



Administrative Procedures

1 November 2024

CENTRAL DIVISION

ADMINISTRATIVE PROCEDURES

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FOREWORD

- I. This manual was created to form guidelines and references for the conduct of business by the Staff of the Central Division and to provide a framework for common procedures.
- II. ELECTED OFFICERS
 - a. The elected Officers of the Division consist of the National Vice Commandant (NVC) and the Assistant National Vice Commandant(ANVC)
 - b. Elections
 - i. Per Section 415c of the National Bylaws - The Division's National Vice Commandants and Assistant Division Vice Commandants will be elected by "caucus" prior to the "vote by acclamation" on the National Convention floor. This "caucus" may be completed at the Division Conference or at the National Convention prior to the official election at the Convention by using the process used by the National Credentials Committee. Caucus is defined as "each department has their voting strength from those detachments present at the Division Conference or the National Convention." The division itself can determine when the election is held, as long as it is conducted with a "caucus." During the caucus, a department may split their voting strength as determined by that department.
 - ii. Per vote at the 2024 Central Division Conference, the division will caucus during the Division Conference prior in the year of the expiration of the elected officers' term of office.
 - c. Term of Office
 - i. The elected officers of the division shall serve for a period of 2 years and shall be eligible to hold office for 2 concurrent terms.
 - ii. The term of office shall begin at the installation of the newly elected officers.
 - iii. Vacancies will be filled by the National Commandant until an election can be held per section 415c of the National Bylaws
 - d. Duties
 - i. The NVC shall perform duties as a member of the National Board of Trustees as defined in Section 625 of the National Bylaws and Administrative Procedures.
 - ii. The ANVC shall perform duties as a member of the National Board of Trustees as defined in the National Bylaws and Administrative Procedures in the absence of the NVC.
 - iii. The NVC shall perform duties as defined in Section 625E of the National Bylaws.
 - iv. The ANVC shall perform duties as defined in Section 625F of the National Bylaws.
- III. APPOINTED OFFICERS
 - a. Per section 625E of the National Bylaws, the NVC must appoint a Division Adjutant/Paymaster, a Division Chaplain, and a Division Sgt at Arms
 - b. The NVC may make other appointments as necessary to fulfill requirements.
 - c. Term of Office – All appointments are for the term of the NVC unless otherwise relieved.

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d. Duties

i. Sgt at Arms

1. Maintain the Colors and ceremonial gear of the Division
2. Maintain the Charter of the Division and ensure it is properly displayed as necessary.
3. Transport or ensure transportation of Colors, ceremonial gear, and the Charter of the Division to Division meetings.
4. Ensure the proper room set up for the Conference Business Meeting.
5. Maintain order and compliance with uniform requirements in meetings of the Division
6. Request appointment of assistants as needed to conduct business.

ii. Adjutant/Paymaster

1. Adjutant

- a. Record and file Meeting Minutes of the Division Conference.
- b. Record and file Meeting Minutes of any other meeting (Zoom or otherwise) the NVC asks you to.
- c. When recording, get your minutes/notes to the membership within 7 days.

2. Paymaster

- a. Keep the financial monies and records of the Division.
- b. As the "Doing business as" representative of the Division, you must incorporate in your state.
- c. File, and keep a record of, a 990 with the IRS at the end of each fiscal year (and be sure it was accepted).
- d. Be audited at every Division Conference and at the change of position and whenever the NVC asks for one.

iii. Chaplain

1. Maintain a record of Notice of Deaths filed by Detachment Chaplains.
2. Prepare and conduct a Memorial Service at the Division Conference.
3. Conduct training of Department Chaplains
4. Provide a report of activities at the Division Conference and upon request of the NVC.

iv. Aide de Camp (1 per Department)

1. Ensure proper protocol is observed for visiting National Officers.
2. Provide a schedule of Department events to the NVC and update as needed.
3. Assist visiting Division and National Officers in registration and accommodations at Department events.
4. Provide notice to the NVC of any events within the Department that could result in National attention or may generate a high level general public interest. Examples include dedication of memorials, death of National or General Officers, signing of legislation with significant impact on veterans.

