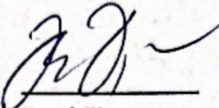


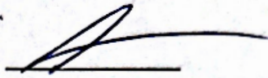
APPROVAL

The below Constitution and By-Laws were presented to the Casa Grande Detachment, Inc. Marine Corps League at their regular business meeting on January 9, 2023. The proposed changes to the Constitution and By-Laws were posted for more than thirty (30) days prior and notice went to all paid-up members by e-mail in January 2023, that such action would take place. Constitution and By-Laws Committee; Ken Neukircher, Doug Nelson, Fred Figueroa, and Dana Weaver.

  
Ken Neukircher

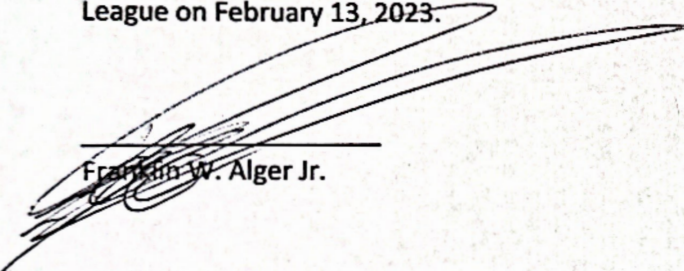
\_\_\_\_\_  
Doug Nelson  
ABSENT

  
Fred Figueroa

  
Dana Weaver

CERTIFICATION

I, Franklin W. Alger Jr., Commandant of the Casa Grande Detachment, Marine Corps League, Do hereby certify that the foregoing Constitution and By-Laws Changes were approved by a two-thirds majority of the members present at the regular business meeting of the Casa Grande Detachment, Marine Corps League on February 13, 2023.

  
Franklin W. Alger Jr.

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ARTICLE I  
NAME

Section 100. Name. The name of the corporation shall be the Marine Corps League. (MCL). The Marine Corps League is a non-profit 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 on Tuesday, the fifth day of January 1937, and approved August 4, 1937. The name of this Association shall be the Casa Grande Detachment #901, Marine Corps League. This Detachment is affiliated with, and has been chartered by, the national organization of the Marine Corps League. The 1st National Charter was issued in February 2003 and presented to the officers and members of the Detachment on 14 Feb 2003 by the National Vice-Commandant and the Commandant of the Arizona Department, Marine Corps League. These Bylaws must conform to the bylaws, administrative procedures, regulations, and policies issued by the National and Department organizations.

Section 101. Mission Statement. The mission of the Marine Corps League is to promote the interest and to preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Corpsmen, and FMF Chaplains who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

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ARTICLE II  
Purpose of the Marine Corps League

Section 200. Purpose. The purposes of the Marine Corps League (MCL) shall be:

- a. To preserve the traditions and to promote the interests of the United States Marine Corps;
- b. To band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- c. To fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- d. To hold sacred the history and memory of the members who have given their lives to the Nation; w
- e. To foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- f. To maintain true allegiance to American institutions;
- g. To create a bond of comradeship between those in the service and those who have returned to civilian life;
- h. To voluntarily aid and render assistance to all Marines, FMF Corpsmen, and FNF Navy Chaplains, as well their widows/widowers, and their orphans;
- 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; In addition to the above expressed in the National Charter, the following non-inclusive purposes are set forth for this Detachment;
- j. To promote and support the United States Marine Corps, the United States Marine Corps Reserve, local, regional, and national charitable and community service activities that are appropriate and within the purview of Detachment capability, activities that encourage and enhance the responsible development of youth, and the promulgation of responsible citizenship and patriotism;

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Section 201. Non-profit Organization; Property; Dissolution

a. Not for profit. This Detachment is organized for nonprofit purposes. Individual members may not derive profit from any Detachment activity or program, however, this does not prohibit the Detachment from hiring any member or other person on a commercial basis to provide services to the Detachment when the best interests of the Detachment or its programs will be best served thereby.

b. Personal Inurement and Non-Disclosure of Private Information. Detachment property is dedicated to the purposes of this veteran's organization and no part of its net income or assets shall ever inure to the benefit of any director, officer, or member thereof, or the benefit of any private person. Any membership listing of the Detachment is proprietary information and is under the direct control of National Headquarters in accordance with National Bylaws §825. No member shall utilize any membership listing or Detachment personal information for any private purpose, including but not limited to soliciting, promulgating, renting, loaning, or selling any member information.

c. Dissolution. Upon dissolution or winding up of the Detachment, its assets remaining after payment, or provision for payment, of all its debts and liabilities shall be distributed to the Marine Corps League Department of Arizona and the Marine Corps League National Headquarters as provided in the Department and National Bylaws.

Section 203. Non-Discrimination.

- a. Shall never take part in any labor or management dispute or issue;
- b. Shall not be sectarian, political, and partisan;
- c. Shall not be based on race, color, creed, nationality, or sex;
- d. Shall not be used as a medium of political ambition or preferment' and
- e. Shall not use former or present military rank or former or present civilian position as the basis for special consideration and preferment.

ARTICLE III  
MEMBERSHIP

Section 300. Membership. The Casa Grande Detachment #901 shall be the sole judge of its membership, providing the person meets the requirements within National and Department Bylaws.

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Section 301. Rights of Members. No member shall be deprived of any rights and privileges in the Marine Corps League except for non-payment of dues or other indebtedness, unless the member shall first be charged, tried, and found guilty in accordance with the provisions of the National Administrative Procedures Chapter Nine dealing with offenses and penalties. Exception, a member that has been officially charged and is pending a "Hearing Board" in accordance with the National Administrative Procedures, Chapter Nine, may be "temporarily suspended" by the Jurisdictional Judge Advocate pending the results of the Chapter Nine Hearing.

Section 302. Rights of Appeal. The right of appeal under the provisions of the National Bylaws and Administrative Procedures shall not be denied.

Section 303. Categories of Membership

a. Regular Membership. Only the following may be regular members of the MCL:

(1) Marines who are serving or have served honorably\* in the United States Marine Corps or the United States Marine Corps Reserve.

