



MARINE CORPS LEAGUE

Office of the National Judge Advocate

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8 July 2025

From: Bruce R. Rakfeldt, National Judge Advocate, Marine Corps League, Inc.

To: Department of Arizona, Marine Corps League, Inc.

Via: Ryan Smith, Judge Advocate, Dept. of Arizona, MCL, Inc.

Subj: 2025 Department of Arizona Bylaws Approved

Ref.: a) 2024 MCL National Bylaws (NBL)

b) 2024 MCL National Administrative Procedures (NAP)

Having inspected the 2025 Bylaws for the Department of Arizona, Marine Corps League, Inc., which were approved at your June 2025 convention, I approve them for distribution and use.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "BRUCE R. RAKFELDT", with a long, sweeping underline.

Bruce R. Rakfeldt,
National Judge Advocate
Marine Corps League

**BYLAWS MARINE CORPS LEAGUE
DEPARTMENT OF ARIZONA**



2025 Edition

Marine Corps League Department of Arizona, Inc.

BYLAWS

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DEPARTMENT OF ARIZONA**

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ARTICLE I

NAME

SECTION 100 - Name. The name of the corporation shall be the Department of Arizona, Marine Corps League, Inc (AZMCL) a recognized IRS Code 501(c)(4) EIN-86-0874358 non-profit corporation, incorporated in the State of Arizona on August 7th, 1987. It is a subordinate organization of the Marine Corps League. The Department of Arizona Marine Corp League Inc Will be referred to as AZMCL for the purpose of this document.

Mission Statement

SECTION 105 – Mission Statement. The mission of the Marine Corps League is to promote the interest and preserve traditions of the United States Marine Corps; strengthen the fraternity of Marines and their families; serve Marines, FMF Navy Personnel who wear or have worn the Eagle, Globe, and Anchor; and foster the ideals of Americanism and patriotic volunteerism.

ARTICLE II

Purpose

Section 200 - Purpose. These Bylaws provide guidance concerning the function and organization of the AZMCL. The primary goal of these Bylaws is to ensure that the AZMCL operates in accordance with the National Marine Corps League's Headquarters structure and to follow all local, state, and national laws. The current Edition of the National Bylaws and Administrative Procedures are what these Department bylaws are based on.

ARTICLE III

Organization

SECTION 300 – Organization. The constituted bodies of this organization shall be the Department Convention, Districts, Detachments, and Subsidiary Organizations.

SECTION 305 – Department Convention. The annual convention shall be known as the Department of Arizona Marine Corp League Convention.

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SECTION 315 – Departments. SEE NATIONAL BYLAWS.

SECTION 320 – Detachments. Subordinate local organizations located anywhere within the boundaries of the State of Arizona.

SECTION 325 – Subsidiary Organizations. Such subsidiary organizations as the AZMCL may create, establish or recognize.

ARTICLE IV

Department Convention

SECTION 400 – Authority. The legislative and policy making power of the AZMCL shall be vested in a Department Convention composed of the properly elected, registered, and approved Delegates in good standing. Only executive and administrative powers will be delegated to its Department Board of Trustees or to individual members of the AZMCL.

SECTION 405 – Committees. The Department Convention administrative committees

- 1) Credentials
- 2) Bylaws and Administrative Procedures
- 3) Resolutions
- 4) Rules
- 5) Others that may be deemed necessary by the Department Board of Trustees or as defined in the Department Administrative Procedures.

SECTION 407 – Committees, Delegates, Alternates and Member Delegates

(a) 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 on the basis of said Detachments membership strength on record at the Department Headquarters as of March 31, immediately preceding the Department Convention.

(c) 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 1700 on Friday night prior to the Convention.

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(d) 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 Ten (10) regular members, one (1) Delegate and one (1) Alternate; for a partial number of Ten (10) 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.

(e) Should a Detachment be in default of payments or funds from any source due the Department Headquarters as of March 31 annually, prior to the Department Convention, such fact shall be reported by the Department Paymaster, to the affected Detachment, and to the Department Credentials Committee and Department Commandant.

