

MARINE CORPS LEAGUE



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



**This Submission was created: 7 April 2026
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 Department of North Carolina Marine of the Year Society at the authorization of the Executive Board of Trustees. Updating to this Standard Operating Procedure (SOP) will be as needed at the call of the Department of North Carolina Marine of the Year Society.

The Department of North Carolina Marine of the Year Award and Department of North Carolina Associate Member of the Year Award are the highest department level 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 Department of North Carolina Marines of the Year and Past Department of North Carolina Associate Members of the Year. The new Marine of the Year and Associate Member of the Year are introduced and honored at the Department of North Carolina Convention 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.

*Department of North Carolina Marine of the Year Society
Department of North Carolina Associate Member of the Year Society*

DEPARTMENT OF NORTH CAROLINA MARINE OF THE YEAR & DEPARTMENT OF NORTH CAROLINA 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 Department of North Carolina Marine of the Year and Department of North Carolina 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.

DEPARTMENT OF NORTH CAROLINA

MARINE OF THE YEAR SOCIETY

1. Composition

The Department of North Carolina Marine of the Year Society will be comprised of all past recipients of the Department of North Carolina Marine of the Year Award in attendance at the Annual Department of North Carolina 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 Department of North Carolina 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, Department of North Carolina 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 Department of North Carolina Convention. MCL members who are dual members cannot transfer their voting rights to another detachment months before the Department of North Carolina Convention is to take place for the sole purpose of being nominated for Department of North Carolina 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) Department of North Carolina Marine of the Year nominee (nominee's name). * Current year the Department of North Carolina 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) Department of North Carolina 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).

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

- h. Electronic submissions to: [TBD](#)
Email subject line:

“President, Department of North Carolina Marine of the Year Society” received no later than 11:59PM EST, 20 days preceding the Department of North Carolina 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 Department of North Carolina Marine of the Year Society will:

- a. The President and Vice President of the Department of North Carolina Marine of the Year Society will receive all letters of nomination that were submitted electronically by 11:59PM EST on the due date to the Department of North Carolina Marine of the Year email address.
- b. The President of the Department of North Carolina Marine of the Year Society will then distribute by email all letters of nomination to each member of the Department of North Carolina 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 Department of North Carolina Convention has concluded, the Department of North Carolina Marine of the Year Secretary will send letters of thanks or rejection, with explanation.
- e. The Department of North Carolina Marine of the Year Society has a guideline and policy in place on presenting the Department of North Carolina Marine of the Year Medallion, Ribbon, and Pin if the nominee is not present at the National Convention.
- f. The Department of North Carolina Marine of the Year Society has a guideline and policy in place on judging and presenting the Department of North Carolina Marine of the Year Medallion, Ribbon, and Pin in the event the Department of North Carolina Convention is cancelled for unforeseen reasons.

4. Responsibilities

- a. The Department of North Carolina Marine of the Year Society is responsible for the following:
 - 1. Presenting the Department of North Carolina Marine of the Year recipient at the closing banquet of the Department of North Carolina Convention.
 - 2. Presenting the Department of North Carolina Marine of the Year recipient with the Department of North Carolina Marine of the Year Medallion, Ribbon, and Pin.
 - 3. Ordering and purchasing the Department of North Carolina Marine of the Year plaque.
 - 4. Presenting the Department of North Carolina Marine of the Year Plaque to the recipient at the next Department of North Carolina Fall Membership meeting subsequent to the Department of North Carolina Convention.
- b. The Commandant of the Department of North Carolina will assist and deliver to the Department of North Carolina Marine of the Year Society President at the Department of North Carolina Convention the following:
 - 1. The Department of North Carolina Marine of the Year Medallion, Ribbon w/device, Pin, Certificate Frame and Certificate.
- c. The Department of North Carolina Marine of the Year Society shall meet annually during the Department of North Carolina Convention and may meet during the Department of North Carolina Fall and/or Spring Membership Meeting if necessary.

- d. No meeting of the Department of North Carolina Marine of the Year Society shall be called during an open session of the Department of North Carolina Convention or the Fall or Spring Membership Meetings.

