



Military Order of the Purple Heart Department of Arizona



Policy Number: 2025-002

Subject: The Department of Arizona Policy Letters. (Guidelines for the Revocation, Amendment, & Replacement of Policy Letters)

Policy Statement: The Department recognizes that policy letters may require rescindment due to obsolescence, redundancy, legal changes, or mission realignment. The Department of Arizona bylaws dated May 30, 2020, have been rescinded and will be replaced by department policy letters. Reference: [Department of Arizona Policy Letter 2025-001](#).

1. **Purpose:** This policy is designed to:
 - a. Establish a process for approving new policy letters & amending or rescinding existing policy letters.
 - b. Provide the department with the ability to modernize by enabling the removal or replacement of outdated or unnecessary policy letters.
2. **Scope:** This policy applies to:
 - a. All policy letters that are currently in effect within the Department.
 - b. All policy letters to be approved in the future.
 - c. All chapters of the Department of Arizona.
3. **Definitions:**
 - a. Policy letter: A regulation passed by the Department to govern its internal affairs and operation.
 - b. Rescind: To revoke, annul, or officially invalidate a policy letter.



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- c. Amend(ment): A change or modification to the existing text of a policy letter.
- d. Quorum: 1/3 of the voting Members of the Department Executive Committee (DEC) are required to conduct official business and approve policy letter proposals.
- e. Notice: Formal communication provided to Members regarding proposed actions related to policy letters.

4. Procedure for Rescinding or Approving Policy Letters:

- a. Any eligible Member, Officer, or Committee may submit a written proposal to rescind a specific policy letter or section thereof or propose a new policy letter. The proposal must clearly state the policy letter, reasons for rescindment or adoption, and any supporting documentation or analysis.
- b. Upon receipt, the proposal will be reviewed by the DEC.
 - i. The DEC determines whether the proposal is complete and eligible for further consideration.
 - ii. The DEC may request additional information, legal review, or clarification as needed.
 - iii. The DEC will ensure the proposal does not violate any of the National Bylaws and Constitution of the Military Order of the Purple Heart.
 - iv. Consultation with legal counsel is recommended in cases involving complex or potentially contentious bylaws that relate to state/federal statutes or vendor contracts.



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- c. Notice of the proposal will be circulated to all Members at least 30 days prior to the meeting where a vote will occur.
- d. The notice must include the full text of the proposal, rationale, and information regarding the process for discussion and voting.
- e. The proposal is placed on the agenda of the next scheduled DEC meeting.
- f. Rescinding, amending, or approving a policy letter requires a majority vote of the DEC.
- g. Balloting is in accordance with Department policies and procedures.
- h. The results of the vote will be recorded in the minutes of the meeting.

5. Implementation:

- a. If the proposal is adopted, the rescinded policy letter is removed from the Department's shared policy folder and website. An approved policy letter will immediately go into effect and be posted to the Department's governing documents.
- b. Notice of the change will be circulated to all Members by email, Facebook, and the Department website.



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6. Responsibilities:

a. Department Commander:

i. Appoints a policy letter committee to review proposals regarding the policy letters and to review existing policy letters on an as needed basis.

ii. Signs policy letters that have been approved by the DEC.

b. DEC: Approves the rescindment or amendment of policy letters and issuance of new policy letters.

c. Policy Letter Committee: Reviews, analyzes, edits, and makes recommendations to the DEC regarding adoption, rescindment, or amendment of a policy letter.

d. Members: Comment on policy letter proposals, participate in discussions, vote on policy letter proposals according to organizational procedures.

e. Judge Advocate (when elected): Advises on legal implications and ensures compliance with external requirements.

f. Adjutant: Maintains records; provides notice to Members of proposed adoption, rescindment, or amendment of policy letters; and archives documentation.



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7. **Effectuation:** Policies are effective as of the date approved by the DEC. They remain in effect until modified, rescinded, or superseded.

Approved by the DEC:
November 19, 2025

Cody Phipps

Cody Phipps
Commander
Department of Arizona