(f) 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. A Detachment which, as of March 31 annually immediately prior to the Department Convention, fails to report on standard transmittal form to the Department Paymaster that has fifteen (15) or more members, the Department Paymaster shall report such fact to the Department Convention Credentials Committee which shall not approve Detachment's Delegates or Alternates. Notwithstanding the provisions of: Section 407 (d).

(g) No paid member in good standing and in proper uniform may be deprived of his individual right to vote at a Department Convention. 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 408 - Voting Except as otherwise provided in these Bylaws, fifty (50%) percent plus one (1) vote by the Delegates voting shall carry any measure and decide any issue. Each Delegate complying with Section 407 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. A Roll Call vote may be required and recorded upon the request of any Ten (10) registered and approved Delegates, except as provided in (b) below.

(a) 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.

(b) 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.

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SECTION 409 - RIGHT TO SPEAK. All registered Delegates and invited guests, when recognized by the Chair and not so expressly prohibited by these Bylaws, shall have the right to speak on any subject and all issues brought to the Convention for its consideration. Each registered Department Officer, Past Department Commandant, Detachment Commandant, and a member in good standing may be granted the floor by the Chair.

SECTION 410 - 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 415 - Elections.

The Department Officers to be elected shall be the Department Commandant, Department Senior Vice Commandant, Department Junior Vice Commandant, and Department Judge Advocate.

SECTION 420 - Meetings. The AZMCL shall hold one Convention each year during the month of June or July. Two (2) Conference's, one in the month of September **or** October and one in the month of February **or** March and additional Staff Meetings as may be required during the year. The Department Charter, Holy Bible, National Ensign and Department Colors shall be displayed at all business meetings.

SECTION 425 - Parliamentary Authority. The current edition of *Roberts' Rules of Order Newly Revised* shall govern in all cases to which they are applicable and in which they are not in conflict with the National or Department Bylaws and the National or Department Administrative Procedures and any special rules of order National or the MCL may adopt. In the event of a conflict, the ruling authority is the National Bylaws, then the Department Bylaws, then the National Administrative Procedures, then the Department Administrative Procedures, then *Roberts Rules of Order Newly Revised*.

ARTICLE V

Membership - SEE NATIONAL BYLAWS

ARTICLE VI

Department Board of Trustees

SECTION 600 – Composition. The Board of Trustees shall consist of the elected Department Officers and the Junior Past Commandant. The Junior Past Commandant will serve in an advisory role only and can serve as a tie breaker if required.

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SECTION 605 – Powers. Complying with the provisions of the Congressional Charter, the National Bylaws and National Administrative Procedures, these Department Bylaws and Department Administrative Procedures, the Powers and Authority of the Department Board of Trustees and Department Paymaster (financial issues only) between Conventions shall be:

- (a) To employ/contract and/or terminate employment/contract of such employees/contractors as are necessary and advisable, determine their duties and fix their compensation.
- (b) To suspend or remove from office for cause any Department or Detachment Officer, and to suspend or expel any member for cause in accordance with National Bylaws Section 505 and Chapter 9 of the National Administrative Procedures.
- (c) To exercise such other powers and to do such other things as are compatible with these Bylaws in the best interest of the AZMCL, and to exercise executive power between Conventions.
- (d) To approve all contracts, which shall then be signed by the Department Commandant.
- (e) To adopt administrative procedures to implement in the Department Bylaws and conduct business of the Department.

SECTION 610 – Department Elected Officers. The Department Officers elected by each Department Convention shall be:

- (1) Department Commandant
- (2) Department Senior Vice Commandant
- (3) Department Junior Vice Commandant
- (4) Department Judge Advocate

SECTION 612 – NOMINATIONS 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 they are elected. 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 613 – 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, properly recorded. No person shall hold more than one elected Department Office at the same time. Before voting begins, the Department Commandant shall select two Past Department Commandants, two Past Detachment Commandants or other Department / Division Officers or to act as Judges and Tellers. 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 an 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 are required to elect Department Officers. When a simple majority is not obtained on the first ballot, a second ballot will immediately commence after a caucus (not to exceed five (5) minutes).

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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 615 – Department Elected Officers Term of Office. All officers shall be elected for one (1) year and may succeed in office if re-elected by the Delegates not to exceed two (2) consecutive years.

