

**Central Bucks Detachment, Inc.  
Department of Pennsylvania  
Marine Corps League**

**Bylaws and Administrative Procedures**

**As Amended March 2015**

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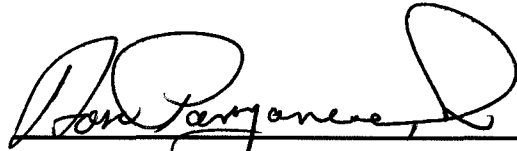
**CERTIFICATE**

This is to certify that the foregoing is the new and correct Edition of the Bylaws, Administrative Procedures and Enclosures of the Central Bucks Detachment, Inc., Marine Corps League, as adopted at the Monthly Meeting convened at Doylestown, Pennsylvania the 13th day of June, Two Thousand and Twelve (06/13/2012).



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**Joseph M. Kier Sr.**  
**Commandant**



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**Donald D. Parzanese Sr. , PC**  
**Judge Advocate**

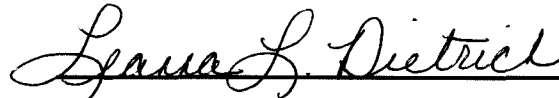
**ATTEST:**



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**James J. Powell, PC**  
**Adjutant/Paymaster**

**APPROVED:**



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**Leanna L. Dietrich, PDC**  
**Judge Advocate**  
**Department of Pennsylvania**

**BYLAWS  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**ARTICLE ONE**

**MEETINGS**

**SECTION 100 - AUTHORITY** - The Supreme legislative and policy making power of the Central Bucks Detachment, Marine Corps League (herein after to be referred to as the “Detachment”), shall be vested in the Detachment Meeting composed of the properly elected and appointed Officers and members attending such Meeting.

**SECTION 101 - CREDENTIALS** - A member in good standing is defined as any member of the Central Bucks Detachment that is in possession of a valid, unexpired Marine Corps League membership card (herein after referred to as “Detachment Member(s)”, “Regular Member(s)” or “Associate Member(s)”).

**SECTION 102 - VOTING**

- (a) Except as otherwise provided by these Bylaws, a fifty percent (50%) plus one (1) vote by the Detachment Members, in attendance at any meeting of the Detachment shall decide any issue.
- (b) Each Detachment Member is entitled to one (1) vote on each issue.
- (c) Associate Members may vote on Detachment-Specific issues only. They may not vote on a membership application or an election of officers.
- (d) A Roll Call vote may be required and recorded, upon the request of any Detachment Member.

**SECTION 103 - ELECTED OFFICERS** - The Detachment Officers to be elected shall be Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate and Paymaster. Only Regular Members may hold elected offices.

**SECTION 104 - APPOINTED OFFICERS** - The Detachment Officers to be appointed by the Commandant shall be Adjutant, Chaplain, Sergeant-at-Arms, Quartermaster, Newsletter Editor/Public Relations Officers, Web Sergeant and Mess Sergeant. If appointed, Associate Members may hold any of these appointed offices.

**SECTION 105 - HOLDING OFFICE** - No Detachment Member may hold more than one (1) elected office. Detachment Members may hold as many appointed offices as they are appointed to.