(2) U.S. Navy Corpsmen who are serving or have served honorably\* in the United States Navy and who have trained with Marine FMF units in excess of ninety (90) days and earned the Marine Corps device (clasp) worn on the Service Ribbon, (ie; Southwest Asia Service Medal, Vietnam Service Medal, Armed Forces Expeditionary Medal, etc) and (ii) who earn the Warfare Device authorized for FMF Corpsmen. U. S. Navy Hospital Corpsman must have satisfactorily completed the Field Medical School (FMSS), have been permanently assigned to an FMF Command and have completed the appropriate sections of the Personnel Qualification Standard, both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-30 Sep 2006) or the Enlisted Fleet Marine Force Warfare Specialist Qualification (EFMFWS) Badge (1 Oct 2006-present) may serve as prima facie evidence of eligibility; and

(3) U.S. Navy Chaplains who are serving or have served honorably\* in the United States Navy and who have earned the FMF Badge serving with Marines. U. S. Navy Chaplains must have been assigned permanent duty with Marine Corps Operating Forces and have completed the appropriate sections of the Personnel Qualification Standard and both of which must be noted on the DD Form 214. An award of the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984-31 Dec 2005) or the Fleet Marine Force Qualified Officer (FMFQO) Insignia (1 Jan 2006-present) may serve as prima facie evidence of eligibility.

Note \* - "Served Honorably" is determined by the last DD Form 214 or certificate of discharge that the applicant received. A General Discharge under Honorable Conditions is acceptable.



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b. Associate Membership. Persons not qualified for Regular Membership in the Marine Corps League or Marine Corps League Auxiliary (if and when such a detachment organization does or shall exist), who espouse the principles and purposes of the Marine Corps League as contained in its Congressional Charter, upon application to the Detachment may be considered for Associate Membership in the Marine Corps League and Detachment #901. Applicants for Associate Membership who have served in another service branch must have been separated under honorable conditions and proof of such service must be required and presented. In some special instances, spouses of Regular Members, who would normally be part of the Auxiliary, who have demonstrated support for the Marine Corps in special ways, have served in another military branch, or if in the opinion of the Officer Board, there are special circumstances which are in the best interests of the Detachment, may be invited to join Detachment #901 as an Associate Member. Associate Members, upon acceptance, will pay dues in the same amounts, including initiation fees, prescribed for Regular Members. A membership pin and card, like the design and style of that approved for Regular Membership indicating "Associate Member." The pin and card will be issued by National Headquarters. Associate Member's uniform and cover, including ornamental device/emoles and lettering will be established by the National Uniform Committee and will be enforced by the Detachment. An Associate Member shall be entitled to all the rights, privileges, and benefits as a Regular Member except: voting for membership applications for Regular Membership; holding elective office (specifically the offices of Commandant, Sr. Vice-Commandant, Jr. Vice-Commandant, or Judge Advocate) within the Detachment, or; holding any elected or staff offices at Department or National level. Associate Members in the Detachment may hold Staff Officer or other appointed positions and may vote on all issues except any which affects Marine Corps League policy.

c. Honorary Membership. Honorary Memberships may be issued at the discretion of the Detachment Commandant and/or the elected Officer Board, to persons who have rendered extraordinary service to the Nation, the community, the United States Marine Corps or Reserve, or the Marine Corps League. Honorary Members will not be entitled to the rights, privileges and benefits available to Regular or Associate Members. A suitable certificate will be issued to honor the occasion. Payment of dues or initiation fees is not required; however, such member shall not be entitled to the official publications of the Marine Corps League. Membership card and certificate will be available from National Headquarters.

(1) Enrollment Criteria

(a) Individuals must have reached the statutory minimum age for enlistment into the Armed Forces of the United States;

(b) Individuals may join who have never served in a branch of the Armed Forces of the United States;

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(c) Individuals who are serving or have served honorably in other branches of the Armed Forces of the United States;

(2) Join Detachment. Individuals applying for associate membership must join through a Marine Corps League Detachment only. Associate members can not directly join the Marine Corps League as a "Member at Large."

(3) Rights. Associate members shall be entitled to the rights, privileges, and benefits of a regular member unless otherwise prohibited as listed paragraphs 515(b)(4) and (5) below.

(4) Voting

(a) Associate members shall not vote on a regular or associate membership application.

(b) Associate members shall not participate in the nomination process and/or voting for elected officers; and

(c) The Detachment, by provisions in the bylaws and/or administrative procedures, may allow an Associate Member to vote on its internal affairs if such vote does not affect a policy of the Marine Corps League, such as Bylaws or Bylaw changes.

(5) Elected Office. Associate members shall not hold an elective office.

Section 304. Ineligible for Membership

a. No Detachment, may accept as a regular, associate, or any honorary member any person:

(1) who is currently incarcerated or on supervised probation for any felony conviction or any misdemeanor conviction; or

(2) who has been convicted of a crime where the victim is a child; or

(3) whose name has been stricken from the rolls of the Marine Corps League.

b. If after a member has been accepted, the fact that the member has been convicted of a crime where the victim is a child, is discovered, any member may file a disciplinary charge in accordance with National Administrative Procedures, Chapter Nine. The age/date of the conviction is irrelevant.

Section 305. Removal from Detachment Roll

a. Once accepted as a member in good standing by the Detachment membership, that member may not be removed from the Detachment roll except:

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- (1) By disciplinary action in accordance with National Administrative Procedures;
- (2) By that member requesting transfer;
- (3) By resignation in writing; or
- (4) If member become delinquent as defined in the National Administrative Procedures.
- (5) Upon the Death Notice being processed by National Headquarters.

Section 306. Membership Listing. The membership listing of the MCL is proprietary information and under the direct control of the National Headquarters of the MCL. Applicable portions of the membership listing shall be periodically provided to appropriate departments and detachments exclusively for internal usage in administrating membership of such departments and detachments. The membership listing will not be sold, leased, copied, loaned, or assigned without the expressed permission in writing from the office of the Chief Operating Officer (COO) upon approval of the National Board of Trustees of the MCL.

Section 307. Members-at-Large. Any person desirous of joining the Marine Corps League as a regular member, may make application I on a standard application form accompanied by the application fees as established by the delegates at National Convention, direct to National Headquarters or by presenting the application to a Regular Member of the Marine Corps League. See National Administrative Procedures Section 7045 for details.

d. Life Membership. Any member of the Marine Corps League who is in good standing for a minimum period of one (1) year, may apply for Life Membership upon application and proper payment as set forth in the National Bylaws, Section 645.

e. Dual Membership. The Detachment may consider any applicant in good standing who is currently a member of another Detachment may apply for Dual Membership in Detachment #901. Applicant must declare his/her membership in another detachment at the time of application for membership in Casa Grande Detachment #901. Applicant's Regular Membership shall be determined to be the Detachment to which the applicant has the greatest tenure. Applicant may, by written, signed application (forms available), request transfer to another Detachment. Transfers must be approved by both Detachments.