SECTION 620 – Vacancies. The order of succession to the office of Department Commandant shall be Senior Vice Commandant, Junior Vice Commandant. In the event of other vacancies, the Commandant, with the advice and consent of the executive Board, shall appoint a successor to serve until the next Convention.

SECTION 625 – Duties of Department Board of Trustees Members. In addition to the specific duties of the individual Trustees, as hereinafter stated, it shall be the duty of each Trustee to acquire a working knowledge of the National and Department Bylaws and Administrative Procedures. The specific duties of the Members of the Department Board of Trustees shall be:

(a) The Department Commandant.

(1) Shall be the Chief Executive Officer of the AZMCL and shall preside at all sessions of the Department Convention, all Department Meetings and all Meetings of the Department Board of Trustees. The Department Commandant shall, together with the Department Board of Trustees, have direction and control of the executive and administrative affairs of the AZMCL between Department Conventions. In addition, the Commandant shall:

(2) Observe and enforce the observance of the Congressional Charter, the National Bylaws, the Department Bylaws, National Administrative Procedures and the Department Administrative Procedures.

(3) Direct to all Officers and Members such orders as are not in conflict with the National Department Bylaws and Administrative Procedures and any necessary for the proper conduct of business.

(4) Call such meetings of the Department Board of Trustees as required by these Bylaws and the Department Administrative Procedures, and as deemed necessary.

(5) Seek the advice of the Department Board of Trustees and Staff.

(6) In equal parts with the Department Paymaster, have custody of all funds and property of the AZMCL subject to the supervision of the Department Board of Trustees.

With the advice and majority vote of the Department Board of Trustees hire or contract personnel deemed necessary.

(8) Appoint Department Staff enumerated in Article VII, Section 705.

(9) With the advice and consent of the Department Board of Trustees, appoint such other Standing Committees as are deemed necessary and designate the Committee Chair. However, the Department “Marine of the Year Society” shall be constituted as provided in the Department Administrative Procedures.

(10) In conjunction with the Department Paymaster approve or disapprove all disbursement of Funds

(11) Represent the AZMCL at all social Functions and ceremonies in such a manner as will

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enhance the dignity, honor and prestige of this Organization.

(12) Invite the Guest of Honor/Speaker to the Department Convention and Banquet.

(13) Represent the AZMCL or designate in writing an alternate to represent the AZMCL at the meetings of the Arizona State Veterans Commission.

(14) Within 15 days after receiving the names of all the required Assistants, with the advice and consent of the majority vote of the Department Board of Trustees, approve or disapprove the appointments of those Assistants submitted by the Department Judge Advocate, Department Adjutant, Department Paymaster, and Department Chaplain. In the event an Assistant is disapproved, the Commandant shall immediately instruct the Officer who submitted the original name to re-submit another name within 15 days and the preceding approval process shall begin again until an appointment is made.

(15) The Department Commandant shall be responsible to National Headquarters in ensuring that the Department and all Detachments remain up to date with all counties, state and Federal commissions, regulations, programs and other such offices that have affiliations to the Department of Arizona.

(b) Senior Vice Commandant

(1) Shall assist the Commandant and, during the absence or illness of the Commandant, perform the duties of that Office.

(2) 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.

(3) Shall chair the Awards and Citations Committee and Detachment Commandants Council and perform such other duties as may be assigned by the Commandant.

(c) Jr Vice Commandant

(1) Shall in the absence or illness of the Commandant and Senior Vice Commandant, perform the duties of that Office. The Department Jr Vice Commandant shall vigorously pursue the enrollment of all eligible Marines with the AZMCL. And can chair or appoint the Department Budget Committee.

(2) Administer and supervise Department Fund-Raising activities including obtaining Gaming Licenses as required by the State of Arizona and perform such other duties as may be assigned by the Commandant.

(d) Department Judge Advocate

(1) Shall interpret the Department Bylaws and Administrative Procedures and shall advise, construe, counsel and render opinions on questions of League Law and Procedure to the Commandant and Board of Trustees during conventions and board meetings and further render rulings to Detachments when requested to do so in the manner outlined in Section 625(d) of the National Bylaws, providing copies of such rulings to the Department Adjutant for appropriate distribution.