Department Marine of the Year Medallion (See Note 6) The Marine Corps League authorizes the creation of a Department "Marine of the Year" medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion: Standard Marine of the Year Medallion

Medallion Ribbon: 2" Red & Gold

Awarded By: President, Department Marine of the Year Society

Approval & Criteria: As published by each Department Marine of the Year Society.

Note: See NAP Enclosure (3) Section X. Medallions, for instructions on wear.

DEPARTMENT OF NORTH CAROLINA ASSOCIATE MEMBER OF THE YEAR SOCIETY

1. Composition

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

- a. The Department of North Carolina Marine of the Year Society will help in assisting the Department of North Carolina 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 Department of North Carolina 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, Department of North Carolina 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 Department of North Carolina Convention. MCL members who are dual members cannot transfer to another detachment months before the Department of North Carolina Convention is to take place for the sole purpose of being nominated for Department of North Carolina 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) Department of North Carolina Associate Member of the Year nominee (nominee's name). *Current year the Department of North Carolina 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) Department of North Carolina 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: [TBD](#)
Email subject line:

"President, Department of North Carolina Associate Member of the Year Society"
received no later than 11:59PM EST, 20 days preceding the Department of North Carolina 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 Department of North Carolina Marine of the Year Society shall assist the Department of North Carolina 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 Department of North Carolina Marine of the Year Society will receive all letters of nomination that were submitted electronically by 11:59PM EST on the due date to the Department of North Carolina Marine of the Year email address.
- b. The President of the Department of North Carolina Marine of the Year Society will then distribute by email all letters of nomination to each member of the Department of North Carolina Marine of the Year Society and Department of North Carolina Associate Member of the Year Society.

- c. Each member of the Department of North Carolina Marine of the Year Society and Department of North Carolina 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 Department of North Carolina Convention has concluded, the Department of North Carolina Marine of the Year Secretary will send letters of thanks or rejection, with explanation.
- e. The Department of North Carolina Marine of the Year Society has a guideline and policy in place on presenting the Department of North Carolina Associate Member of the Year Medallion, Ribbon, and Pin if the nominee is not present at the Department of North Carolina Convention.
- f. The Department of North Carolina Marine of the Year Society has a guideline and policy in place on judging and presenting the Department of North Carolina Associate Member of the Year Medallion, Ribbon, and Pin in the event the Department of North Carolina Convention is cancelled for unforeseen reasons.

4. Responsibilities

- a. The Department of North Carolina Associate Member of the Year Society is responsible for the following:
 - 1. Presenting the Department of North Carolina Associate Member of the Year recipient at the closing banquet of the Department of North Carolina Convention.
 - 2. Presenting the Department of North Carolina Associate Member of the Year recipient with the Department of North Carolina Associate Member of the Year Medallion, Ribbon w/device, Pin, Certificate Frame and Certificate.
 - 3. Ordering and purchasing the Department of North Carolina Associate Member of the Year plaque, which will be the responsibility of the Department of North Carolina Marine of the Year Society.
 - 4. Presenting the Department of North Carolina Associate Member of the Year Plaque to the recipient at the next Department of North Carolina Fall Membership meeting subsequent to the Department of North Carolina Convention.
 - 5. The Commandant of the Department of North Carolina will assist and deliver to the Department of North Carolina Associate Member of the Year Society President at the Department of North Carolina Convention the following: The

Department of North Carolina Associate Member of the Year Medallion,
Ribbon w/device, Pin, Certificate Frame and Certificate.

- b. The Department of North Carolina Associate Member of the Year Society shall meet annually during the Department of North Carolina Convention and may meet during the Fall and/or Spring Membership Meetings if necessary.
- c. No meeting of the Department of North Carolina Associate Member of the Year Society shall be called during an open session of the MCL Department of North Carolina Convention or the Department of North Carolina Fall or Spring Membership Meetings.

Department Associate Member of the Year Medallion (See Note 6) The Marine Corps League authorizes the creation of a Department “Associate Member of the Year” medallion. This medallion will be attached to the Medallion Ribbon and worn around the neck.

Department Medallion:	Standard Associate-of-the-Year Medallion
Medallion Ribbon:	2” Red & Gold
Awarded By:	President, Department Associate of the Year Society
Approval & Criteria:	As published by each Department Associate Member of the Year Society.

Note: See NAP Enclosure (3) Section X. Medallions, for instructions on wear.