Section 308. Application for Membership. Any person eligible for membership in the Marine Corps League in accordance with the authority contained in the National Bylaws and Administrative Procedures of the Marine Corps League, may submit a completed, standard, signed application along with all required dues and fees, to any sponsoring member officer of the Detachment.



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a. Requirements. The standard application form published by National and/or the Detachment shall include the requirement of completing identifying dates of service and birth, address and phone, social security/service number, and other administrative data as may be considered appropriate, the applicant's signature, and the following printed certification for regular membership: "I hereby certify that I have served on active duty as a Marine, an eligible Corpsman, or as a Reserve Marine for a period of ninety (90) days (or 90 reserve credit points), that the character of my service has been honorable, and if discharged, I am in receipt of an honorable discharge or DD-214. By signature on this application, I hereby agree to provide proof of honorable discharge/service upon request." General discharge upon honorable condition is acceptable. The Detachment may require, under the same signature, evidence of commitment to the principles of the Detachment and the Marine Corps League.

b. Sponsor Member. Membership applications received by a member sponsor or officer shall be turned into the Detachment officer designated to receive such applications, along with all dues/fees, as soon as practicable, but no later than the next regularly scheduled Detachment meeting.

c. Membership Transmittals. It shall be the responsibility of the Officer Board (Commandant, Sr. Vice-Commandant, Jr. Vice-Commandant, Judge Advocate, and Jr. Past Commandant), with consent of the Officer Staff (Adjutant, Paymaster, Chaplain, and Sergeant-at-Arms), to determine the most effective means of handling membership transmittals.

d. Acceptance into Membership. Acceptance of membership into Detachment# 901 shall be granted in the sole province of the Officer Board, Officer Staff, and Regular Membership, as set forth in Article 5, Section 540 of the National Bylaws.

e. Refused Membership. Applicants refused membership in Casa Grande Detachment #901 shall have all monies returned by the sponsoring member or responsible Officer.

f. Condition of Membership. As a necessary condition of membership in Casa Grande Detachment #901, applicant agrees to subscribe to, and be bound by, the provisions of the National Bylaws, the Department Bylaws, and the Bylaws of Detachment #901. As practical, new members will be provided a copy of the Bylaws for Detachment #901. Upon receipt of a copy of the Bylaws for Casa Grande Detachment #901 the member must acknowledge receipt of same by signing and agreeing to be bound by the aforesaid Bylaws.

Section 309. Dues, Fees, Costs. Membership dues and fees will be set by the National and Arizona Departments and by such additional fees as may be set by this Detachment. All Detachment fees shall be subject to vote of the membership at a regular business meeting before taking effect.

a. Ancillary Expenses All members, at their cost and expense, are responsible for ancillary expenses associated with membership in the Detachment, including but not limited to,

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uniforms, phone calls, travel, conventions, and other related activities except for those expenses voted by the officer board.

b. Good Standing. Any member shall be considered in good standing in the Detachment and the Marine Corps League except when:

(1) A member's dues are not paid and transmitted on, or before, membership expiration date as shown on the member's membership card.

(2) A member is in arrears with any dues, fees, or repayment terms under any promissory note.

c. Transfer. In the event of a member's approved transfer to another Detachment, this Detachment shall certify to the gaining Detachment that the transferring member is in good standing (see 1(3) below).

d. Delinquent Membership. A member shall be delinquent whenever the member's dues are not paid and transmitted on or before membership expiration date:

(1) Delinquent members shall not be retained in the delinquent status for more than one (1) year during which time the member may erase this status by making payment in full for of all past and current dues, fees, or amounts owed to Casa Grande Detachment #901, the Arizona Department, or National Headquarters;

(2) Any member remaining in delinquent status more than one year (or such other lesser time as may be determined by the Officer Board), such member shall be dropped from all membership rolls. Any member dropped from the rolls shall only be restored to membership upon submission of a new standard application form including payment of initiation fees, current dues, and any amounts owed to the Detachment or other Detachment, National or Department, as prescribed by the Detachment and National Bylaws Article 6, Section 600 and Administrative Procedures, Chapter 7, Section 700;

(3) No delinquent member shall be transferred to another Detachment.

e. Right. No member shall be deprived of any right or privilege in the Marine Corps League Detachment #901 except for nonpayment of dues or other indebtedness unless the member shall first be charged under National Bylaws and Administrative Procedures, tried, and then found guilty.

f. Appeal. The right of appeal under the Provisions of the National Bylaws and Administrative Procedures shall not be denied.

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ARTICLE IV  
OFFICERS & ELECTIONS

Section 400. Composition. The Detachment Board of Trustees shall be as following:

a. Commandant, (b) Senior Vice-Commandant, (c) Junior Vice-Commandant, and (d) Judge Advocate, and the immediate past commandant (Junior Past Commandant).

(1) Commandant. Direction and planning; administration of meetings, liaison, contacts, and community relations; swearing-in and installations.

(2) Senior Vice-Commandant. Assistance to Commandant; finance and budgets. audit, fund raising.

(3) Junior Vice-Commandant. Membership recruiting and retention; meeting and event planning; coordinating and assisting on parades and ceremonies.

(4) Judge Advocate. Interpretation of Bylaws and Administrative Procedures, counsel, liaison with National and Department on policy: adjudication of infractions and grievances within Detachment, Department, and National.

(5) Junior Past Commandant. Officer assistance and training; event planning assistance; counsel regarding questions of tradition and history.

Section: 401. Detachment Elected Officer Staff

a. The Officer Staff shall consist of the elected and appointed Officers for that year and such other officers as it deems necessary to administer, assist, and implement the Detachment's business. The Officer Staff should attend Officer meetings.

(1) Adjutant. Meeting/Decision minutes and records; member personnel records, correspondence, and inquiry response.

(2) Paymaster. Accounting and bookkeeping; membership transmittals: comptroller of Detachment funds; quarterly financial reports; assistance to Senior Vice-Commandant on finance and budget; taxes and licenses.

(3) Chaplain. Invocations; memorial services; membership assistance for death, illness, or Marine Assistance during times of distress.

(4) Sergeant-at-Arms. Order of meetings, meeting location and preparation.

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(5) Quartermaster. Takes payment and orders uniform items for members. Keeps records of stock items the detachment pre-orders. Is authorized to be an account card holder and check signer.

(6) Web Sergeant. Creates, updates, and maintains the detachment websites and Social Media Accounts.