## **SECTION 106 - NOMINATIONS/ELECTIONS**

- (a) Nominations and Elections of Officers shall be completed annually at the March Detachment meeting. If this meeting is unable to be held as scheduled, for any reason, then the Detachment Commandant shall call a Special Detachment Meeting prior to the next regularly scheduled Detachment Meeting to complete nominations and elections.
- (b) Prior to the March Meeting a Nominating Committee shall be appointed by the Detachment Commandant for the sole purpose of recruiting and nominating qualified candidates to hold elected offices.
- (c) Each nominee for elected office shall be recommended by the Nominating Committee and made from the floor.
- (d) No member may nominate him/herself.
- (e) Each nominee will state to the Chair that if elected, they will accept the office and serve loyally, faithfully and to the best of his/her ability during the term to which elected.
- (f) The election of Detachment Officers will be in the order of business as prescribed by the Marine Corps League Ritual; Conducting a Regular League Meeting; Order of Business section.
- (g) The Chairperson of the Nominating Committee, if not seeking office, shall conduct the voting and appoint judges as necessary. In the absence of the Chairperson of the Nominating Committee, the most junior Past Detachment Commandant not seeking office will serve in this capacity.
- (h) A majority of votes cast is required to elect Detachment Officers. When a simple majority is not obtained on the first ballot; a second balloting will immediately commence after a caucus not to exceed five (5) minutes. Should a majority fail to materialize on the second ballot, all but the top two (2) candidates with the most votes shall be dropped as contenders and balloting will then commence again. If a majority tie vote cannot be obtained on the next vote, that Office shall be declared vacant, and the new sitting Detachment Commandant will appoint that office. If the Detachment Commandant is the Office that is vacant, the Detachment Board of Trustees shall appoint the new Detachment Commandant.
- (i) The Detachment Installation Ceremony shall be performed at the April Regular Meeting.
- (j) The Detachment Installation Report shall be completed by the Detachment Adjutant and turned over to the Installing Officer who will sign, date and forward it to the proper authorities as prescribed in the Marine Corps League National Administrative Procedures, Section 600(b).

**SECTION 107 - TERM OF OFFICE** - The Term of Office for the elected and appointed officers of the Central Bucks Detachment shall be for a period of one (1) year. Elected officers may succeed themselves in office, if duly reelected, for as many consecutive terms as elected.

**SECTION 108 - QUORUM** - The minimum number of Detachment members required to be present to transact regular and legal business for the Central Bucks Detachment shall be ten percent (10%) of the Detachment membership in good standing. Two (2) elected Officers must be part of the quorum. Any fraction of a percent will be dropped to the lower full percent (e.g. 10.7% will be interpreted as 10%).

Amended  
March 2015

**SECTION 109 - RIGHT TO SPEAK** - All Detachment Members, when recognized by the Chair shall have the right to speak on any subject or issue brought to the floor for consideration.

**BYLAWS  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**ARTICLE TWO**

**ELECTED OFFICERS**

**SECTION 200 - POWERS** - Complying with the provisions of the Congressional Charter, the Marine Corps League National, Department of Pennsylvania and these Detachment Bylaws and Administrative Procedures, the Powers and Authority of the Detachment Elected Officers shall be:

- (a) to do such things that is in the best interests of the Marine Corps League;
- (b) to do such things that is in the best interests of the Central Bucks Detachment;
- (c) to exercise executive powers except:
  - 1) The Detachment and/or its Officers shall have no power to hire employees.
  - 2) The Detachment and/or its Officers shall have no power to suspend, remove or expel any Detachment Member from the Marine Corps League. These powers are only granted to the Department and/or the National Board of Trustees.

**SECTION 201 - DUTIES OF ELECTED OFFICERS** - It shall be the duty of each Detachment Elected Officer to acquire a working knowledge of the Detachment, Department of Pennsylvania and Marine Corps League National Bylaws and Administrative Procedures.

The specific duties are as follows:

(a) **COMMANDANT** shall direct all activities within the Detachment area; preside at all Detachment Meetings; have direction and control of the executive and administrative affairs of the Detachment. In addition the Commandant shall:

- (1) direct to all Officers and Members of the Detachment such orders as are not in conflict with the Detachment, Department of Pennsylvania and Marine Corps League National Bylaws and Administrative Procedures that are necessary for the proper conduct of business;
- (2) call any special meetings as necessary;
- (3) seek the advice of the Detachment Elected Officers;
- (4) appoint or remove the following Detachment Officers:
  - a) Adjutant
  - b) Chaplain
  - c) Sergeant-at-Arms
  - d) Public Relations Officer/Newsletter Editor
  - e) Quartermaster
  - f) Web Sergeant
  - g) Mess Sergeant;

- (5) appoint Detachment Committees as are deemed necessary and designate the Committee Chair;
- (6) represent the Detachment at all social functions and ceremonies in such a manner as will enhance the dignity, honor and prestige of this Organization.

