – NOMINATING COMMITTEE (added/approved 6/15)

The Nominating Committee chairman shall be the Jr. Past Department Commandant or a regular member in good standing, as nominated by the Department Commandant. The rest of the committee shall be formed by the committee chair and their function will be to select the top candidate for each elected position from the nomination letters received. They will nominate those candidates at the spring conference. Nominations will be accepted again at the state convention as per Section 120b – Nominations: The nomination for an elective office shall be made from the floor at the business session prior to lunch on the last day of the convention.

The Department Commandant will appoint the Chair, preferably a PDC, who will be responsible for holding the elections at the state convention. If there is a runoff, all candidates will be required to leave the room.

Nominations will be submitted as directed by the Nominating Committee Chair

SECTION 120 – NOMINATIONS

- (a) All nominations for elective offices shall be made from the floor on the day on which the elections are to be held. Nominees must be a member 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.
- (b) The nomination for an elective office shall be made from the floor at the business session prior to lunch on the last day of the Convention.

SECTION 125 - ELECTIONS

The election of Department Officers shall be last order of business of the Convention. The election of Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, shall be by roll call vote, **and** properly recorded.

- (a) No person shall hold more than one elected Department Office at the same time.
- (b) Before voting begins, the Department Commandant shall select two Past Department Commandants, two Past Detachment Commandants or other Department Officers 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 the roll call vote being conducted. Without explicit permission of the Chair, a voting member shall not be allowed to enter or leave the Convention floor until the roll call vote in progress is concluded. A majority of votes cast is required to elect Department 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 until a simple majority is achieved.*

SECTION 130 - TERM OF OFFICE

Department Officers shall be elected for a term of one (1) year and may stand for reelection. No member may serve more than Two (2) consecutive terms in any elected office.

SECTION 135 - QUORUM

The minimum number required to transact the regular and legal business of the Department Convention shall be the registered and approved Delegates in good standing from a majority of all Detachments.

SECTION 140 - RIGHT TO SPEAK

All registered Delegates and invited guests, when recognized by the Chair and not expressly prohibited by these Bylaws, shall have the right to speak on any subject and all subjects or issues brought to the Convention for its consideration. Though, a 'point of order' can be interjected and heard at any time to address out of order business. Each registered Department Officer, Past Department Commandant, Detachment Commandant, and a member in good standing may be granted the floor by the Chair.

BYLAWS
ARTICLE TWO
DEPARTMENT BOARD OF TRUSTEES

SECTION 200 - COMPOSITION

The Department Board of Trustees shall be composed of the following:

- (a) Department Commandant
- (b) Department Senior Vice Commandant
- (c) Department Junior Vice Commandant
- (d) Department Judge Advocate
- (e) Junior Past Department Commandant

1. Department Convention is authorized to appoint a Past Department Commandant, if the outgoing Department Commandant is not inclined to serve.

SECTION 205 - POWERS

In between conventions, in compliance with the provisions of the Congressional Charter, the National Bylaws and Administrative Procedures and the Directives and Mandates of the National Convention, and the Department Bylaws and Administrative Procedures and Directives of the Department Commandant, the Powers and Authority of the Department Board of Trustees 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 Bylaws and Administrative Procedures which are in the best interest of the Marine Corps League, and to exercise executive powers between Department Conventions.
- (b) To approve or disapprove the minutes of the Department Convention at the next regularly scheduled Staff Meeting of the Department of Arizona Marine Corps League, following the convention, only to the degree of correcting errors or omissions.

SECTION 210 - DUTIES - BOARD MEMBERS

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 and the National Bylaws and Administrative Procedures of the Marine Corps League.