(7) Marine 4 Life Coordinator. Works with State and local M4LC's to help Marines and family of Marines in time of need. Keeps an open line of communication with veteran support organizations.

(8) Public Information Officer. Develops community outreach between the Detachment, the public, local business, and the city itself to maintain good relations. Keeps records via photography, videography, blogs, or editorials on all matters pertaining to the Detachment and significant event especially those events that highlight the Marine Corps League in a positive way such as participation in parades, memorials, Toys 4 Tots, veteran support, and community relations.

Section 402. Elections. Detachment shall:

a. Election Timeline: In the month of December of each year, the announcement for Officer nominations shall be made for members to consider. In the month of January, the 1<sup>st</sup> round of nominations for Officer positions will be made. No member which has accepted a nomination shall oversee the elections. In the month of February, the 2<sup>nd</sup> round of nominations shall be made. In the month of March, the 3<sup>rd</sup> and final round of nominations shall be made, votes will be casted, counted and closed by and from present members at the meeting (if you do not attend the meeting, you cannot vote). The new Officers will be officially installed no later than the April Regular monthly meeting.

(1) Detachment Officers for the Casa Grande Detachment shall be: Commandant, a Senior Vice Commandant, a Junior Vice commandant, a Judge Advocate.

(2) Upon elections closing but prior to the installation of officers, the incoming Commandant shall appoint the following: Adjutant, and Paymaster, a Sergeant at Arms, a Quartermaster, a Chaplain, a Web Sergeant, Public Information Officer, Marine 4 Life Coordinator, or other position the Commandant deems necessary to assist the Detachment in orders of business.

(a) Commandant may choose to only appoint certain positions.

(b) Term Limits. Each elected officer shall be elected for a term of one year and may be reelected for two additional terms. Appointed officers shall serve a term that expires when the next election occurs and may be appointed to additional terms.

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Section 403. Vacancies

a. Detachment Elected Officers

(1) Order of Succession. The order of succession to the office of the Detachment Commandant shall be first, Detachment Senior Vice Commandant and second, Detachment Junior Vice Commandant.

(2) Detachment Commandant. Should the Commandant's position become vacant, the Senior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If not agreeable, the Junior Vice Commandant, if agreeable, will serve as the new Commandant for the remainder of the term. If neither one is agreeable, the Department Commandant will be responsible for finding a replacement Detachment Commandant with assistance from the rest of the Detachment Staff. If either the Senior Vice Commandant or Junior Vice Commandant serve as the replacement Commandant, they will be responsible for finding a replacement for their previous position with assistance and approval of the Board of Trustees (B.O.T).

(3) Detachment Senior Vice Commandant. Should the Senior Vice Commandant position become vacant, the Junior Vice Commandant, if agreeable, will serve as the new Senior Vice Commandant for the remainder of the term. If not agreeable, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(4) Detachment Junior Vice Commandant or Judge Advocate. Should the Junior Vice Commandant or Judge Advocate position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(5) Other Appointed Detachment Officer. Should any other elected or appointed position become vacant, the Commandant will be responsible for finding and appointing a replacement for the vacancy, with assistance and approval of the Board of Trustees (B.O.T).

(6) Causes for Vacancy. In addition to death, resignation, or incapacity, a vacancy can occur through: (1) failure to attend two consecutive, officially called meetings of the Detachment Officer Board or (2) removal from office by disciplinary action in accordance with the National Administrative Procedure.

(7) Installation and Report of Installation Submission. Upon appointing a

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member to any new position on the Detachment staff, the Department Commandant, Detachment Commandant, or any Past Commandant, in the case of a newly appointed Commandant, will swear in the officer to the new position and submit the revised "Report of Installation" form as specified in the National Administrative Procedures.

(b) Detachment Staff Officers. A vacancy in an appointed office, a committee chairman, or a committee member shall be filled as soon as practical by the Detachment Commandant. All such appointments shall be approved by the Detachment Board of Trustees.

ARTICLE V  
ELECTION OF OFFICERS

Section 500. Date for Nominations. Nomination of proposed officers shall be open from the December regular meeting and shall close at the end of the March regular business meeting. Any nominee must agree to accept nomination prior to his or her name being placed on the ballot and replaced with the following nomination of proposed officers shall be open from the December regular meeting and shall close at the end of the March regular business meeting. Any nominee must agree to accept nomination prior to his or her name being placed on the ballot.

Section 501. Withdrawal of Nomination. Election of officers shall be held at the March general meeting. In the event circumstances require a nominee to withdraw from consideration after nominations are closed and if that withdrawal leaves no nominee for office, nominations shall be accepted from the floor at the November meeting and then immediately voted upon.

Section 502. Election. Election of officers shall be by simple majority of regular members in good standing present at such meeting.

Section 503. Installation. Elected and appointed officers shall be installed no later than the April General Meeting depending on the activity schedule of the Detachment. A Department Officer shall be invited to conduct the installation, and if unable to attend, the installation shall be performed by the outgoing Detachment Commandant, the Junior Past Commandant, or any Past Detachment Commandant.

ARTICLE VI  
RESIGNATION, DEATH, OR IMPEACHMENT OF OFFICERS

Section 600. Resignation, Replacement, Appointments

a. In the event of resignation or death of an elected or appointed officer during his or her term, the following procedure will be followed:

b. Resignation Approval



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(1) If an officer tender's resignation from office, the resignation will be approved, or denied, by the Commandant and remaining elected officers. If denied, a meeting will be held with the elected officers and the resigning officer. After such meeting, the tendered resignation will be approved unless the tender is withdrawn.

b. Prospective Candidate Replacement

(1) The Commandant and Officer Board shall interview any prospective candidate to determine his or her qualifications and commitment to the vacant position. The prospective candidate must be approved by at least a minimum of three (3) officers to refer the candidate to the membership for a vote. The candidate must be approved by a simple majority of the Regular Members in good standing present and voting at the next regular meeting. The candidate, if elected, shall hold office for the balance of the unexpired term.

c. Replacement of Appointed Officers

The Commandant and elected officers may appoint any qualified member for open positions vacated through resignation or death. Such appointee shall serve the unexpired term of office.

Section 601. Impeachment: Removal: Appointment

a. In the event an elected officer is found incompetent, unfit for office, or unable to fulfill the oath of membership required by National, Department and/or Detachment #901 Bylaws, the following steps shall be followed. The rights of such officer shall not be abridged pursuant to National and Department Bylaws.

