



**DEPARTMENT OF  
MISSISSIPPI  
ASSOCIATE OF THE YEAR  
(AOY)**



**Department of Mississippi  
Marine Corps League**

P.O. Box 15801, Hattiesburg, MS 39404-5801

# **ARTICLE 1 – AUTHORIZATION AND ESTABLISHMENT**

## **SECTION 101 – DESCRIPTION OF AWARD**

This is an annual award presented to an Associate Member of the Marine Corps League, in good standing, who has rendered exceptional service and/or performed duties and deeds above and beyond the duties and obligations normally required of an Associate Member of the Marine Corps League.

## **SECTION 102 - FUNDING FOR ASSOCIATE OF THE YEAR (AOY) AWARD**

Funding for this award shall be appropriated in the annual budget of the Department of Mississippi, Marine Corps League.

## **SECTION 103 - STANDING COMMITTEE**

The *Associate of the Year Committee (AOYC)* shall be a permanent standing committee of the Department of Mississippi, Marine Corps League.

## **SECTION 104 – DEPARTMENT OF MISSISSIPPI “ASSOCIATE OF THE YEAR SOCIETY”**

The Department of Mississippi, Marine Corps League’s, “*Associate of the Year Society*” shall be comprised of all past recipients of the Department of Mississippi’s, *Associate of the Year*.

Initially, until there are enough prior Associate of the Year (AOY) recipients to make a quorum of five (5) members, Society membership shall be supplemented by previous winners of the Department of Mississippi’s Marine of the Year (MOY) beginning with the most recent recipient.

Each member of the Society must be a current Associate Member, Regular member or Life Member *in good standing* as defined in the National Constitution, Bylaws, and Administrative Procedures.

## **SECTION 105 - CHAIRPERSON OF THE DEPARTMENT OF MISSISSIPPI “ASSOCIATE OF THE YEAR SELECTION BOARD”**

The Chairperson of the **Associate of the Year Selection Board** shall be the Department of Mississippi Adjutant. If the Adjutant is absent, the Department Commandant will appoint a Department Officer to act in the Adjutant’s place.

## **SECTION 106 – SELECTION BOARD**

The Selection Board shall be comprised of all members of the Department of Mississippi; *Associate of the Year Society* present at the annual convention and the Department Adjutant.

The Selection Board quorum shall be five (5) voting members including the Chairperson. The Department Adjutant will be a voting member only if he/she is also a member of the Department of Mississippi Associate of the Year Society, or a member of the Department of Mississippi Marine of the Year Society if insufficient Associate of the Year Society members are present to constitute a quorum.

If there are not at least five (5) recipients present, the Department of Mississippi's Commandant will appoint additional members to ensure that there are at least the five (5) members on the Selection Board.

Appointments shall be considered in the following order:

1. Prior Department of Mississippi Marine of the Year recipients;
2. National, Division, or Department Officers present at the annual convention;
3. Recipient of the National Marine and/or *Associate of the Year* award;
4. Recipient of the Division Marine and /or *Associate of the Year* award.

Any National Associate(s) of the Year (AOY) may serve as *advisors(s)* to the Chairperson of the Department of Mississippi *Associate of the Year* (AOY) Selection Board. But, any and all ex-officio members shall NOT be entitled to vote!

There shall be no proxy votes!

## **SECTION 107 – SELECTION BOARD PROCEDURES**

The Department of Mississippi *Associate of the Year* (AOY) award shall only be awarded once to an Associate or Life Member of the Marine Corps League during his/her lifetime.

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

The Selection Board shall NOT meet during any open session of the Department's Annual Convention or the Annual Grand Growl of the Devil Dogs.

The deliberations of the Department of Mississippi, *Associate of the Year* (AOY) Selection Board are confidential and shall **NOT** be divulged to any non-*Associate of the Year Society* members.

There is only ONE (1) *Associate of the Year* (AOY) selected per calendar year.

There are NO ties or co-*Associates of the Year* to be selected.

Each Detachment is NOT limited to a single voting member on the Selection Board. All recipients of the Department of Mississippi, *Associate of the Year* (AOY) from that Detachment, that are present and willing to serve on the Selection Board, will be that Detachment's voting members.

Detachment *Associate of the Year* (AOY) Selection Board Members may only represent the Detachment they had membership in when he/she was selected as the Department of Mississippi, *Associate of the Year* (AOY); however, an *Associate of*

*the Year* that transfers within the Department may vote from their new Detachment.

The Detachment Commandant of any nomination not judged or rejected and/or disqualified for procedural errors, shall be notified in writing [by either text message and/or email] by the Department Adjutant as to why the nomination was rejected.