The specific duties of the Members of the Department Board of Trustees shall be:

DEPARTMENT COMMANDANT

Shall preside at all sessions of the Department Convention and at all meetings of the Department Board of Trustees. The Department Commandant, together with the Board of Trustees, shall have direction and control of the executive and administrative affairs of the Department of Arizona, Marine Corps League between Department Conventions. In addition, the Department Commandant shall:

- (a) Observe and enforce the observance of the Congressional Charter and the National and Department Bylaws and 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 Department Board of Trustees as are required by the Department and National Bylaws and Administrative Procedures.
- (d) Seek the advice of the Department Board of Trustees and Staff
- (e) With the Department Paymaster have custody of all funds and property of the Department of Arizona Marine Corps League, subject to the supervision of the Department Board of Trustees.
- (f) With the advice and consent of the Department Board of Trustees, appoint the following Department Officers:
- (g) Auditor; (b) Chairman of the Convention Committee; (c) Historian; (d) Veterans Service Officer; (e) Public Relations Officer; and (f) Such other Staff Officers as may be necessary.
- (h) With the advice and consent of the Department Board of Trustees, appoint such standing committees as are deemed necessary.
- (i) Approve requisitions of the Paymaster, which exceeds the approved budget or Two Hundred Fifty Dollars (\$250.00).
- (j) Represent the Department of Arizona Marine Corps League at social functions and ceremonies in such a manner as will enhance the dignity, honor, and prestige of this organization.
- (k) Perform such other duties as are directed from time to time.
- (l) The Department Commandant may not hold the office of Commandant in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

DEPARTMENT SENIOR VICE COMMANDANT

Shall give assistance to the Department Commandant and, during the absence or illness of the Department Commandant, perform the duties of that office. The Department Senior Vice Commandant shall preside over all Detachment Commandants Council Meetings, and shall assist, initiate and implement such dynamic programs as will increase the effectiveness of the Marine Corps League and the Department of Arizona.

DEPARTMENT JUNIOR VICE COMMANDANT

Shall create and promulgate such incentives and programs as will produce enthusiastic response resulting in continuous membership growth. In the absence or illness of the Department Commandant and the Department Senior Vice Commandant, they shall perform the duties of that office.

DEPARTMENT JUDGE ADVOCATE

Shall interpret the National and Department Bylaws and Administrative Procedures. They shall advise, construe, counsel, and render opinions on questions of Law and Procedure to the Department Commandant, the Department Board of Trustees, the Department Staff, and Detachments when so requested in the manner outlined hereinafter:

- (a) At Department Conventions, upon the request of an approved Delegate through the Chair, the Department 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 by an approved Delegate, whereupon the Department Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?" A vote of approved Delegates will be called, and two-thirds (2/3rds) of the total vote will be required to reverse the ruling of the Chair.
- (b) At Department Board Meetings, the same procedure shall apply, and two-thirds (2/3rds) of the Department Board of Trustees 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 and Department of Arizona Marine Corps League or any of its subsidiaries, referred to this officer through channels, the Department 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 Department Commandant and the

National Judge Advocate. That ruling shall be binding unless reversed on appeal, by the Department Board of Trustees or the National Judge Advocate or at the Department Convention.

- (d) The Department Judge Advocate may not hold the office of **a Detachment Commandant** or Judge Advocate in any other level of the Marine Corps League. If this be the case, resignation from the lower office shall be required upon being sworn into the higher office.

JUNIOR PAST DEPARTMENT COMMANDANT

Shall be a full voting member of the Department Board of Trustees, contributing generously and impartially from past experience to the best interest of the Department of Arizona, Marine Corps League.

SECTION 215 - VACANCY

The order of succession to the office of the Department Commandant shall be Senior Vice Commandant, then Junior Vice Commandant.

In the event of other vacancies on the Department Board of Trustees, the Department Commandant, with the advice and consent of the remaining Board Members, shall appoint a successor to fill the remaining unexpired term of office. In addition to death, resignation, or incapacitation, a vacancy ~~will~~ **should** occur through failure to attend two consecutive officially called meetings of the Department Board of Trustees or in the case of removal from office for cause as is provided in Chapter Nine of the Administrative Procedures.

SECTION 220 - BOARD MEETING

The Department shall meet:

- (a) ~~Annually~~, immediately after adjournment of each Department Convention for the purpose of ~~selecting appointive Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.~~ discussing any matter, issue or occurrence during the convention that may require the additional attention of the Board of Trustee's.
- (b) ~~Annually~~, during the month of September and March at locations to be chosen by a Detachment submitting a bid for the Staff Meetings.
- (c) At the call of the Department Commandant, for special emergency reasons, providing that a quorum of the Board is assured through the polling by the Department Adjutant prior to the issuance of the call for a special Board meeting

- (d) The Department Bylaws and Administrative Procedures shall govern the conduct of business at all Department Board Meeting, and Parliamentary reference shall be Robert's Revised Rules of Order.