(1) Impeachment (Removal of Officer)

a. The remaining elected officers will meet with the officer to discuss the situation and, if the situation warrants, to request such officer's resignation based upon unanimous vote of the Officer Board.

(2) Appointments

a. Appointed officers serve at the pleasure of the Officer Board and may be removed from office by a unanimous vote of the Officer Board.

ARTICLE VII  
COMMITTEES AND PROJECTS

Section 700. Establishment. The Board of Trustees may create standing or ad hoc committees and appointment Project Leaders to execute approved project activities of the Detachment.

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Project Leaders shall serve at the pleasure of the Board of Trustees and may authorize, change, or discontinue any activity or committee as it deems necessary in the best interests of the Detachment. Committees and Activities. (The following are suggested but are not limited to)

a. Newsletter Editor. Responsible for publishing, mailing, and distributing the monthly Detachment Newsletter, may write or solicit articles from membership and/or outside sources.

b. Color Guard Commander. Responsible for training, appearance, and performance of color/honor guards at parades and ceremonies, and other meetings and events.

c. Public Relations and Information. Responsible for disseminating Detachment information to the public, the press, and to Marine Corps League publications and serves as the major public contact for information on Detachment programs and activities.

d. Toys-for-Tots. Responsible for planning and coordinating the annual collection and distribution of toys and donations. Schedules members and other dignitaries for effective collection strategies.

e. Marine Corps Birthday. Responsible for planning, coordinating, and scheduling all activities for the Detachment Annual Marine Corps Birthday.

f. Youth Programs. Identifies relevant programs for support by Detachment, which include but are not limited to JROTC, Young Marines, Devil Pups.

g. Veteran Services and Activities. Responsible for providing information to and supporting veteran activities that include, but are not limited to, Veterans Administration Volunteer Services (VAVS), donations to veterans, and POW/MIA issues.

h. Other Programs. Developing and coordinating other Detachment projects, community service, or Marine Corps support projects as required.

i. Standing Bylaw Committee. The standing Bylaw Committee is charged with the duty to continuously monitor and recommend revisions or amendments to the Provisional Bylaws to the Officer Board and membership. The Judge Advocate shall sit as permanent committee chair. The Commandant, Vice-commandant, Jr. Vice Commandant, and Past Commandant shall sit as members "ex officio." Any Regular Member, in good standing, may declare to the Chair his/her desire to be a member of the Standing Committee. Upon the Chair's certification of the above applicant's request, the prospective member shall be admitted to membership in the Standing Bylaw committee. Any member may forward any comment or proposed Bylaw revision to the Committee for consideration at any time.

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ARTICLE VIII  
FISCAL AND FINANCIAL

Section 800. Budget Authorization, Disbursements and Reporting. Authorization levels for the expenditure of unbudgeted amounts, in excess of those approved by the general membership, or amounts for emergency or necessary purposes in the conduct of the business of the Detachment, may be proposed by the Officer Board for consideration at any general or special meeting if called for that purpose. The limits established in (a) and (b) below may not be exceeded unless amended by majority vote of the members in a general or special election. The Paymaster shall report to the membership at the next general membership of authorizations for unbudgeted amounts by the Commandant or Officer Board. The Paymaster is responsible for disbursing funds within budget limits and reporting budget status to the Officer Board and the Detachment membership.

a. Budgeted Expense by Commandant. The Commandant may approve the expenditure of up to One Hundred and Fifty (\$150.00) dollars for a non-budgeted expense in his good judgement.

b. Voting. A three (3) vote majority of the Officer Board may approve the expenditure of up to Two Hundred and Fifty (\$250.00) dollars for a non-budgeted expense in their good judgement.

c. Available Funds. Expenditures, regardless of budget or authorization, are subject to funds availability within the Detachment's cash, checking, and other income accounts. No funds from restricted accounts shall be utilized for any other purpose.

d. Disbursement to members. No disbursements shall be made without express, prior written approval to any member of a 3-vote majority of the Officer Board.

Section 801. Accounts

a. Primary Accounts. The Paymaster shall establish a minimum of two (2) primary accounts (by physical or by accounting method) for the conduct of Detachment and Marine Corps League business. Each account shall be segregated based on the source and use of funds. It is imperative that the accounting and use of funds by the Commandant, Paymaster, and Senior Vice-Commandant leave no question as to the prudence and care of the credibility of the Detachment and the Marine Corps League.

b. Operations Account. This account shall be used for the day-to-day operation of the Detachment including, but not limited to expenditures for postage, printing and copying, supplies, repairs, flags and ceremonial equipment pre-approved (by the Detachment budget, Commandant, Officer Board, or Detachment membership), and reimbursement to members or

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other personnel. This account may be used for distribution of funds transferred from other accounts.

c. Programs Account. This account will be used for program and support activities approved by the membership. Account sources include, but are not limited to, donations and program specific fund-raising activities. An amount for administrative purposes may be transferred to the Reserve Account as provided in (2)(a) below. These funds shall be used for charitable programs including, but not be limited to, Toys for Tots, youth programs, and veterans and V.A.V.S functions, and assistance and support to Marines and Detachment members in distress. Donors shall be encouraged to donate to the programs "as a whole" rather than specific programs. However, if specific donations are made, such funds shall be restricted to the designated purpose.

d. Other Accounts. Accounts may be established by the elected Officer's and Board of Trustees as required for the conduct of Detachment's business. These accounts will be for a specific purpose including, but not limited to, building and maintenance, acquisition of specific equipment and furnishing, and cash sales inventory.

e. Required Signatures. Two (2) signatures are required on all checks and financial documents. The following three (3) Detachment officers shall be authorized to sign checks and financial documents: The Commandant, the Paymaster, and the Senior Vice-Commandant. As the Commandant deems necessary, he/she may add up to two (2) additional elected or appointed officers with signing authority. In every instance, however, a check or financial document must be signed by the Paymaster and/or Commandant.

f. Indebtedness: Power to Negotiate. Detachment indebtedness shall only be authorized after a majority vote, at a general meeting, after notification by newsletter or special letter announcing the proposed indebtedness. The Officer Board shall have sole power to negotiate for the Detachment.

g. Senior Vice-Commandant Responsibility. The Senior Vice-Commandant shall have the responsibility of reviewing all Detachment accounts, books, and transactions at least twice per fiscal year and shall make a report of his findings to the Board of Trustees and membership.