(2) The Department Judge Advocate shall also review and approve Detachment bylaws and administrative procedures.

(3) 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

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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. 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.

(4) Submit to the Department Commandant, within 15 days after installation, the name of a member in good standing of the Department of Arizona, who will assist in the performance of the above duties and only in the absence or incapacitation of the Judge Advocate actually perform the duties of the Judge Advocate.

(e) **Junior Past Commandant** will serve in an advisory role only and will serve as a tie breaker when required. The Junior Past Commandant will contribute generously and impartially from past experience to the best interest of the AZMCL. If the current Junior Past Commandant cannot or will not serve, then the Department Commandant shall submit the name of another Past Department Commandant to the Board of Trustees for their approval to serve in this capacity.

SECTION 630 – Department Board of Trustees Meetings

(A) The Department Board of Trustees shall meet:

(1) Annually, immediately prior to each Department Convention:

To close out the executive administration of the Department Board of Trustees from that fiscal year.

(2) To identify pending and unaccomplished executive actions, warranting further action by the delegates at the annual convention or by the Department Board of Trustees during the ensuing fiscal year.

(3) Annually, within 15 days, after adjournment of the Department Convention, for the purpose of selecting appointed Department Officers and Standing Committees and for the transaction of such other business as may properly come before it.

(4) Annually, during the months of September or October conduct a fall conference and February or March conduct a spring conference at a location chosen each year by the Department Convention Committee and approved by the Department Board of Trustees.

(5) The Department Commandant may call a Board of Trustees meeting provided that a quorum of the Department Board of Trustees is assured by communication by the Department Adjutant prior to calling for the meeting. These meetings are authorized by email, telephone or teleconferencing or other electronic means of communication.

(6) The Department Board of Trustees may call a meeting to discuss matters of emergency measures considered most important for the conduct of business of the Department of Arizona between Department Conventions, provided at least one half (1/2) of the members of the Department Board of Trustees agree. These meetings are authorized by email, telephone or teleconferencing or electronic means of communication.

(B) Conduct of Business. The conduct of business at all Department Board of Trustees meetings shall be governed by the National and Department Bylaws and Administrative Procedures.

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The rules in the current edition of *Roberts Rule of Order Newly Revised* shall govern the Department Board of Trustees meetings in all cases to which they are applicable and in which they are not in conflict with the Department and National Bylaws and Administrative Procedures and any special rules of order the Department may adopt. In the event of a conflict, the ruling authority is the Department Bylaws, then the Department Administrative Procedures, then the National Bylaws, then the National Administrative Procedures, then *Roberts Rule of Order Newly Revised*.

(C) Recording Minutes. All Department Board of Trustees meetings must be properly recorded.

(1) The minutes at a minimum shall include but not limited to:

- (a) Date, Time, & Location of the meeting.
- (b) Purpose of the meeting.
- (c) Members attending.
- (d) Issues discussed
- (e) Action(s) taken

(2) The minutes of all regularly scheduled and special meetings will be maintained by the Department Adjutant for the filing of “official documents.”

(3) The minutes of the meetings will be available for viewing on the Department Website for a period of one (1) year. A printed copy is available upon request. The exceptions to these minutes are matters that the Board of Trustees deemed unfinished, sensitive, and/or those matters that were discussed in “executive session.”

SECTION 635 – Quorum. A majority of the Department Board of Trustees shall constitute a quorum.

SECTION 640 – Voting. Each Department Board of Trustees member shall have one (1) vote. There shall be NO proxy voting. The Department Judge Advocate shall abstain from voting on all matters wherein he/she has rendered an official opinion.

ARTICLE VII

Department Staff Officers

SECTION 700 – Composition of Department Staff. The Department Staff Officers shall be comprised of the Department Board of Trustees, Appointed Department Officers, Committee Chairpersons, Liaison Officers, and Past Department Commandants.