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- v. Youth Physical Fitness (YPF)
 - 1. Act of Liaison with National YPF Committee
 - 2. Assist in the production and dissemination of training and procedural materials
 - 3. Assist Departments in the development of YPF programs within their respective state.
 - 4. Conduct Training of Department YPF representatives
 - 5. Provide a report of activities at the Division Conference and upon request of the NVC.
 - 6. Advise the NVC on YPF affairs.
- vi. Veterans Service Officer (VSO)
 - 1. Act of Liaison with the National VSO
 - 2. Assist in the production and dissemination of training and procedural materials
 - 3. Assist Departments in the development and maintenance of VSO programs within their respective state.
 - 4. Conduct Training of Department VSOs.
 - 5. Provide a report of activities at the Division Conference and upon request of the NVC.
 - 6. Advise the NVC on VSO affairs.
- vii. Marine 4 Life (M4L)
 - 1. Act of Liaison with National M4L Committee
 - 2. Assist in the production and dissemination of training and procedural materials
 - 3. Assist Departments in the development of M4L programs within their respective state.
 - 4. Conduct Training of Department MFL representatives
 - 5. Provide a report of activities at the Division Conference and upon request of the NVC.
 - 6. Advise the NVC on M4L affairs.
- viii. Historian
 - 1. Act of Liaison with National Historian
 - 2. Assist in the production and dissemination of training and procedural materials
 - 3. Assist Departments in the development of historical programs within their respective state.
 - 4. Provide a report of activities at the Division Conference and upon request of the NVC.
- ix. Membership
 - 1. Act of Liaison with National Membership Committee
 - 2. Coordinate efforts of Department Junior Vice Commandants to achieve membership goals.
 - 3. Assist in the production and dissemination of training and membership initiatives.
 - 4. Assist Departments in the development of membership programs within their respective state.

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5. Provide a report of activities at the Division Conference and upon request of the NVC.
6. Advise the NVC on membership initiatives, unmet requirements, and quantifiable metrics.
- x. Compliance
 1. Advise the NVC on state imposed compliance requirements for each department in the division.
 2. Interact with Department Compliance officers, providing training and course materials for Marine Corps League imposed compliance requirements.
 3. Provide a report of activities at the Division Conference and upon request of the NVC.
 4. Advise the NVC on compliance status across the Division
- xi. Web Sergeant
 1. Ensure continuous registration and payment for the Division Domain name and Webhost.
 2. Maintain website to ensure that information is relevant and timely. Remove information no longer deemed relevant.
 3. Post Division and Department Officer information as provided. Request updates when necessary.
 4. Interact with Department Web Sergeants, providing training as needed.
 5. Review Department websites within the Division for compliance with National Bylaws and Administrative Procedures.
 6. Provide a report of activities at the Division Conference and upon request of the NVC.
- xii. Marine of the Year/Associate Member of the Year (MOY/AOY) Committee Chair
 1. The Chair of the MOY/AMOY committee is selected by the members of the MOY/AMOY committee annually. An assistant may also be selected.
 2. The Chair of the MOY/AMOY committee will provide the Division with updated submission procedures and eligibility requirements for the Division MOY/AMOY not later than 1 November annually. These procedures will be incorporated as Enclosure (1) of this document.
 3. The Chair of the MOY/AMOY committee will receive all MOY/AMOY, provide copies to the committee, and oversee the selection process of the Division MOY/AMOY.
 4. The Chair of the MOY/AMOY committee will ensure that appropriate certificates and plaques are provided to the recipients of these awards.
 5. The Chair of the MOY/AMOY committee will make presentations of the MOY/AMOY awards during the Division Banquet.

IV. Division Conference

a. Host Rotation

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- i. Each Department shall host the Division Conference on a rotating basis in the following order.
 - 1. Ohio
 - 2. Indiana
 - 3. Michigan
 - 4. Illinois
 - 5. Kentucky
 - 6. Wisconsin
 - b. The host Department, in coordination with the NVC, shall be responsible for:
 - i. Selection and Contracting of Conference Hotel.
 - ii. Coordinating requirements of MCL, MODD, and MCLA.
 - iii. Selection of Guest Speaker for Banquet.
 - iv. Registration and collection of fees from participants.
 - v. Provision of lodging during Conference for the National Vice Commandant, National Vice President, and Nation Vice Chief Devil Dog, of the Central Division.
 - vi. Provide trainers (internal or external to host department) for classes coordinated with the NVC.
 - vii. Observe protocol and etiquette requirements when hosting National Officers and other VIPs.
 - viii. Disseminate registration and conference information division wide in a timely manner to ensure full distribution.
 - ix. Provide a Master of Ceremonies for all activities outside of the business meeting.
 - x. Host a Division Growl by the Host Department MODD Pack
 - xi. Host an Awards Banquet during the division conference
 - xii. Provide a pass down and lessons learned to successor Department
- V. Central Division Marine of the Year/Associate Member of the Year – Guidelines and Instructions for Submission are provided as Enclosure (1) of this document.