Section 802. Employment Identification Number [EIN] and Incorporation

a. EIN. Each subsidiary organization group in addition to its incorporation, shall obtain and maintain its own EIN under the MCL's Group Exemption Code "0955" under IRS Code 501c(4). The exception is that the Marine Corps League Foundation must maintain its EIN as a 501c(3).

b. Incorporation. Any of the foregoing which engage in services or business in their respective state or commonwealth either for profit or non-profit, or which use the name of the

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MCL, will be incorporated within one year from the charter date unless their state or commonwealth requires incorporation to be completed within a shorter time period.

ARTICLE IX  
AMENDMENT

Section 900. Amendment. 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 901. Conflict of Bylaws. Any issue which may arise but is not covered by these Bylaws, the Officer Board shall research the issue to determine whether National or Department Bylaws control. In the event such bylaws are silent on the issue, the Officer Board, with advice and counsel of the Judge Advocate, shall decide the issue and report the decision at the next general meeting. In any conflict of bylaws, National, Department, and Detachment bylaws shall control in this order.

SECTION 902. EFFECTIVE DATE. Each revision, amendment, or repeal of a provision of the Casa Grande Detachment #901, 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 903. DETACHMENT BYLAWS AND ADMINISTRATIVE PROCEDURES DISTRIBUTION

a. 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 Casa Grande Detachment #901, Marine Corps League, including all changes thereto. Additional copies of the Casa Grande Detachment #901, Marine Corps League Bylaws and Administrative Procedures will be distributed as deemed necessary.

SECTION 904. BLANKET BOND. 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 905. Clerical Errors. The Detachment Commandant shall have the authority to identify, and with the advice and consent of the Detachment Bylaws and Administrative Procedures Committee, correct clerical errors in the Detachment Bylaws and the Detachment Administrative Procedures where the error is clearly evident, and the correction shall make no material change to the intent, form, or function of the bylaws or the administrative procedure in question.

Section 906. Detachment Administrative Procedures

a. Changes to the Detachment Administrative Procedures will be approved by the membership by majority vote at a Detachment General Meeting. Recommendations for changes to the Detachment Administrative Procedures will be covered in that document.

b. Changes to the Detachment Administrative Procedures may also be approved by the Detachment Board of Trustees by majority vote when it is necessary for the operational needs of the Marine Corps League. These changes to the Administrative Procedures will be sent immediately to the Department of Arizona Judge Advocate to review. Amendments can be proposed to the changes made by the Board of Trustees to the Administrative Procedures.

ARTICLE X  
Dissolution

Section 1000. Dissolution. Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(4) of the Internal Revenue Code, or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.



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CASA GRANDE DETACHMENT #901 ADMINISTRATIVE PROCEDURES

CHAPTER ONE  
GENERAL

SECTION 100. NAME AND PURPOSE: The name of the body corporate is the Casa Grande Detachment #901 Marine Corps League. It is a subsidiary organization of the National and Department of Arizona, 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.

SECTION 101. LOCATION. The principal location shall be the VFW POST 1677 located in Casa Grande, AZ. Address is 111 E. 2<sup>nd</sup> Street, Casa Grande, AZ 85122

SECTION 102. CORPORATE SEAL. (NEED TO DESIGN DETACHMENT SEAL)

Section 103. Policy

- a. The supreme power of the Marine Corps League shall be vested always in its membership functioning through Delegates at all National Conventions; executive and administrative powers only will be delegated to its Board of Trustees or to individual members of the Marine Corps League.
- b. The Marine Corps League shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be based 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 the basis for special consideration or preferment.
- c. Nothing in the preceding subsection 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.

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CASA GRANDE DETACHMENT #901 ADMINISTRATIVE PROCEDURES

CHAPTER TWO  
MEETINGS

Section 200. General Meeting. The Detachment shall have no less than one (1) general meeting per month, on a week and day of the month to be determined by the Officer Board, in agreement with a majority of the members. In the event the chosen meeting day is changed, written notice of the change shall be sent by first class mail or email to all current members in good standing.

Section 201. Call for meetings. Other regular or special meetings may be held at any time upon the call of the Commandant or Officer Board.

Section 202. Officer Meetings. A meeting of the officers (both elected and appointed), should take place at a mutually acceptable time on a monthly basis, but in no case less than six (6) meetings per year to plan and administer the business of the Detachment. Officer meetings will not take place without making every effort to advise all the Officers without purposeful exclusion unless it has the express permission of the Detachment Commandant.

Section 203. Quorum. A quorum for regular or special meetings shall consist of those members present in good standing. A quorum for officers meeting shall consist of a minimum of three (3) elected officers. Proxies shall not be allowed. However, electronic device attendance is permitted but member not physically present have no vote.

SECTION 204. RESPECT. 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 Casa Grande Detachment #901, 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

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CASA GRANDE DETACHMENT #901 ADMINISTRATIVE PROCEDURES

CHAPTER THREE  
DETACHMENT COMMITTEES AND STAFF

SECTION 300. STANDING COMMITTEES DUTIES: The Detachment Standing Committees and their duties are as follows:

SECTION 301. MARINE OF THE YEAR COMMITTEE

a. The Detachment Commandant will appoint a committee and selection of a candidate from the membership will be made in September of each year. The committee will consist of at least three former Detachment Marines of the Year.

b. 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.

c. Nominees must be a REGULAR member in good standing of the Casa Grande Detachment #901, Marine Corps League. Only one recipient will be named " Casa Grande Detachment #901 Marine of the Year". There will be no dual recipients. No past Casa Grande Detachment #901 Detachment Marine of the Year will be considered. This honor is to be a once in a lifetime award.

d. Submission of the nominations:

(1) Can only be made by the Detachment of which the nominee is a member.

(2) 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).

e. All nominations must be mailed, hand-delivered or e-mailed to the Adjutant and be postmarked no later than September 15. Envelope should read: "Attn: MOY" on lower left-hand corner.

f. Adjutant will turn over all nominations unopened to the panel of judges.

g. Casa Grande Detachment #901 Marine Corps League Marine of the Year will be announced at the Marine Corps Birthday Ball. The current (or most Junior past in attendance) Detachment Marine of the Year will make the announcement (introduction if recipient is

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present) and present the new Detachment Marine of the Year with a plaque and a badge identifying him/her as a Casa Grande Detachment #901 Detachment Marine of the Year.

h. No additional gifts (other than the traditional MOY plaque and badge) will be given to the Detachment Marine of the Year by the Casa Grande Detachment #901, Marine Corps League.

