

ADMINISTRATIVE PROCEDURES ENCLOSURES
MARINE CORPS LEAGUE
DEPARTMENT OF PENNSYLVANIA

ENCLOSURE TEN (10)

Amended
June 2022

**DEPARTMENT ASSOCIATE MEMBER OF THE YEAR
GUIDELINES**

1. The name and qualifications of the candidate (nominee) for Department Associate Member of the Year must be typewritten, approved and signed by both the candidate's Detachment Commandant and Adjutant to verify that all information is correct. In those cases where the Detachment Adjutant is the candidate, the Senior Vice Commandant's signature shall sign in place of the candidate.
2. Only one (1) candidate for Department Associate Member of the Year (AOY) can be submitted from a Detachment in any given year. A motion to submit a candidate for the Department Associate Member of the Year must have been made from the floor, brought to a vote and approved by the membership of the Detachment at a regular meeting and recorded in the minutes of said meeting. Such fact shall be stated in the nomination letter.
3.
 - a. The candidate's letter of nomination and shall be placed in an envelope, sealed and identified on the outside of the envelope with the words "CANDIDATE – AOY". This envelope shall then be placed in a second envelope and mailed to the Department Commandant no later than fifteen (15) days prior to the start of the Department Convention. The Commandant will deliver the envelopes to the Secretary of the Marine of the Year Society no later than the close of business on Thursday of the Convention week. The envelope can also be hand carried to the Convention complying with the double envelope procedure above and delivered to the Secretary of the Marine of the Year Society no later than the close of business on the Thursday of the Convention. The Secretary shall provide a receipt for each envelope received.
 - b. The candidate's letter of nomination may be sent by electronic means to the Secretary of the Marine of the Year Society at a designated email address no later than fifteen (15) days prior to the start of the Department Convention.
4. The name of the AOY recipient will be announced during Convention banquet and the Department Associate Member of the Year award will be made. The names of the other nominees will not be announced nor published.
5. Any Associate Member of the Marine Corps League, Department of Pennsylvania, who is in good standing within the League (National, Department and Detachment) is eligible to be a candidate for the Department Associate Member of the Year and should have the following qualification:

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- a. Performed activities within the Marine Corps League which demonstrates devotion to the principles and purposes of the U. S. Marine Corps and the Marine Corps League; and/or
 - b. Achievements and activities in the Marine Corps League and other veterans' organizations and/or
 - c. Achievements and activities within civic, social or religious organizations within the community which would enhance the posture of the U. S. Marine Corps or the Marine Corps League and/or
 - d. Held an appointed office at the Detachment, Department or National level.
6. At the annual Department Convention, the members of the Marine of the Year Society who are present will hold a meeting to select the new Associate Member of the Year. The Junior Past Recipient of the Department Associate Member of the Year has the privilege of presenting the award to the new Department Associate Member of the Year. If he or she prefers, the Society can choose any other past Department Associate Member of the Year recipient to make the presentation.
7. The Marine of the Year Society Secretary will return all nominations to the submitting Detachment Commandant.