SECTION 225 - QUORUM

The presence of a majority of the Department Board of Trustees shall constitute a quorum for the transaction of business.

SECTION 230 - VOTING

Each Department Board Member shall have one (1) vote. There shall be no proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein the Department Judge Advocate has rendered an official opinion.

The Department Commandant may request a consensus vote, of all and any, attending Non-Board of Trustees. This vote, however, **is not binding** on the Board of Trustees.

SECTION 235 - CONDUCT OF BUSINESS

The Board of Trustees may conduct business between conventions at any regular or special meeting, by ~~mail, telephone, fax or e-mail.~~

- (a) All business by mail requiring a YES or NO vote shall be handled routinely by the Department 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, each Board of Trustees Member should cast his vote and complete as indicated. The ballot shall be returned to Department Adjutant as soon as practicable. A Board of Trustees member failing to return his ballot within a reasonable period, as determined by the Department 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 Department Board of Trustees
- (c) The Department Adjutant shall keep a record of all ballots mailed with the date of mailing, a record of the date of the return ballot, and shall mail to each Board Member identical tallies re-

flecting 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 Department Adjutant, calling each Board Member, identically stating the questions to be considered, and asking for a YES or NO vote. The Department 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 Department Board of Trustee Member, a specific time extension may be granted within which the member must call back to cast the telephone vote, within such time extension.
- (f) The Department 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 Department Board of Trustees Member.
- (g) The results of each mail and telephone balloting shall be made available to the Board of Trustees within five (5) business days after compiling of the vote. Following each balloting by the Board of Trustees, the results of such vote, in detail for the information of the membership, shall be published in the next issue of the official Department of Arizona Marine Corps League publication or e-mail.

BYLAWS
ARTICLE THREE
DEPARTMENT STAFF

SECTION 300 - COMPOSITION

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

SECTION 305 - POWERS

The power and authority of the Department Staff shall be the same as that of the Board of Trustees, except that member of the Staff who are not members of the Board of Trustees shall have no vote and shall not be considered in determining a quorum for the Board of Trustees meetings.

SECTION 310 - DUTIES of STAFF OFFICERS

The Department 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 Department Board of Trustees with individual *and specific* duties *as directed*.

A) DEPARTMENT ADJUTANT - Shall:

- 1) Record minutes of all Department Board of Trustee, Committee and Convention Meetings
- 2) Act as an Administrative Assistant to the Department 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 Department and Detachment elected and appointed Officers. The list is to include name, title, address, and telephone numbers for each Office. A copy of this list is to be sent to each Department Board of Trustee Member, Detachment Commandant and Appointed Staff Officer,
- 5) Surrender to the duly appointed successor all Marine Corps League books, records, and other property with which the office is charged

B) DEPARTMENT PAYMASTER Shall:

- 1) Be responsible to the Department ~~Commandant~~.
- 2) Perform all of the ordinary and necessary business of the Department of Arizona Marine Corps League, including the approval of purchasing materials and services of normal business operations within the bounds of the budget as provided by the Board of Trustees.
- 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 Department of Arizona Marine Corps League.
- 4) Close the books for the collection of dues for the determination of voting rights prior to the conduct of business at each Department Convention.
- 5) Establish the Fiscal Year for the Department of Arizona, Marine Corps League from June 1 to May 31 the following year and provide assistance as necessary in the conduct of an annual audit of all of the funds of the Department of Arizona, Marine Corps League.
- 6) Assure that all checks issued have the signatures of the Paymaster and of the Commandant of the Department of Arizona, or their appointee.
- 7) National must be notified of any and all designated signatories.

C) DEPARTMENT CHAPLAIN Shall:

- 1) Perform such duties of a spiritual nature as are customarily performed by members of the clergy and required by the Department of Arizona 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 non-denominational Memorial Service at each Department Convention and Staff Meeting, including in each ceremony representatives of those subsidiaries that are appropriate, and including the reading of names of members of the Department of Arizona Marine Corps League deceased during the past year.