All Nominees for the Department of Mississippi, *Associate of the Year* (AOY) award shall be notified in writing [by either text message and/or email] by the Department Adjutant acknowledging their nomination, prior to the Annual Department Convention.

## **SECTION 108 – AWARD PRESENTATION PROCEDURES**

The Department of Mississippi, *Associate of the Year* award shall be awarded at the annual Department Convention Banquet.

The Department Commandant or the Banquet Master of Ceremonies (MC) shall introduce the Chairperson of the Department of Mississippi's *Associate of the Year Selection Board*.

That Chairperson shall introduce all members of the Department of Mississippi's *Associate of the Year Society*, in order from the least recent to the most recent selected *Associate of the Year* (AOY), prior to the announcing the current selection. The year and Detachment of each recipient shall be included in the introduction.

The Department of Mississippi's Paymaster, shall maintain the list of all recipients of the *Associate of the Year* (AOY) award.

All Nominees for the Department of Mississippi, *Associate of the Year* (AOY) award shall be presented with a Distinguished Service Award certificate prior to the announcement of the current Associate of the Year (AOY) at the Department Annual Convention Banquet.

The Chairperson of the *Associate of the Year Selection Board* shall present the award to the current *Associate of the Year* (AOY). The Chairperson may designate a presenter of the *Associate of the Year* (AOY) award.

The Department of Mississippi, *Associate of the Year* (AOY) award recipient shall also be presented with a Distinguished Citizen Award Certificate and the Distinguished Citizen Medal, Silver, denoting his/her selection as the Department of Mississippi's Associate of the Year (AOY).

The Distinguished Citizen Award Certificate shall be signed by the Chairperson of the *Associate of the Year Selection Board* and the Department Commandant.

The *Associate of the Year* (AOY) shall also be presented with the Department *Associate of the Year* (AOY) medallion and the Department *Associate of the Year* (AOY) ribbon.

The Department *Associate of the Year* (AOY) certificate shall be signed by the Department's Commandant and Department's Adjutant.

## **ARTICLE 2 –** **QUALIFICATIONS FOR AWARD**

## **SECTION 201 – NOMINATION PRODECURES**

The Department of Mississippi, *Associate of the Year* award is a lifetime meritorious award and may only be awarded once during a member's lifetime.

The Nominee cannot be a former Department of Mississippi, *Associate of the Year* (AOY).

Nominations must be submitted electronically by email no later than 11:59 PM (time = 1159) **of the last day of February of each year** to the Department of Mississippi, Adjutant [mcldeptofmsadjutasnt@gmail.com](mailto:mcldeptofmsadjutasnt@gmail.com).

Nominations failing to meet the deadline requirement are ineligible and will NOT be considered.

Completed forms should be saved on your computer and then sent as an **attachment** to your email submission.

NO pictures of documents will be accepted.

The period of consideration for the *Associate of the Year* (AOY) Award shall be the previous calendar year.

The Nominee must be an Associate member in *good standing* for the past twenty-four (24) months in a Detachment within the Department of Mississippi.

Electronic copies of each nomination timely received, and an Official Scoring Sheet with all Nominees listed alphabetically, will be forwarded by the Department of Mississippi's Adjutant to all members of the Department of Mississippi, *Associate of the Year Society*. The nominations and scoresheet shall be delivered and received no later than twenty-one (21) days [March 21] after nominations close.

Completed scoresheets will be submitted at the *Associate of the Year Selection Board* meeting at the Annual Department Convention.

The Chairperson and least two (2) members will total the scores and announce the results to the Board. The nomination with the lowest total value will be declared the winner.

When a tie occurs, the Chairperson and Selection Board Members will re-score the tying nominations. This time just a value of one (1), two (2), or three (3) [if there is a three-way run-off] will be given to the tying nominations. Once again, the Chairperson and at least two (2) additional Board members will total the scores. The nomination with the lowest total score will be declared the winner. This process will continue until a winner is determined.

Once a recipient has been determined, the Official Score Sheets are to be collected and destroyed by the Chairperson.

Results are never to be divulged to anyone outside of the *Associate of the Year Society* for any reason.

## **SECTION 202 – NOMINATION PACKAGE**

Each nomination package consists of four (4) Parts of the Award Nomination Form – to be completed on three (3) pages):

### **Page 1 – Part I: Awardee information**

- Nominee (Complete legal name – first, middle, last surname and suffix)
- MCL Profile ID Number
- MCL Membership Number
- MCL Life Membership Number, if applicable
- Detachment Name
- Detachment Number
- Nominee is an Associate Member
- Type of Award Associate of the Year (AOY)

## **Page 1 – Part II: Authorization**

- The nomination must affirm that the submission was approved by a majority vote of the member's Detachment.
- Only one (1) nomination per Detachment.
- Certified by the Detachment Commandant with printed name, signature and date.
- Certified by the Detachment Adjutant with printed name, signature and date

## **Page 2 – Part III: Background Information**

- A. Offices Held in Detachment, Department, Division, or National.
- B. Committees served on in Detachment, Department, Division, or National.
- C. Awards Received in Detachment, Department, Division, or National
- D. Community Service Performed

***All information needed for the nomination should be placed in this form. No other letters, pictures, articles, news clippings, etc. will be considered.***

## **Page 3 – Part IV: Justification for the award nomination**

***Please complete the attached letter of recommendation.***

## **SECTION 203 – SCORING**

All Scoring will be done at the annual convention by those members of the Associate of the Year Society attending the annual convention.