(b) **SENIOR VICE COMMANDANT** shall give assistance to the Detachment Commandant and, during the absence or illness of the Detachment Commandant, perform the duties of that Office. The Detachment Senior Vice Commandant shall vigorously pursue the enrollment of all eligible Marines within the Detachment's geographic area and perform such other duties as may be assigned by the Detachment Commandant. In the absence of the Mess Sergeant, he/she will provide the Detachment membership with the refreshments at the Detachment Meetings.

(c) **JUNIOR VICE COMMANDANT** shall in the absence or illness of the Detachment Commandant and the Detachment Senior Vice Commandant, perform the duties of that Office. The Detachment Junior Vice Commandant shall serve as Chair of the Detachment Entertainment and Social Activities Committees, Chair the Detachment Fund Raising Committees and perform such duties as may be assigned by the Detachment Commandant.

(d) **JUDGE ADVOCATE** shall interpret the Marine Corps League National, Department of Pennsylvania and Detachment Bylaws and Administrative Procedures for the Central Bucks Detachment. Counsel and/or render opinions on questions of parliamentary procedures to the Detachment as outlined hereafter:

- (1) at Detachment Meetings, upon the request of a Member, through the Chair, shall render an opinion on Law and Procedure to the Chair, whereupon the Chair will rule on the opinion and the question, which ruling shall be final unless appealed by a Member, whereupon the Judge Advocate will put the question, "Shall the ruling of the Chair be sustained?". A standing vote of the membership will be called and a two-thirds (2/3) vote of the membership will be required to reverse the ruling of the Chair.

(e) **PAYMASTER** shall ensure that all funds received by the Detachment are deposited in a federally insured financial institution approved by the Detachment Elected Officers and be responsible for disbursing all funds approved by the Detachment. Keep all proper and necessary Detachment accounting records.

(f) **JUNIOR PAST COMMANDANT** shall contribute generously and impartially from past experience to the best interest of the Central Bucks Detachment.

**SECTION 202 - VACANCY** - The order of succession to the office of Detachment Commandant shall be Detachment Senior Vice Commandant, then Detachment Junior Vice Commandant. In the event of other vacancies, the Detachment Commandant shall appoint a successor to serve until the next election.

**BYLAWS  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**ARTICLE THREE**

**APPOINTED OFFICERS**

**SECTION 300 - DUTIES OF STAFF OFFICERS** - The Detachment Staff (appointed) Officers shall acquire a working knowledge of the Marine Corps League National, Department of Pennsylvania and these Detachment Bylaws and Administrative Procedures and shall act as assistants to the Detachment Elected Officers with individual specific duties. The appointed Detachment Staff (appointed) Officers of the Central Bucks Detachment shall be:

(b) **ADJUTANT** shall cause to be kept, the true record of Minutes of all Detachment Regular and Special Meetings, and perform such other duties as are usually assigned to recording secretaries. He/she shall also perform such other duties as may be assigned by the Detachment Commandant. The incumbent shall surrender all books, records and other property of the Detachment, with which the office is charged, to the duly appointed and qualified successor;

(c) **CHAPLAIN** shall perform such duties of a spiritual nature as are customarily performed by members of the clergy. Be responsible for and have charge of arranging and conducting an impressive, dignified and inspiring non-denominational memorial service when required. When a Detachment Member passes, be responsible to inform the Detachment, Department of Pennsylvania and National Chaplains of that information.

(d) **SERGEANT-AT-ARMS** shall preserve order at all Detachment Meetings and perform such other duties as are required by the Detachment Commandant. The Detachment Sergeant-at-Arms is empowered to deputize such Deputy Sergeants-at-Arms as may be necessary for the proper performance of his/her duties. He/she shall oversee the Detachment Honor Guard; maintain possession of the Detachment Colors, Rifles and Register.