D) DEPARTMENT SERGEANT-AT-ARMS Shall:

Preserve order at the Department Conventions and such other Department meetings as may be called by the Department Commandant, and to perform such other duties as are assigned by the Department Commandant.

E) CONVENTION COMMITTEE CHAIRPERSON:

Shall with the Convention Committee perform those duties outlined under the Administrative Procedures Chapter Two, Section 240.

F) DEPARTMENT HISTORIAN:

Shall assemble and maintain a record of the Department of Arizona Marine Corps League history of achievement.

G) DIRECTOR OF PUBLIC RELATIONS:

Shall act as public relations and press officer for the Department of Arizona Marine Corps League, and perform such other duties as assigned by the Department Commandant.

Be responsible for editing, printing, and publishing the news of the Department of Arizona, Marine Corps League as may be called upon by the Department Commandant. Be responsible for editing and dispersing of a newsletter to all Detachments.

H) DIRECTOR OF VETERANS SERVICES shall:

- 1) Become acquainted with, interpretation of services and application of Federal Law, as well as Institutional Rules pertaining to Veteran Services.
- 2) Supervise training, practice and instruction for Department of Arizona designated Service Officers.
- 3) Assist Marine veterans, and veterans of all U.S. Military services upon request and their dependents, widows or widowers, and orphans in securing the benefits provided by law and regulation.
- 4) Be in charge of all Veterans' Administration activities of the Marine Corps League within the State of Arizona.
- 5) Supervise all Service Officers of constituent units.
- 6) Prepare and amend when necessary, such regulations, instructions or procedures as may be required to affect a viable Service Program, including the publication and distribution of it.
- 7) Certify the Service Officers who have been selected by the Detachments.
- 8) Conduct such workshops or training seminars in conjunction with the Department Services Committee as may be appropriate toward the improvement and enhancement of the Service Officer and Service Committee Program.
- 9) Perform such other duties as may be prescribed from time to time by the Department Board of Trustees.

I) AIDES-DE-CAMP shall:

- 1) Be appointed by the Department Commandant,
- 2) Be responsible to the Department Commandant,
- 3) Coordinate activities with the Department and the Detachment Commandants,
- 4) Make suitable protocol arrangements attendant to visits of the Department Commandant, members of the Board of Trustees, and/or Past Department Commandants.
- 5) Coordinate media coverage, when appropriate, in connection with visits of the aforementioned officers. Such activity should be done in coordination with the Director of Public Relations.
- 6) Obtain necessary biographical and photographic needs in advance of, the aforementioned officers and of distinguished visitors or guests of the Marine Corps League, who visit Marine Corps League entities within their respective Divisions,
- 7) At all meetings of the Department of Arizona, Marine Corps League, carry out official assignments.
- 8) Assist Southwest National Officers, if directed to do so by the Department Commandant.

J) THE LEGISLATIVE OFFICER shall:

- 1) Chair the Department Legislative Committee,
- 2) Be a Registered state lobbyist for the Department of Arizona, Marine Corps League, Inc.
- 3) Keep informed of legislative matters affecting the interests and welfare of Marines and veterans.
- 4) Obtain knowledge related to Congressional activity through Department Commandant's Communications with the National Legislative Officer.
- 5) Maintain contact with the Arizona Congressional Delegation in regard to present resolutions, emanating from the Department Legislative Committee, prepared for the Marine Corps League for submission to the Arizona Legislature.
- 6) Keep the Department Board of Trustees Staff informed of recent and currently pending actions related to veterans' affairs within the Arizona Legislature and local governments through the activity of Detachment Legislative Officer.

K) 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 their VAVS Program hospitals within their local service area.

- 2) Receive recommendations, from the Detachments, of members willing to serve in the VAVS. Certification of members as representatives or deputies is contingent upon the National VAVS representative,
- 3) Guide and instruct Department and Detachment VAVS workers in the proper conduct of their functions related to the VAVS Program and establish standards for required reports,
- 4) Receive and compile comprehensive VAVS Program activity reports from the various participating Detachments and provide copies to the Department Board and the V.A.
- 5) Program and establish standards for required reports, receive and compile comprehensive VAVS Program activity reports from the various participating Detachments and provide copies to the Department Board of Trustees and Veterans Administration

~~L) NOMINATIONS COMMITTEE CHAIRMAN shall:~~

- ~~1) Chair the Nominations Committee and be responsible to the Commandant and the Board of Trustees, for obtaining the names of qualified members to run for Department Office. Names of these Nominees, shall be published, at least sixty (60) days before the Department Convention. Nominations will also be accepted from the floor, as per Section 120.~~

SECTION 315 - VACANCY

Should a vacancy occur in an appointed office, a committee chairmanship, or a committee member, the Department Commandant shall fill such vacancy as soon as practicable. All such appointments are subject to the subsequent approval by the Department Board of Trustees.