Nominations will be ranked by the Chairperson of the Associate of the Year Selection Board and each member of the current Selection Board.

The Chairperson and each member of the *Associate of the Year Selection Board* will rank nominations from first to last on the Official Score Sheet. The best nomination will receive the value of one (1), the next nomination will receive a value of two (2), and so on until all nominations have a value.

The Nominee shall receive a rank for each of the five distinct categories listed on the nomination form:

1. Offices held
2. Committees served
3. Other awards received
4. Community service
5. Justification (Letter or Recommendation)

The ranking of all five categories will be added together to obtain a total score.

## **COMMITTEE**

Reviewed by:

Dr. Charles H. Junek III, Chair, Department Paymaster

Charles E. "Ric" Polleck, Department Adjutant

Clifford L. Addison, Department Senior Vice Commandant

Harry T. Sharpe, Department Commandant

Anick Wallace, Department Judge Advocate

Jerry D. Blaylock, Department Junior Vice Commandant



**Department of Mississippi  
Marine Corps League**

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# **AWARD NOMINATION INSTRUCTIONS**

## ***PLEASE READ CAREFULLY***

1. Nominations must be typed and submitted on the attached form.
2. Only information requested and provided on the form will be used to evaluate the Nominee.
3. No other letters, pictures, articles, news clippings, etc. will be considered.
4. Each nomination must be based on performance and contributions for the prior calendar year.
5. A Detachment may submit no more than one (1) nomination for the award.
6. Each nomination must be signed by the Detachment Commandant and Adjutant, acknowledging that the selection was approved by a majority vote of the membership.
7. Nominations must be submitted electronically by email no later than 11:59 PM **of the last day of February of each year** to the Department of Mississippi, [Adjutant.mcldeptofmsadjutant@gmail.com](mailto:Adjutant.mcldeptofmsadjutant@gmail.com).
8. Complete forms should be saved on your computer and then sent as an attachment to your email submission.
9. NO pictures of documents will be accepted.
10. Each Nominee will receive a Distinguished Service Award at the Department Annual Convention Banquet.
11. This is the Department of Mississippi's most prestigious award.



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# **AWARD NOMINATION FORM**

TO: Adjutant, Department of Mississippi

FROM: \_\_\_\_\_

## **Part I: AWARDEE INFORMATION**

Nominee: \_\_\_\_\_ email: \_\_\_\_\_

MCL Profile No.: \_\_\_\_\_ MCL Membership No: \_\_\_\_\_

MCL Life Membership No.: \_\_\_\_\_ Devil Dog Tag No.: \_\_\_\_\_ (if applicable)

Detachment Name: \_\_\_\_\_ Det. No.: \_\_\_\_\_

Nominee is: An Associate Member of the Marine Corps League

## **Part II: AUTHORIZATION**

Nomination for: Department of Mississippi's Associate of the Year (AOY).

We, the undersigned hereby certify that the Nominee has been approved by a **majority vote** of the Detachment.

Detachment Commandant's Name: \_\_\_\_\_

Detachment Commandant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

Detachment Adjutant's Name: \_\_\_\_\_

Detachment Adjutant's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_

### **Part III: BACKGROUND INFORMATION**

**Offices held in Detachment, Department, Division or National:**

**Committees served on in Detachment, Department, Division or National:**

**Awards received in Detachment, Department, Division or National:**

**Community Service performed:**

## **Part IV: JUSTIFICATION FOR THE AWARD NOMINATION**

**Justification: (Letter of Recommendation)**

:



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# OFFICIAL SCORESHEET

| NOMINEE        | OFFICES  | COMMITTEES | AWARDS   | SERVICE  | JUSTIFICATION | TOTAL     | RANKED     |
|----------------|----------|------------|----------|----------|---------------|-----------|------------|
| <i>Example</i> | <i>1</i> | <i>1</i>   | <i>4</i> | <i>3</i> | <i>3</i>      | <i>12</i> | <i>1st</i> |
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|                |          |            |          |          |               |           |            |
|                |          |            |          |          |               |           |            |

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE SIGNED