

MARINE CORPS LEAGUE



NATIONAL MARINE OF THE YEAR SOCIETY/ ASSOCIATE MEMBER OF THE YEAR SOCIETY STANDARD OPERATING PROCEDURES AND NOMINATION LETTER SUBMISSION RULES



**This Submission was created: 21 October 2024
to include ALL updates from the 2025 National Convention.**

**Information contained within was obtained from multiple sources including
the Marine Corps League National Bylaws & Administrative Procedures.**

This Standard Operating Procedure (SOP) is established by the National Marine of the Year Society at the authorization of the National Board of Trustees. Updating to this Standard Operating Procedure (SOP) will be as needed at the call of the National Marine of the Year Society.

The National Marine of the Year Award and National Associate Member of the Year Award are the highest honors that can be bestowed upon a regular or associate member of the Marine Corps League. The candidates for these awards are nominated by the people who know them best, the Marines and Associates of their own detachment. The recommendations are screened by a panel of judges made up entirely of Past National Marines of the Year and Past National Associate Members of the Year. The new Marine of the Year and Associate Member of the Year are introduced and honored at the National Convention Grande Banquet.

To those that are nominated by their respective Detachment and do not get selected, be proud! You have served your country well and your fellow Marines and Associate members felt that you deserved to be nominated for this honor. That alone is a privilege that very few have shared.

National Marine of the Year Society

National Associate Member of the Year Society

NATIONAL MARINE OF THE YEAR & NATIONAL ASSOCIATE MEMBER OF THE YEAR NOMINATION LETTER SUBMISSION RULES

These awards will be presented to a “Regular or Associate” Member of the Marine Corps League who has rendered service(s) and performed a deed(s) above and beyond the duties and obligations required of a member of the Marine Corps League.

Letters of Nomination for National Marine of the Year and National Associate Member of the Year must originate **ONLY** at the Detachment level. A Detachment can only submit one (1) nomination letter, not multiple nomination letters, for the same nominee. No individual member of the Marine Corps League or any subsidiary unit of the Marine Corps League shall submit a Letter of Nomination other than the nominee's Detachment. The nominee will be a "Regular or Associate" member of the Marine Corps League, in good standing of the Detachment which submits the Letter of Nomination.

Only officers and/or members of the Detachment submitting the Letter of Nomination will be allowed to submit documentary proof, letter(s) of support, or affidavits on behalf of the nominee they submitted. This is **NOT** to include documents of prior military service or Military Order of the Devil Dog involvement. Any meritorious deed(s) so identified as being within the scope of these rules shall be of such substance that the weight will or shall have brought acclaim and prestige to the Marine Corps League; or has enhanced and/or furthered the concepts of the duties of being a citizen of the United States of America; or has, been a deed(s) of courage or valor without regard for his/her own safety.

NATIONAL MARINE OF THE YEAR SOCIETY

1. Composition

The National Marine of the Year Society will be comprised of all past recipients of the National Marine of the Year Award in attendance at the Annual National Convention.

- a. The Society will have a quorum with three (3) members present at a convention.
- b. Each member must be a Regular Member in good standing of the MCL.

2. Nominations

A letter of nomination for the National Marine 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 must state who the nomination letter is addressed to:

President, National Marine of the Year Society.

- c. All letters of nomination must contain a statement of certification from the detachment commandant and adjutant. (In the event the nominee is the detachment commandant, the letter of nomination must be signed by the senior vice commandant and the adjutant. In the event the nominee is the detachment adjutant – (regular member), the letter of nomination must be signed by the detachment commandant and senior vice commandant.
- d. Letters of nomination must state that said nominee is a member in good standing. *Good Standing: a member's primary detachment is the detachment in which their voting rights are held. (Rev 2022). * A member in good standing, as used in this section, shall mean a regular member of the MCL who is in compliance with Article V of the National Bylaws.

1. Letters of nomination must be from the members' primary detachment; the detachment in which their voting rights are held and registered for at the National Convention. MCL members who are dual members cannot transfer their voting rights to another detachment months before the National Convention is to take place for the sole purpose of being nominated for National Marine of the Year. * If a member does transfer, he/she must be a voting member of that detachment for one (1) year* before being considered for nomination.