SECTION 320 - CONTRACTING AUTHORITY

No Officer of the Department of Arizona, Committee Chairman or member of the Department of Arizona Marine Corps League shall enter into or sign any contract or agreement, for the purpose of binding the Department of Arizona Marine Corps League, without first submitting such contract or agreement to the Department Judge Advocate for his consideration. All documents should then be forwarded to the entire Board of Trustees. The Department Board of Trustees, 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 Department of Arizona Marine Corps League shall require the signature of the Commandant and the Paymaster.

BYLAWS
ARTICLE FOUR
DEPARTMENTS

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to maintain the proper numbering

BYLAWS
ARTICLE FIVE
DETACHMENTS

The Department of Arizona follows the National Bylaws
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to maintain the proper numbering.

BYLAWS
ARTICLE SIX
MEMBERS

The Department of Arizona follows the National Bylaws
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BYLAWS
ARTICLE SEVEN
SUBSIDIARIES AND SUBORDINATE GROUPS

The Department of Arizona follows the National Bylaws
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to maintain the proper numbering.

BYLAWS
ARTICLE EIGHT
MISCELLANEOUS

SECTION 800 - AMENDMENTS

The Department Bylaws may be reviewed, amended, or repealed by a majority vote of the properly registered and approved Delegates present and voting at the Department Convention. Provided the proposed revision, amendment, or repeal is submitted ~~in triplicate~~ **in** typewritten form in ~~the~~ **its** exact wording, to the Department Adjutant, not less than **sixty (60)** days prior to the opening date of the Department Convention at which said proposal is to be considered. Department Adjutant shall distribute copies of each proposal, without personal comment, to all legally existing Detachments no later than **forty-five (45)** days prior to the opening day of the Department Convention at which said proposal is to be considered.

SECTION 805 - EFFECTIVE DATE

Each revision, amendment, or repeal of a provision of the Department Bylaws, which is approved at a Department Convention, as outlined in Section 800, which does not provide for an effective date, shall become effective upon the close of the Department Convention at which it is approved.

SECTION 810 - DEPARTMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION

Each Detachment, each member of the Department Board of Trustees, the National Headquarters Marine Corps League, the National Judge Advocate, the Military Order of the Devil Dogs of the Pack of Arizona, the Marine Corps League Auxiliary of the Department of Arizona, and such other subsidiary organizations within the Department of Arizona Marine Corps League shall be provided at no charge two (2) copies of the Bylaws and Administrative Procedures of the Department of Arizona Marine Corps League, including all changes thereto. Additional copies of the Department of Arizona, Marine Corps League Bylaws and Administrative Procedures will be for sale by the Department Paymaster.

SECTION 815 – BLANKET BOND

~~The following officers are included under a Blanket Bond paid for by the National Organization:~~

- ~~(a) Department Commandant~~
- ~~(b) Department Paymaster.~~
- ~~(c) Detachment Commandants~~
- ~~(d) Detachment Paymaster or Adjutant/Paymaster as applicable.~~

SECTION 820 - DISSOLUTION

Should this Organization be dissolved, all funds, property, and assets of the Department of Arizona Marine Corps League shall be given to a non-profit organization of choice as determined by the Department Board of Trustees provided such choice is tax exempt under the provisions of the Internal Revenue Code.

SECTION 825 - MEMBERSHIP LISTINGS

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, the National Board, and the Department of Arizona Board, of the Marine Corps League.

SECTION 830 - VIOLATION

Each member who violates the precepts of the National and Department of Arizona By-laws or the 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

- a) The Department of Arizona follows the National Enclosure Three (3), Uniform Code – Marine Corps League
- b) It shall be the responsibility of each Detachment Commandant to ensure the uniforms authorized in National Enclosures Three (3) are worn properly by their members.