SECTION 705 – Department Staff Officers. Department Staff Officers shall acquire a working knowledge of the Department Bylaws and Administrative Procedures and shall act as assistants to the Department Board of Trustees. They shall perform the duties delineated in the Department Administrative Procedures and their letter of appointment. Each Committee Chairperson will maintain the current Standard Operating Procedures (SOP) for their respective assignments.

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(A) Appointed Officers:

- 1) Public Affairs
- 2) Paymaster
- 3) Chaplain
- 4) Adjutant
- 5) Sergeant-at-Arms
- 6) Quartermaster
- 7) Chief of Staff
- 8) Legislative
- 9) Historian
- 10) Aide de Camp

(B) Liaisons:

- 1) AZMCL Auxiliary
- 2) Marine for Life
- 3) VAVS (Dept of Veteran Services)
- 4) Women Marines Association
- 5) Youth Liaison

(C) Committee Chairpersons:

- 1) Voluntary Service (see SOP)
- 2) Audit (see SOP)
- 3) Scholarship (see SOP)
- 4) Convention (see SOP)
- 5) Marines assisting Marines (see SOP)
- 6) MODD Charities (see SOP)
- 7) Budget (see SOP)

SECTION 710 – Department Staff Powers. The power and authority of the Department Staff shall be the same as that of the Department Board of Trustees, except that Department Staff Officers and Past Department Commandants shall have no vote and shall not be considered in determining a quorum for Department Board of Trustees Meetings. Department officers have a reimbursed expense on the current Approved Department budget. To receive these funds officers must submit receipts.

SECTION 715 – Contracting Authority. No Department officer, employee, contractor, committee chairman, or member of the AZMCL shall enter into or sign any contract or agreement. Such a contract or agreement shall be forwarded to the Department Judge Advocate for review. After the review, the Department Judge Advocate will then forward the contract or agreement to the Department Board of Trustees with the Judge Advocate's official opinion. The Department Board of Trustees thereafter, by a majority vote, may accept or reject, as a whole or in part, the contract or agreement submitted to it. All contracts or agreements consummated in the name of the AZMCL shall require the signature of the Department Commandant.

SECTION 720 – Vacancies. A vacancy in an appointed office, committee chairperson or a committee member shall be filled as soon as practical by the Department Commandant. All such appointments shall be approved by the Department Board of Trustees at the next scheduled meeting. If it is deemed necessary to immediately fill the vacancy, the Department Commandant will call for a vote via email, telephone or teleconferencing. The Adjutant will tally and record all of the votes.

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ARTICLE VIII

Departments

SEE NATIONAL BYLAWS

ARTICLE IX

Detachments

SEE NATIONAL BYLAWS

ARTICLE X

Subsidiary and Subordinate Organizations

SECTION 1000 – Authority.

- (a) All subsidiaries and subordinate organizations which function and operate directly or indirectly under the AZMCL are subject to the authority, supervision, direction, control, and discipline of the AZMCL.
- (b) All subsidiary and subordinate organizations which function and operate directly or indirectly under the AZMCL shall:
- (c) Adopt bylaws compatible and consistent with the bylaws and administrative procedures of the AZMCL.
- (d) Incorporation.
- (e) Identify themselves by name with the AZMCL and acknowledge their accountability to the AZMCL and shall incorporate if they have not already done so; or
- (f) If they are not currently identifying themselves by name with the AZMCL and acknowledging their accountability to the AZMCL, they shall immediately amend their incorporation and submit proposed amended incorporation to the Department Judge Advocate for review, consideration, and approval.
- (g) If a subsidiary or subordinate organization which functions and operates directly or indirectly under the AZMCL should have any complaints, grievances and/or charges against a Marine Corps League member or a Detachment, or a department or the Marine Corps League Headquarters, they must follow the appropriate chain of command that will refer it to the AZMCL for adjudication. It must be referred to in writing via certified mail to the Department Judge Advocate for appropriate action.

SECTION 1005 –Employment Identification Number [EIN] and Incorporation

- (a) **EIN.** Each subsidiary or subordinate organization which functions and operates directly or indirectly under the AZMCL in addition to its incorporation, shall obtain and maintain its own EIN under the Marine Corps League’s Group Exemption Code “0955” under IRS Code 501(c) (4), within six months of its charter date. The exception is the Military Order of Devil

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dogs Charities (AZMODD), which must be incorporated in the State of Arizona as 501(c)(3) and maintain its own EIN in accordance with these Bylaws, the Department Administrative Procedures and all requirements of the AZMCL.

