



DEPARTMENT OF MISSISSIPPI
ADMINISTRATIVE PROCEDURES
DEPARTMENT ASSOCIATE OF THE YEAR



SECTION 100 - DESCRIPTION - This is an annual award presented to an associate member of the Marine Corps League who has rendered service and/or performed deeds above and beyond the duties and obligations required of a member of the Marine Corps League.

SECTION 110 - FUNDING - Funding for this award shall be as appropriated in the annual budget of the Department of Mississippi.

SECTION 120 - QUALIFICATIONS

(a) Nominee must be an ASSOCIATE MEMBER IN GOOD STANDING as defined in the National Bylaws of the Marine Corps League and a member of the Department of Mississippi.

(b) Nominee must be nominated by his/her detachment of the Department of Mississippi.

SECTION 130 - NOMINATION - Each nomination package consists of four parts: (1) cover letter, (2) background information, (3) accomplishments and (4) supporting information. The nomination must be neatly typed. Handwritten nominations shall not be accepted. Normal capitalization must be used - proper nouns are difficult to discern when the nomination is typed in ALL CAPITALS.

(a) COVER LETTER - The following components of the cover letter are mandatory:

(1) Date the cover letter.

(2) Identify the nominee by name and membership number.

(3) State that the nominee is an associate member in good standing of the Marine Corps League as defined in the National Bylaws.

(4) State that the nominee was selected in accordance with any applicable Detachment bylaws.

(5) Certify all statements in the cover letter with the signature of the Detachment Commandant.,.

(6) Only one copy of this part of the nomination is required.

(b) BACKGROUND INFORMATION

(1) This information is not used in the selection process. If the nominee is selected, this part shall be used to introduce the AOY at the banquet or subsequent news releases.

(2) Submit one copy of this part of the nomination.

(c) ACCOMPLISHMENTS – Should focus on the member’s contributions during the year for which the member is being nominated, though up to two years prior may be referenced for continuity of service:

(1) A brief, succinct statement of why the nominee should be selected and a summary of accomplishments written in numbered and bulletized form for quick reference.

(2) Accomplishments shall not exceed two pages.

(3) This is the primary document used by the selection board.

(4) Submit three copies of this part of the nomination. The Department MOY/AOY Selection Board shall, by majority vote, determine the eligibility of any nomination submitted with insufficient copies.

(d) SUPPORTING INFORMATION (optional) - Only one copy of this part of the nomination is required. Supporting information shall be organized to allow quick reference to the numbered and bulletized summary on the Accomplishments page(s).

(1) Detailed information regarding accomplishments.

(2) Copies of awards.

(3) Newspaper articles.

SECTION 140 - NOMINATION PROCEDURES

(a) Only one nomination shall be submitted per detachment.

(b) The nomination shall not be limited to the current year Detachment AOY. The Detachment may choose to submit a nomination that has a strong, on-going commitment to the League, while simultaneously recognizing another Detachment member’s achievement at the Detachment level for the current year. However, Detachments retain the right to limit the nomination to the current Detachment AOY.

(c) The Department AOY nomination must be endorsed (signed) and dated by the Detachment Commandant, who must abide by applicable Detachment Bylaws governing this award.

(d) The Department Associate of the Year may be awarded to a recipient twice, provided that there is five years between the awards..

(e) Submission

(1) The nomination must be placed in a sealed 8 1/2" x 11" or larger envelope – Folded submissions shall not be accepted.

(2) The envelope shall be addressed to: Department Adjutant and shall identify the Detachment submitting the nomination.

(3) Detachment Commandants are encouraged to hand-deliver the nomination package to the Department Adjutant on the day of the Department Convention prior to the lunchtime recess. Verification of receipt of nomination packages MAILED to Department Adjutant shall be the responsibility of the sender.

(4) The Department Adjutant shall, without opening the envelope, record the name of the Detachment submitting a nomination in the Department Convention business meeting minutes.

(5) The Department Adjutant shall hand-deliver the envelope(s), UNOPENED, to the President of the Department Marine/Associate of the Year Board on the day the Board convenes for selection. The nominations shall remain sealed until the Board convenes.

SECTION 150 - DEPARTMENT MARINE OF THE YEAR SOCIETY

(a) Shall be comprised of all past recipients of the Department of Mississippi Marine of the Year Award.

(b) Each member must be a REGULAR MEMBER IN GOOD STANDING as defined in the National Bylaws of the Marine Corps League.

SECTION 160 - SELECTION BOARD

(a) Composition

(1) The Department Marine of the Year/Associate of the Year (MOY/AOY) Selection Board (the Board) shall be staffed by members of the Department Marine of the Year Society and shall number no less than three, voting members.

(2) The Department MOY Society shall be chaired by a President.

(a) The President shall be appointed by the Department Commandant.

(b) The President must be a member of the Department Marine of the Year Society as defined in SECTION 150.

(c) The President shall chair the Department MOY Selection Board.

(3) Each detachment is limited to a single voting member on the Board. The most recent selected MOY from the detachment, that is present and willing to serve on the Board, shall be the voting member.

(4) Department MOY/AOY Selection Board members may only represent the detachment they had membership in when selected as the Department MOY, however a MOY that transfers within the State/Department may vote from the new Detachment.

(5) Any National Marine of the Year may serve as an ex officio member of the Department MOY/AOY Selection Board.

(6) This ex officio member shall not vote.

(7) The National Marine(s) of the Year shall serve as advisor/s to the President of the Department MOY/AOY Selection Board.

(b) Board Deliberations - Deliberations of the Department MOY/AOY Selection Board are confidential and shall not be divulged to non-MOY Society members.

(c) Board Procedures

(1) The Board must receive a minimum of one (1) nomination before it can convene to select an Associate of the Year.

(2) The Board shall not meet during any open session of the Department Convention.

(3) All of the nomination packages shall be reviewed before the first vote is taken. Subsequent votes shall be taken to reduce the number of packages under consideration until such time as one nominee gets more than half of all of the votes available on the selection board.

(4) Only one AOY shall be selected per year - no ties or co- AOY's will be selected.

(5) The nomination cover page shall be signed by the President and every voting member of the Board attesting that the nominee was judged.

(6) The Detachment Commandant of any nomination not judged by the board shall be notified in writing by the President of the Department MOY Society as to why the nomination was rejected.

(7) All nomination packages shall be hand-delivered to the Department Adjutant for return to the appropriate Detachment Commandant after the board has presented a MOY at the banquet.

SECTION 170 - AWARD PRESENTATION PROCEDURES

(a) The Associate of the Year shall be awarded at the annual Department Convention banquet.

(b) The Department Commandant or Banquet Master of Ceremonies shall introduce the President of the Department Marine of the Year Society.

(c) The President shall introduce all members of the Department Marine of the Year Society, in order from least recent to most recent selected MOY, prior to announcing the

latest selection. The year and detachment of each recipient shall be included in the introduction.

(d) The President of the Department Marine of the Year Society shall present the award or designate a presenter.

(e) The Associate of the Year shall be presented a Department Associate of the Year medallion and a Distinguished Citizen Award certificate.

(1) The certificate shall be signed by the President of the Department MOY Society and the Department Commandant.

(2) The AOY shall also be presented with an AOY certificate signed by Department Commandant.