- e. Letters of nomination must state **(Year) National Marine of the Year nominee (nominee's name). * Current year the National Convention is to take place***.
- f. Letters of nomination must contain a statement that a motion was made from the floor to nominate said nominee for **(Year) National Marine of the Year**, seconded, brought to a vote, and was approved by the detachment by a majority vote, or unanimously, and recorded into the minutes of said meeting. This statement must appear in the first/opening paragraph of the nomination letter OR on cover sheet of nomination letter.

- g. When scanning letters of nomination to computer and sending them electronically, ALL letters of nomination require original signatures (electronic signatures are not authorized) on the nomination letter from detachment commandant and adjutant. (In the event the nominee is the detachment commandant (regular member), the letter of nomination must be signed by the senior vice commandant and the adjutant. In the event the nominee is the detachment adjutant (regular member), the letter of nomination must be signed by the detachment commandant and senior vice commandant). (Rev 2022)

***REMINDER**, nomination letters will **NO** longer be accepted by USPS certified return receipt. **Email ONLY.** *

- h. Electronic submissions to: MOY@mcleague.org
Email subject line:

“President, National Marine of the Year Society” received no later than 20 July, 11:59PM EST, preceding the National Convention, at which time the nominee is to be judged. (Rev 2022)

- i. The Society will **NOT** accept any nominations which were **NOT** submitted electronically as is stipulated herein.

3. Duties

The National Marine of the Year Society will:

- a. The President and Vice President of the National Marine of the Year Society will receive all letters of nomination that were submitted electronically by the due date, 20 July, 11:59PM EST, to the National Marine of the Year email address.
- b. The President of the National Marine of the Year Society will then distribute by email all letters of nomination to each member of the National Marine of the Year Society.
- c. Judge each nomination letter that was received electronically ensuring that all letters of nomination have met the criteria on which to be judged as qualified or disqualified.
- d. After the National Convention has concluded, the National Marine of the Year Secretary will send letters of thanks or rejection, with explanation.

- e. The National Marine of the Year Society has a guideline and policy in place on presenting the National Marine of the Year Medallion, Ribbon, and Pin if the nominee is not present at the National Convention.
- f. The National Marine of the Year Society has a guideline and policy in place on judging and presenting the National Marine of the Year Medallion, Ribbon, and Pin in the event the National Convention is cancelled for unforeseen reasons.

4. Responsibilities

- a. The National Marine of the Year Society is responsible for the following:
 - 1. Presenting the National Marine of the Year recipient at the closing banquet of the National Convention.
 - 2. Presenting the National Marine of the Year recipient with the National Marine of the Year Medallion, Ribbon, and Pin.
 - 3. Ordering and purchasing the National Marine of the Year plaque.
 - 4. Presenting the National Marine of the Year Plaque to the recipient at the next Mid-Winter Staff meeting subsequent to the National Convention.
- b. The NED/COO of the MCL will assist and deliver to the National Marine of the Year Society President at the National Convention the following:
 - 1. The National Marine of the Year Medallion, Ribbon w/device, Pin, Certificate Frame and Certificate.
- c. The National Marine of the Year Society shall meet annually during the National Convention and may meet during the National Mid-Winter Conference if necessary.
- d. No meeting of the National Marine of the Year Society shall be called during an open session of the MCL National Convention or the National Mid-Winter Conference.

NATIONAL ASSOCIATE MEMBER OF THE YEAR **SOCIETY**

1. Composition

The National Associate Member of the Year Society will be comprised of all past recipients of the National Associate Member of the Year Award in attendance at the Annual National Convention.

- a. The National Marine of the Year Society will help in assisting the National Associate Member of the Year Society to assure adequate Society members.
- b. The Society will have a quorum with three (3) members present at a convention.
- c. Each member must be an Associate Member in good standing of the MCL.