SECTION 840 – AWARDS

- a) The Department of Arizona follows the National Enclosure Four (4), Marine Corps League Awards.
- b) It shall be the responsibility of each Detachment Member to provide copies of their DD-214 / DD-215, and authorizations for other awards, when requested.
- c) It shall be the responsibility of each Detachment to collect the copies of the DD-214 / DD-215 (s) and the award authorizations of each member.
- d) It shall be the responsibility of each Detachment Commandant to ensure their members wears only awards, which have been authorized.

BYLAWS INDEX

TITLE	SECTION	PAGE
AMENDMENTS TO BYLAWS	800.....	25
ARTICLE ONE DEPARTMENT CONVENTION.....	100.....	1
ARTICLE TWO DEPARTMENT BOARD OF TRUSTEES.....	200.....	5
ARTICLE THREE DEPARTMENT STAFF.....	300.....	11
ARTICLE FOUR DEPARTMENT	400.....	13
ARTICLE FIVE DETACHMENTS	500.....	15
ARTICLE SIX MEMBERS.....	600.....	17
ARTICLE SEVEN SUBSIDIARIES & SUBORDINATE GROUPS.....	700.....	23
ARTICLE EIGHT MISCELLANEOUS.....	800.....	25
AUTHORITY	100.....	1
Convention, Department	100.....	1
Subsidiaries and Subordinate Groups	700.....	23
BLANKET BOND.....	815.....	25
Department Commandant	815(a)	25
Department Paymaster	815(b)	25
Detachment Commandant.....	815(c)	25
Detachment Paymaster or Paymaster.....	815(d)	25
BOARD OF TRUSTEES, DEPARTMENT.....	200.....	5
Committees	310(a)	11
Composition.....	300.....	11
Conduct of business	235.....	9
Duties	210.....	5
Expenses	240.....	9
Meetings.....	220.....	8
Powers.....	205.....	5
Quorum	225.....	9
Vacancy.....	215.....	8
Voting	230.....	9
BONDING.....	815.....	25
Department.....	440.....	13
Detachment	545.....	16

BYLAWS

Amendments 800.....25...

Department..... 400.....13

Detachment 505.....15

Distribution 810.....25

Effective date 805.....25

CHARTER SUSPENSION OR REVOCATION

Department..... 430.....13

Detachment 555.....16

COMMITTEES..... 210(a)(6)...6

Convention, Department 101/105.....1

BYLAWS INDEX

TITLE	SECTION	PAGE
COMPOSITION		
Department Board of Trustees	200.....	5
Department Staff	300.....	11
CONTRACTING AUTHORITY..... 320.....11		
CONVENTION, DEPARTMENT..... 105.....1		
Alternates	105.....	1
Challenges of Detachment Vote	110(c)	2
Committees	105.....	1
Default, Detachment	535.....	15
Delegates.....	105.....	1
Meetings	410.....	13
Members	105.....	1
Member’s Rights.....	630.....	20
NOMINATIONS ACCEPTANCE, DEPARTMENT 120.....2		
Quorum.....	135.....	3
Right to Speak.....	140.....	3
Roll Call Vote	125.....	2
Voting	110.....	2
Voting, Detachment Commandant.....	110(d).....	2
DEFAULT		

Department.....	420.....	13
Detachment	535.....	15
DELEGATES	100.....	1
Convention, Department	105.....	1
DELINQUENT MEMBER.....	620.....	19
DEPARTMENT	400.....	13
Board of Trustees.....	200.....	5
Bylaws	400.....	13
Composition of Staff.....	300.....	11
Convention.....	100.....	1
Default	420.....	13
Duties of Department Staff	310.....	11
Freedom of Action	425.....	13
Meetings	410.....	13
Officers	115/405	2/13
Powers of Staff.....	305.....	11
Quorum.....	135/435	3/13
Revocation of Charter.....	430.....	13
Staff.....	300.....	11
Trustees.....	200/415	5/13
DETACHMENTS.....	500.....	15
Additional (New)	550.....	16

