

**PROCEDURE FOR SUBMITTING NOMINATIONS TO THE
NATIONAL MARINE OF THE YEAR SOCIETY**

**THESE PROCEDURES, ALSO APPLY TO THE DEPARTMENT OF FLORIDA
MOY, FOR THE SPECIFICS OF THE DEPARTMENT'S PROCEDURE, SEE
THE INSTRUCTIONS ON THE DEPT MOY
FORM**

1. Composition
 - a. The National Marine of the Year Society shall be comprised of all past recipients of the National Marine 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 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 shall contain a statement of certification from the Detachment Commandant and Adjutant stating the nominee, for National Marine of the Year, was approved by the detachment by a majority vote. (In the event the nominee is the Detachment Commandant, the Letter of Nomination shall be signed by the Senior Vice Commandant and the Adjutant. In the event the nominee is the Detachment Adjutant, the Letter of Nomination shall be signed by the Detachment Commandant and Senior Vice Commandant).
 - c. Each nomination submitted shall be placed in a sealed envelope and addressed to: "President, National Marine 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 Marine 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 League National Headquarters as is stipulated herein. (See Enclosure Four (4)).
3. Duties - The National Marine of the Year Society shall:

- a. The President of the National Marine of the Year Society shall receive all Letters of Nomination from the National Executive Director of the Marine Corps League, insuring they are all sealed.
 - (1) All Letters of Nomination for National Marine of the Year received from the National Executive Director of the Marine Corps League shall remain sealed until the Society meets at the National Convention.
- b. Judge each nominee received from the National Executive Director 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 Executive Director of the Marine Corps League, in its respective envelope and sealed, the resume' of each nominee.

4. Responsibilities

- a. The National Marine of the Year Society is responsible for the following:
 - (1) Presenting the Marine of the Year recipient at the closing banquet of the Convention.
 - (2) Presenting the Marine of the Year Award to the recipient at the next Mid- Winter Staff meeting subsequent to the National Convention.
- b. The Executive Director of the National Marine Corps League, will assist the National Marine of the Year Society in the following manner:
 - (1) Accept all nominations, which are submitted in accordance with the requirements of this section.
 - (2) Stamp the sealed enclosed envelope with a rubber stamp furnished by National Headquarters which shall include but need not be limited to the following data information:
 - Space for assigned progressive number
 - Date the Society received the nomination from the Executive Director
 - 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 Executive Director
 - Date the Executive Director (by Certified Mail, Return Receipt Requested) returned the nomination to submitter.
 - (3) Deliver to the Society President at the National Convention all nominations, which were received at National Headquarters.

- (4) Return (by Certified Mail, Return Receipt Requested) to the respective Detachments each nomination, which is returned.
 - (5) Ordering and purchasing of the Marine of the Year Award.
 - (6) The National Marine 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.
 - (a) No meeting of the National Marine 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.
5. A member in good standing, as used in this section, shall mean a regular member of the Marine Corps League who is in compliance with Article Six (6), Section 615 of the 1987 edition of the Marine Corps League's National Bylaws, as amended.