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RECORD OF CHANGES

1 November 2024 – Original Document Published



Central Division, Department & Detachment Commandants:

This year the 2025 Central Division Marine of the Year and Division Associate of the year will be handled in a different way. We are taking the awards completely out of the hands of the Central Division Vice Commandant and putting it in the hands of the past award recipients. This coming Central Division conference will be held in **JOLIET, ILLINOIS on MARCH 27-30**. So here is the change other than taking it out of National Vice Commandant Dave Englert's hands. We are also having everyone make their submissions this year to our committee 30 days in advance which will make this years **due date FEBRUARY 25, 2025**. Also this year, we will allow regular mail and email for the submissions to the Marine of Year or Associate of year committee. However, in the future we may only allow email submissions. As of now this is not final and for now we are allowing snail mail.

Below are the rules to submit your members for this prestigious award within the Central Division, how to send and where you send the submission.

Semper FI

Phil Zamora – 2018 MOY

President

Central Division Marine of the Year Society

David Masunas – 2019 MOY

Vice President

Central Division Marine of the Year Society



1. A letter of nomination shall be submitted by the Detachment Commandant (one (1) nomination per Detachment) to the Central Division Marine of the Year / Associate of the Year Committee, 30 days prior to the Central Division Conference, including all details on the individual leaguer. Make the letter as detailed as possible, noting any special accomplishments. Documentary proof or affidavits or photos may be submitted.
2. Should the Detachment Commandant be the nominee, the Letter of Nomination shall be endorsed by the Detachment Senior Vice Commandant.
3. Should the Associate nominee be the Spouse or significant other of the Commandant, the Letter of Nomination shall be endorsed by the Detachment Senior Vice Commandant.
4. Any meritorious deed(s) identified shall be of such substance that has brought acclaim and prestige to the Marine Corps League or has enhanced and/or has furthered the concepts of the duties of being a citizen of the United States of America or deed(s) of courage performed by the nominee without regards to his/her own safety.
5. All letters of nomination shall be addressed to the Central Division Marine of the Year Society or Central Division Associate of the Year Society, to the address below.
 - a. The envelope or email shall be marked on the envelope bottom left, "Central Division Marine of the Year Society" or "Central Division Associate of the Year Society" using email please put this in the header.
 - b. U.S. Mail must be received by the due date of FEB 25, 2025
 - c. Email nominations must be received by the due date of Feb 25, 2025
 - d. **Nominations received after FEB 25, 2025 will not be considered.**

6. **Department Commandants** may submit members from their departments that fit the criteria of the Marine or Associate of the Year even if they were not submitted by their detachments.
7. **Departments and Detachments** should submit their Department or Detachment Marine or Associate of the year.

The Nominee criteria:

1. Be a regular member of the Marine Corps League in good standing to be considered for Marine of the Year.
2. Be an Associate member of the Marine Corps League in good standing to be considered for Associate of the Year.
3. Belong to a Detachment / Department within the Central Division of the Marine Corps League.
4. Believe in the principles upon which the Marine Corps League was chartered.
5. Be active in the affairs of the Marine Corps League at the Detachment or Department level.
6. Be active in community affairs.
7. A deceased member of the Central Division may be submitted as Marine or Associate of the year but they must have passed away since the last Central Division Conference in Kalamazoo, Michigan
8. No nominees shall write or send in their own nomination.

- **Description of the Award**

- **Marine Corps League Marine of the Year award**
 - **Marine Corps League, Marine of the Year Medallion suspended on a thick GOLD ribbon**
 - **Gold ribbon with FMF device**
- **Marine Corps League Associate of the Year award**
 - **Marine Corps League, Associate of the Year Medallion suspended on a thick GOLD ribbon**
 - **Gold Ribbon with "A" device**

Send submissions to the following and make sure in the subject line there is either “Central Division MOY” or “Central Division AOY”

Email: centraldivmoy@gmail.com

USPS Address:

PHIL ZAMORA
412 W HARRIS ST
CHARLOTTE, MI 48813-1437

Make sure in left bottom corner either
CENTRAL DIVISION MOY or CENTRAL DIVISION AOY, are on envelope

**MUST BE IN OUR HANDS BY DEADLINE OF
FEBRUARY 25, 2025, NO EXCEPTIONS**