



# Marine Corps League

## Frank J. Carroll Detachment #028

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February 13, 2019

To: National Chief Operating Officer  
From: Frederic T. Krebs, Jr., Past Commandant, Department of Colorado  
Subj: Proposed Administrative Procedures addition establishing a National Associate Member of the Year.  
Ref: (a) National Administrative Procedures, Section 10020, National Amendments  
(b) National Administrative Procedures, Sections 3105 and 8010

In accordance with the references, the following Administrative Procedures additions are submitted.

Section 3105. **Standing Committees and Duties.** The National Standing Committees and their duties are as follows.

ADD

j. **National Associate Member of the Year Society.**

(1) **Composition**

- (a) The National Associate Member of the Year Society shall be composed of all past recipients of the National Associate Member of the Year Award in attendance at the Annual Convention.
- (b) The Society shall have no less than three (3) members.
- (c) Each member must be a member in good standing of the Marine Corps League.

(2) **Nominations.** A letter of nomination for the National Associate Member of the Year Award must be submitted in the following manner.

- (a) Letters of Nominations will only be accepted from a Detachment.
- (b) All letters of Nomination shall contain a statement of certification from the Detachment Commandant and Adjutant stating that the nominee for the National Associate Member of the Year, was approved by the detachment by a majority vote. (In the event that the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment

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Commandant and Senior Vice Commandant). The nominee must have been a recipient of their Division Associate Member of the Year Award.

- (c) Each nomination submitted shall be placed in a sealed envelope and addressed to "President, National Associate Member of the Year Society".
  - (d) Each Letter of Nomination, so addressed, shall then be placed in an envelope and mailed, Certified Mail/Return Receipt Requested, to: President, National Associate Member of the Year Society, c/o Marine Corps League National Headquarters, at their address at that time, and post marked no later than 20 July, preceding the National Convention, at which the nominee is to be judged.
  - (e) The Society will not accept any nominations which was not submitted and/or received at Marine Corps National Headquarters as is stipulated herein. (See Enclosure Four (4)).
- (3) **Duties.** The National Associate Member of the Year Society shall:
- (a) The President of the National Associate Member of the Year Society shall receive all Letters of Nomination from the National Chief Operating Officer of the Marine Corps League, insuring they are sealed. The letters shall remain sealed until the Society meets at the National Convention.
  - (b) Judge each nominee received from the National Chief Operating Officer of the Marine Corps League.
  - (c) Attest by signature of each member of the Society present, that the nominee was judged.
  - (d) Return to the National Chief Operating Officer of the Marine Corps League, in its respective envelope and sealed, the resume of each nominee.

(4) **Responsibilities**

- (a) The National Associate Member of the Year Society is responsible for the following:
  - (1) Presenting the Associate Member of the Year at the closing of the Convention.
  - (2) Presenting the Associate Member of the Year Award to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.
- (b) The Chief Operating Officer of the National Marine Corps League will assist the National Associate Member of the Year Society in the following manner:

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- (1) Accept all nominations which are submitted in accordance with the requirements of this section.
  - (2) When the nomination is received at the National Headquarters, The Chief Operating Officer will ensure that the following process will be followed:
    - Date received by Chief Operating Officer
    - Progressive number in order received
    - Initials of the Chief Operating Officer
  - (3) Deliver to the Society President at the National Convention all nominations which were received at National Headquarters. The Society will:
    - No Less than five (5) lines on which the Society members shall attest by signature that the nomination was considered.
    - Date the Committee returned the sealed envelope to the Chief Operating Officer.
    - Date the Chief Operating Officer (by Certified Mail, Return Receipt Requested) returned the nomination to the submitter.
  - (4) Ordering and purchasing the Associate Member of the Year Award
- (c) The National Associate Member of the Year Society shall meet annually during the National Convention and may meet during the National Board of Trustees; Mid-Winter Staff Meeting if necessary.
- (1) No meeting of the National Associate Member of the Year Society shall be called during an open session of the Marine Corps League's National Convention or the National Board of Trustees' Mid-Winter Staff Meeting.
- (d) A member in good standing, as used in this section, shall mean an Associate member of the Marine Corps League who is in compliance with Article V of the Marine Corps League's National Bylaws.

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Section 8010. Subsidiary Organizations.

ADD

f. The Associate Member of the Year Society. The Marine Corps League recognizes the Associate Member of the Year Society as an official subordinate group of the Marine Corps League which shall ever be subject to the authority, supervision and direction and control and discipline of the Marine Corps League.

Rationale:

There are currently Detachment, Department and Division Associate Members of the Year. It is only fitting and proper that a National Associate Member of the Year be established. Many Associate Members are an integral part of the Marine Corps League. Many serve in critical appointed offices in their Detachment, Department and Division. For example, many serve as Adjutant/Paymasters and Chaplains. Other are serving as Web Sgts and Webmasters. They have published newsletters and participate in many projects, such as recruiting, parades, Christmas Stockings for the troops, food drives. The talents of associates could be utilized by serving on National committees.

If this proposal is adopted, a selection committee will be formed. Initially it will be composed of current and former National Vice Commandants. At such time as there are enough recipients to comprise a stand alone committee, I recommend that at least one NVC be a permanent voting member.

For an appropriate award, this may be addressed by a separate Administrative Procedures Proposal. If no proposal is submitted or adopted, I recommend that the National Awards and Citations Committee establish an appropriate award system applicable to the National, Division, Department and Detachment for the Associate Members of the Year.

Respectfully submitted,

*Frederic T. Krebs, Jr.*

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