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 must state who the nomination letter is addressed to:
President, National Marine of the Year Society.
- c. All letters of nomination must contain a statement of certification from the detachment commandant and adjutant. (In the event the nominee is the detachment adjutant – (associate member), the letter of nomination must be signed by the detachment commandant and senior vice commandant.

d. Letters of nomination must state that said nominee is an Associate Member in good standing. An Associate Member in good standing, as used in this section, shall mean an associate member of the MCL who is in compliance with Article V of the National Bylaws.

1. Letters of nomination must be from the members' primary detachment; the detachment in which they are registered with for the National Convention. MCL members who are dual members cannot transfer to another detachment months before the National Convention is to take place for the sole purpose of being nominated for National Associate Member of the Year. *If a member does transfer, he/she must be a member of that detachment for one (1) year before being considered for nomination.

e. Letters of nomination must state **(Year) National Associate Member of the Year nominee (nominee's name). *Current year the National Convention is to take place***.

f. Letters of nomination must contain a statement that a motion was made from the floor to nominate said nominee for **(Year) National Associate Member of the Year**, seconded, brought to a vote, and was approved by the detachment by a majority vote, or unanimously, and recorded into the minutes of said meeting and must be in the first/opening paragraph of the nomination letter OR on cover sheet of nomination letter.

g. When scanning letters of nomination to computer and sending them electronically, ALL letters of nomination require original signatures (electronic signatures are not authorized) on the nomination letter from detachment commandant and adjutant. In the event the nominee is the detachment adjutant (regular member), the letter of nomination must be signed by the detachment commandant and senior vice commandant). (Rev 2022)

***REMINDER**, nomination letters will **NO** longer be accepted by USPS certified return receipt. **Email ONLY.** *

h. Electronic submissions to: MOY@mcleague.org
Email subject line:

"President, National Associate Member of the Year Society" received no later than 20 July, 11:59PM EST, preceding the National Convention, at which time the nominee is to be judged.

- i. The Society will **NOT** accept any nominations which were **NOT** submitted electronically as is stipulated herein.

3. Duties

The National Marine of the Year Society shall assist the National Associate Member of the Year Society with these duties until a time when there are enough members to manage these duties independently.

- a. The President and Vice President of the National Marine of the Year Society will receive all letters of nomination that were submitted electronically by the due date, 20 July, 11:59PM EST, to the National Marine of the Year email address.
- b. The President of the National Marine of the Year Society will then distribute by email all letters of nomination to each member of the National Marine of the Year Society and National Associate Member of the Year Society.
- c. Each member of the National Marine of the Year Society and National Associate Member of the Year Society will judge each nomination letter that was received electronically by ensuring that all letters of nomination have met the criteria on which to be judged as qualified or disqualified.
- d. After the National Convention has concluded, the National Marine of the Year Secretary will send letters of thanks or rejection, with explanation.
- e. The National Marine of the Year Society has a guideline and policy in place on presenting the National Associate Member of the Year Medallion, Ribbon, and Pin if the nominee is not present at the National Convention.
- f. The National Marine of the Year Society has a guideline and policy in place on judging and presenting the National Associate Member of the Year Medallion, Ribbon, and Pin in the event the National Convention is cancelled for unforeseen reasons.

4. Responsibilities

a. The National Associate Member of the Year Society is responsible for the following:

1. Presenting the National Associate Member of the Year recipient at the closing banquet of the National Convention.
2. Presenting the National Associate Member of the Year recipient with the National Associate Member of the Year Medallion, Ribbon w/device, Pin, Certificate Frame and Certificate.
3. Ordering and purchasing the National Associate Member of the Year plaque, which will be the responsibility of the National Marine of the Year Society.
4. Presenting the National Associate Member of the Year Plaque to the recipient at the next Mid-Winter meeting subsequent to the National Convention.
5. The NED/COO of the MCL will assist and deliver to the National Associate Member of the Year Society President at the National Convention the following: The National Associate Member of the Year Medallion, Ribbon w/device, Pin, Certificate Frame and Certificate.

b. The National Associate Member of the Year Society shall meet annually during the National Convention and may meet during the National Midwinter Conference if necessary.

c. No meeting of the National Associate Member of the Year Society shall be called during an open session of the MCL National Convention or the National Mid-Winter Conference.