BYLAWS INDEX

TITLE	SECTION	PAGE
Bonding.....	545.....	16
Bylaws	505.....	15
Default	535.....	15
Elections	530.....	15
Honorary Members	600(c)	17
Installation	530.....	15
Meetings	515.....	15
Members	540.....	15
Name of Detachment	500.....	15

Officers	510.....	15
Quorum.....	520.....	15
Required Officers.....	510.....	15
Revocation of Charter	555.....	
Trustees.....	525.....	15
DISSOLUTION		
Department of Arizona.....	820.....	25
DUES AND FEES	610.....	
DISTRIBUTION OF BYLAWS.....	810.....	25
DUTIES, DEPARTMENT		
Adjutant.....	210(e)	7
Auditor.....	210(a)(6)(a) ..	6
Auxiliary Liaison	310(d)	11
Board of Trustees.....	200.....	5
Chaplain	210(f).....	8
Commandant	210(a)	5
Convention Committee Chairman.....	310(a)	11
Department Staff	310.....	11
District Vice Commandants	210(h)	8
Historian.....	310(b)	11
Judge Advocate.....	210(d)	6
Junior Past Commandant	210(i)	8
Junior Vice Commandant.....	210(c)	6
Public Relations Chairman.....	310(c)	11
Senior Vice Commandant	210(b)	6
Sergeant at Arms.....	210(g)	8
ELECTIONS		
Department.....	125.....	2
Detachment	530.....	15
Judges and Tellers.....	125(c)	3
Procedures.....	125.....	2
Votes Required to Elect	125(d)	3
ELECTIVE OFFICES		

BYLAWS INDEX

TITLE	SECTION	PAGE
Department.....	115.....	2
Detachment	510.....	15
FREEDOM OF ACTION		
Department.....	425.....	13
INCORPORATION.....	710.....	23
INITIATION FEE.....	610(b).....	18
LIABILITIES		
Detachments.....	555(c)	16
LIFE MEMBERS.....	645.....	20
Annual Certification Report.....	646.....	22
MEETINGS		
Department.....	112.....	2
Detachment	515.....	15
MEMBERS VOTE		
Department Convention	110.....	2
MEMBERS.....	600.....	17
Appeal, Right of.....	635.....	20
Application.....	605.....	18
Associate.....	600(b).....	17
Convention, Department	105.....	1
Delinquent Member	620.....	19
Detachment	540.....	15
Eligibility	600.....	17
Dues and Fees	610.....	18
Good Standing Requirements	615.....	19
Honorary Members	600(c)	17
Ineligible Member.....	625.....	19
Initiation Fee.....	610(b).....	18
Life Member	645.....	20
Member-At-Large.....	640.....	20

Regular Member	600(a)	17
Requirements for Membership	600.....	17
Rights.....	630.....	20
MEMBERSHIP APPLICATION	605.....	18
MEMBERSHIP, DUAL	650.....	22
MEMBERSHIP LISTING.....	825.....	25
MISCELLANEOUS.....	800.....	25
NEW DETACHMENTS (Additional).....	550.....	16
NOMINATIONS ACCEPTANCE		
Department Convention.....	120.....	2
NOMINATIONS		

BYLAWS INDEX

TITLE	SECTION	PAGE
Department officers	120.....	2
OFFICERS		
Department.....	200.....	5
Detachment	510.....	15
Officers Blanket Bond	815.....	25
POWERS		
Department Board of Trustees	205.....	5
Department Staff.....	305.....	11
QUORUM.....	135.....	3
Board of Trustees.....	225.....	9
Department Convention.....	135/435	3/13
Detachment	520.....	15
REVOCATION OF CHARTER		
Department.....	430.....	13
Detachment	555.....	16
RIGHT TO SPEAK		
Department Convention.....	140.....	3
SUBSIDIARIES AND SUBORDINATE GROUPS.....		
Authority.....	700.....	23
Incorporation.....	710.....	23

TERM OF OFFICE	130.....	3
TRUSTEES		
Department.....	200/415	5/13
Detachment	525.....	15
VACANCY		
Appointed Officers, Department.....	315.....	11
Elected Officers, Department.....	215.....	8
VIOLATION OF BYLAWS.....	830.....	26
VOTING		
Department Board of Trustees	230.....	9
Department Convention	110.....	2