SECTION 302. ASSOCIATE MEMBER OF THE YEAR COMMITTEE

a. The Detachment Commandant will appoint a committee and selection of a candidate from the membership will be made in September of each year. The committee will consist of at least three former Detachment Associate Members of the Year.

b. 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

c. Nominee must be an Associate member in good standing of the Casa Grande Detachment #901 Marine Corps League. Only one recipient will be named "Casa Grande Detachment #901 Associate of the Year". There will be no dual recipients. No past Casa Grande Detachment #901 Associate of the Year will be considered. This honor is to be a once in a lifetime award.

d. Submission of the nominations:

(1) 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.

(2) 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).

(3) All nominations must be mailed, hand-delivered/e-mailed to the Adjutant and be postmarked no later than September 15. Envelope should read: "Attn: AMOY" on lower left-hand corner.

e. Adjutant will turn over all nominations unopened to the panel of judges.

f. Casa Grande Detachment #901 Marine Corps League Associate of the Year will be announced at the Marine Corps Birthday Ball. 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 Casa Grande Detachment #901 Detachment Associate of the Year.

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g. No additional gifts (other than the traditional AMOY plaque and badge) will be given to the Detachment Associate of the Year by the Casa Grande Detachment #901, Marine Corps League

**SECTION 303. BUDGET AND FINANCE**

a. The Detachment Commandant with the approval of the Detachment Board of Directors will appoint a Budget Committee Chairperson.

b. 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.

c. 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.

d. The Detachment Paymaster will be present at the Budget Committee meetings.

**Section 304. Detachment Commandant or representative attendance at Department of Arizona Conference and Conventions.**

a. Providing that the required funds are currently available, Casa Grande Detachment #901, will pay the following expenses for, or reimburse with receipts, the Commandant 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).

b. If the Casa Grande Detachment #901 Commandant is unable to attend said Department of Arizona Conferences or Convention, he/she may appoint, in writing, appoint a Regular Member in his/her stead to represent the interests and votes of Casa Grande Detachment #901 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 Casa Grande Detachment #901.

c. 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.

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SECTION 305. AMERICANISM COMMITTEE. The Americanism Committee shall have the duty of formulating, implementing, and executing an Americanism program to effectuate the purposes of the Marine Corps League.

SECTION 306. AWARDS AND CITATIONS COMMITTEE

a. Shall have the duty of Committee to recommended to the Detachment Commandant, awards, and citations for use by the Casa Grande Detachment #901, 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.

(1) Individual awards will be the financial responsibility of the Detachment.

(2) Streamers for Flags will be ordered and paid for by the Detachment or Subsidiary Unit.

(3) 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.

b. At the end of the Casa Grande Detachment #901 Detachment meeting, the Sergeant-at-Arms will take possession of any streamers presented and secure them as outlined in number three above.

Section 307. BYLAWS AND RESOLUTIONS COMMITTEES. Bylaws Committee shall: Receive and consider all proposed changes to the Detachment.

a. 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.

b. 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.

SECTION 308. ADVISORY STAFF AND COUNCILS' DUTIES

The advisory Staff and Councils duties are as follows:



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PAST DETACHMENT COMMANDANT

a. 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.

b. 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.

c. As called upon, execute in-depth study tasks as assigned by the Detachment Commandant or the Detachment Board of Directors.

d. 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:

a. 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.

b. 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.

c. Receive recommendations from members willing to serve in the VAVS Program, and, as appropriate request VAVS certifications for required representatives and deputies.

d. Receive and compile comprehensive VAVS Program Activity Reports and submit same to the Department of Arizona Marine Corps League VAVS Chairperson.

e. Attend annual VAVS Meetings conducted by the Veterans Administration for the representatives and deputies of participating organizations.

SECTION 309. APPOINTED OFFICERS, CHAIRPERSONS AND COMMITTEE MEMBERS TERMS

a. All appointed officers: Committee Chairmen and Committee Members shall serve at the pleasure of the Detachment Commandant and the Board of Directors. All the above shall surrender all monies, records and properties of the Casa Grande Detachment #901, Marine Corps League in their charge to their successors.

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SECTION 310. ACCOMMODATIONS. "Accommodations" for Dignitaries and where financial responsibility lies: The Casa Grande Detachment #901 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.

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CHAPTER FOUR

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CHAPTER SIX  
NEW DETACHMENTS

1. Casa Grande Detachment #901 shall be governed by its elected Officers, Board of Directors, subordinate to the Charter, National, Department of Arizona Bylaws and Administrative Procedures.

SECTION 600. DUES. The Casa Grande Detachment #901 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) in accordance with National Marine Corps League, 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 601. INSTALLATION OF DETACHMENT OFFICERS

a. The Casa Grande Detachment #901 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 Casa Grande Detachment #901 Marine Corps League will:

b. 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.

c. Ensure that the installation of Detachment officers is conducted no later than the last day of the month after the election (or affirmation).

d. 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.

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SECTION 602. INCORPORATION. The Casa Grande Detachment #901 Marine Corps League must familiarize itself with Article Seven (7) of National Bylaws and comply with the guidance contained therein. Where appropriate, the Casa Grande Detachment #901 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. Casa Grande Detachment #901 shall reflect guidance relative to State incorporation requirements in locally established rules and procedures.



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CHAPTER SEVEN  
INITIATION

SECTION 700. INITIATION. All applicants acceptable for Membership in the Marine Corps League, as defined by the Casa Grande Detachment #901, 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 701. MEMBERSHIP TRANSFER. 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).

SECTION 702. DEATH OF A MEMBER. 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.

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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.

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CHAPTER EIGHT  
SUBSIDIARIES AND SUBORDINATES

SECTION 800. REPORTS. 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 801. MARINE CORPS LEAGUE AUXILIARY. If the Casa Grande Detachment #901, Marine Corps League recognizes or adopts an Auxiliary the Auxiliary shall ever be subject to the control and supervision of the Casa Grande Detachment #901, Marine Corps League. The Auxiliary will also be subject to the National Headquarters Marine Corps League Bylaws, Article Seven (7).

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CHAPTER NINE  
GRIEVANCE AND DISCIPLINE

SECTION 900. PROCEDURES

a. In the event a disagreement arises between members of the Casa Grande Detachment #901, 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.

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CHAPTER TEN  
MISCELLANEOUS

SECTION 1000. FUNDRAISING. The National Marine Corps League, Inc., its Detachments and subsidiary and subordinate units may enter fund raising activities:

- a. Provided all funds raised shall be for the sole profit of such organization less such expenses incurred.
- b. Provided such Marine Corps League organization shall receive and disburse all funds.
- c. Provided such fund raising does not violate any Federal, State, County or Municipal law or ordinance or reflect discredit upon the Marine Corps League.
- d. Nothing in this section shall prevent a National, Department or Detachment Convention Committee, from selling ads or soliciting funds for any Convention Book.