(b) **Incorporation.** Any of the foregoing which engage in services or business, either for profit or non-profit, or which uses the name of the Arizona Marine Corp League Inc will be incorporated within one (1) year from their chartering.

ARTICLE XI

Amendments

SECTION 1100 – Department Bylaws Amendments.

(a) The Department Bylaws may be revised, amended or repealed by two thirds (2/3) vote of the properly registered and approved Delegates voting at a Department Convention, provided that the proposed revision, amendment or repeal is submitted to the Department Headquarters marked to the attention of the Department Judge Advocate no later than April 1st prior to the Department Convention at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended. Submission should be sent via U.S. Mail, or by other carriers with return receipt requested. All submission via electronic media must be acknowledged electronically by the department judge advocate. All amendments are subject to the approval of the Department Judge Advocate.

(b) To avoid possible confusion, each submission will address only one Section. However, if they incorporate a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections may be included in the single submission. (c) The Department Adjutant will make available copies of each proposal, without personal comment, To the Department membership, no later than April 30 prior to the Department Convention at which the proposed amendment is to be considered.

SECTION 1105 – 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 1100, which does not provide for an effective date shall become effective upon the close of the Department Convention at which it is approved.

SECTION 1110 – Department Bylaws Distribution.

(a) The current edition of the Department Bylaws along with any published changes shall be posted on the Department website for access and review. Changes approved at the Department Convention each year shall be posted to the website once completed and notice of said posting shall be provided to each Detachment in the next Department communication subsequent to the posting on the Department website. Such a notice shall include instructions on how to access and review the approved changes on the Department website.

(b) Any Detachment of the AZMCL may download copies of the Department Bylaws from the Department website.

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SECTION 1115 – Clerical Errors. The Department Board of Trustees shall have the authority to identify and correct clerical errors in the Department Bylaws and the Department Administrative Procedures where the error is clearly evident, and the correction shall make no material change to the intent, form, or function of the Department Bylaws or the Administrative Procedure in question.

SECTION 1120 – Department Administrative Procedures.

(a) Recommendations and procedures for changes to the Department Administrative Procedures will be covered in that document.

(b) Changes to the Department Administrative Procedures may also be approved by the Department Board of Trustees by majority vote when it is necessary for the operational needs of the AZMCL or directed by Marine Corps League National Headquarters. These changes to the Department Administrative Procedures will be sent immediately to all Detachment Commandants and Judge Advocates.

ARTICLE XII

Dissolution

SECTION 1200 – Dissolution. Should the AZMCL be dissolved, all funds, property and assets shall be given to the Marine Corps League Southwest Division or higher authority within the Marine Corps League as determined by the Department Board of Trustees, provided said choice is tax exempt under the provisions of the Internal Revenue Code.

ARTICLE XIII

Miscellaneous

SECTION 1300 – Blanket Bond. SEE NATIONAL BYLAWS.

SECTION 1305 – Violations. Any member who violates the precepts of their Membership Oath, Oath of Office, the National or Department Bylaws and/or Administrative Procedures is subject to the provisions of Chapter Nine (9) grievance and discipline, as stated in the National Administrative Procedures.

SECTION 1310 – Membership Listing. SEE NATIONAL BYLAWS.

SECTION 1315- Uniforms. See NATIONAL BYLAWS.

SECTION 1320- Document retention guide. See A’P’s

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DEPARTMENT OF ARIZONA**

Approval of Bylaws Committee:

- 1) Richard MacTavish [Signature] Date 6/21/25
- 2) John Ross [Signature] Date 6/21/25
- 3) Roger Rodriguez [Signature] Date 6-21-2025
- 4) Frank Alger [Signature] Date 06/21/2025

Approved on Date 06/21/2025 Department Convention

Department Judge Advocate

Department Commandant

Date: 06/21/2025 Date 07/07/2025

SIGNATURE [Signature] SIGNATURE [Signature]

END OF DOCUMENT