SECTION 1001. FUND RAISING IF MORE THAN ONE (1) DETACHMENT IN CITY. 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.

SECTION 1002. LIMITATIONS OF FUNDRAISING BY DEPARTMENT OR AUXILIARY. 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.

SECTION 1003. LIMITATIONS OF FUNDRAISING BY NATIONAL. 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.

SECTION 1004. SOLICITATION. 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.

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SECTION 1005. FUNDRAISING. The Casa Grande Detachment #901 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.

a. No individual (s) or representative (s) from organizations other than the Casa Grande Detachment #901 shall conduct any fundraising project prior to, during or after the Detachment general meeting without direct permission of the Detachment Commandant.

SECTION 1006. SUBMITTING AND PROCESSING RESOLUTIONS. 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 Casa Grande Detachment #901, 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 Casa Grande Detachment #901 Marine Corps League shall be drawn on such form as will identify it as being adopted by the Casa Grande Detachment #901 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 Casa Grande Detachment #901, Marine Corps League in good standing that desire to take advantage of such inspection.

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SECTION 1007. AMENDMENTS. 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 1008. EFFECTIVE DATE. Each amendment, revision, or appeal of a provision of the Casa Grande Detachment #901, Marine Corps League Administrative Procedures that are approved by the Detachment members which does not provide for an effective date, shall become effective upon the close of the Detachment meeting at which it is approved.

SECTION 1009. DISTRIBUTION. The Administrative Procedures shall be distributed in the same manner as the Bylaws, as set forth in Article Eight (10) of the Casa Grande Detachment #901, Marine Corps League Bylaws.



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CASA GRANDE DETACHMENT #901 ADMINISTRATIVE PROCEDURES

CHAPTER ELEVEN  
DETACHMENT BOARD OF DIRECTORS AND DEPARTMENT STAFF MEETINGS

SECTION 1100. BOARD OF DIRECTORS MEETINGS. The Board of Directors shall convene once each month as specified in the Casa Grande Detachment #901 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

a. The Casa Grande Detachment #901, Marine Corps League may bid for a Department Staff Meeting in the manner prescribed in the Department and National Administrative Procedures.

b. A letter will accompany the bid signed by the Commandant of the Casa Grande Detachment #901, Marine Corps League.

c. The bid should contain in general terms the following information:

(1) Hotel/motel accommodations available with projected cost of accommodations, meeting room(s),

(2) Activities in the area

(3) Dining facilities in area

d. A formal announcement of the Department Staff Meeting will appear in the Detachment Newsletter.

e. During the Department Staff Meetings the Casa Grande Detachment #901 Marine Corps League will provide a Motel/Hotel accommodation for the Department Commandant.

f. An attempt will be made to secure this accommodation free of charge as part of the Meeting Package.

g. In the event the accommodation cannot be secured free of charge, the charge will be paid by the Casa Grande Detachment #901, Marine Corps League, with the approval of the Detachment Board of Directors.

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Section 1102. Authorization

a. Name and/or Emblem (1) Pursuant to Title 36 U.S. Code Section 117, Chapter 1401, The Marine Corps League has the exclusive right to the use of its name and the sole exclusive right to the use of the emblem and badges adopted by the corporation. It is a federal offense to use the name or emblems of a federally chartered veteran's organization. (See Title 18, U.S. Code Section 705). No Detachment, Department, Division, subsidiary or other unit of the Marine Corps League and no officer or member has authority to grant the right to manufacture, reproduce or deal in items bearing the name, including the acronym MCL, and/or emblem of the Marine Corps League or any colorable imitation thereof.

b. The only authority to use the name and/or emblem of the Marine Corps League would be the express written permission of the National Commandant, the National Board of Trustees or the National Chief Operating Officer of the Marine Corps League or their authorized representative. Permission must be obtained by submitting a request, in writing, to the National Chief Operating Officer. A log will be maintained at National Headquarters showing each request (must be attached), date requested, name of individual or company requesting, intended purpose, date authorized, date of expiration of authorization and name of individual authorizing such use. Individual Marine Corps League members, Detachments, Departments and Divisions are authorized to use the emblem for personal use without requesting permission. Commercial use must be approved as outlined above.

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CHAPTER TWEELEVE  
UNIFORMS

SECTION 1200. UNIFORMS

1. The Casa Grande Detachment #901 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 highly 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.

SECTION 1201. MEDALS, RIBBONS AND AWARDS

a. The Casa Grande Detachment #901 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. Casa Grande Detachment #901 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.

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c. Casa Grande Detachment #901 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 Casa Grande Detachment #901 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. Casa Grande Detachment #901 will not maintain/keep copies of individual Marines or Associate Members DD 214/DD 215.

Section 1202. Ownership

a. Ownership of uniforms are not required as a condition of Detachment membership. Members are encouraged to obtain uniforms approved by the Detachment and Marine Corps League and keep them in good repair. Detachment uniform regulations shall conform to the policies of the National uniform Committee as approved by National and Department policies. Cost of uniforms are at member's expense.

SECTION 1203. Color/Honor Guard

a. The Officer Board and Color Guard Commander shall determine and notify members of the uniforms to be worn for specific occasions. It is expected that the Commandant or his designee assure proper appearance of members while in uniforms, particularly at public functions, ceremonies. or parades. Participation in the Color/Honor Guard or other ceremonial functions requires the proper uniform to be worn. The Color/Honor Guard Commander and the Officer Board (or an ad hoc committee) shall provide members with specific policies on the wearing of uniforms. In the absence thereof, the National policies shall prevail.

SECTION 1204. Detachment Specific Uniform

a. The Detachment may design an informal uniform for work details that may include, but is not limited to, Detachment specific shirts and caps. Design for such uniforms shall be proposed by the Officer Board, including costs, and shall be approved by a majority vote of the members at a general meeting.

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SECTION 1205. The Marine Corps Uniform

a. Federal law allows the wearing of the Marine Corps uniform on special occasions to include weddings, funerals, patriotic holidays and events, and days of particular interest to Marines. In the event the Marine Corps uniform is an option for one of these occasions, members are advised that the uniform shall be worn properly including regulation haircuts, facial hair, and personal appearance. The Marine Corps uniform should never be dishonored by improper or inappropriate wear.

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