(e) **PUBLIC RELATIONS OFFICER/NEWSLETTER EDITOR** shall act as the Media Information Officer for the Detachment. Provide the Detachment membership with the Official Internal Publication, "Listen Up!" to communicate the Minutes of each Regular Detachment Meeting and other information deemed pertinent. Also, perform such other duties as are assigned by the Detachment Commandant.

(f) **QUARTERMASTER** shall maintain adequate quantities of merchandise, for resale, and display same as often as practical. Reordering of merchandise shall be directed to Marine Corps League National Ship's Store as much as possible. Upon receipt of merchandise, certify the invoice and forward same to the Detachment Paymaster for payment. Turn over to the Detachment Paymaster all receipts from sales and maintain adequate records to allow proper audits of the merchandising efforts.



(g) **WEB SERGEANT** shall maintain the Official Detachment Website as directed by the Detachment Commandant and perform such other duties as are assigned by the Detachment Commandant.

(h) **MESS SERGEANT** shall provide the Detachment membership with the refreshments at Detachment Meetings and perform such other duties as are assigned by the Detachment Commandant.

**SECTION 303 - VACANCY** - In the event of a vacancy in any Detachment Appointed Office, any Detachment Committee Chairmanship or any Detachment Committee Member for any reason, that vacancy shall be filled immediately by the Detachment Commandant.

**BYLAWS  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**ARTICLE FOUR**

**MISCELLANEOUS**

**SECTION 400 - CONTRACTING AUTHORITY**

No Member, Officer or Committee of the Central Bucks Detachment, Marine Corps League shall enter into or sign any contract or agreement for the purpose of binding the Detachment without first submitting said contract or agreement to the Detachment Judge Advocate for consideration and recommendation to the membership. Upon submission to the membership, a 2/3 vote shall be required to accept, in whole or in part, the contract or agreement being considered. All contracts or agreements consummated in the name of the Central Bucks Detachment shall bear the signatures of the Detachment Commandant and the Detachment Paymaster.

**SECTION 401 - AMENDMENTS**

- (a) These Detachment Bylaws and Administrative Procedures may be revised, amended or repealed by two thirds (2/3) vote of the membership in attendance at a Detachment Meeting, who are in compliance with SECTION 105 of these Bylaws and provided that the proposed revision, amendment or repeal is submitted to the Detachment Judge Advocate no later than 60 days prior to the Detachment Meeting at which said proposal is to be considered. Submission of proposed revisions, amendments or repeals will be in typewritten form and will be in the exact wording intended. The Submission should be sent via U.S. Mail, by other carriers or hand delivered in a sealed envelope. A receipt is required as proof of delivery.
- (b) To avoid possible confusion, each submission will address only one Section. However, if the proposal incorporates a revision, amendment or repeal that will interact with any other Sections, the changed or corrected wording of those Sections should be included in the single submission.
- (c) The Detachment Judge Advocate will insure that copies of each proposal are distributed, without personal comment, to each existing Detachment Member no later than 30 days prior to the Detachment Meeting at which the proposed amendment is to be considered.

**SECTION 402 - EFFECTIVE DATE** - All revisions, amendments, or repeals of these Bylaws approved at a Detachment meeting, as outlined in Section 401, shall become effective upon the date of acceptance by the Department Judge Advocate

**SECTION 403 - DETACHMENT BYLAWS DISTRIBUTION** - One (1) copy of the approved Detachment Bylaws will be provided in each new member packet. Any new printing of these Bylaws or approved Amendments will be provided to every Detachment Member. These new printings or approved amendments may be delivered electronically if a Detachment Member has an Email Address on file with the Detachment Adjutant or Paymaster. All others will be delivered via U.S Mail within a timely manner.

**SECTION 404 - BLANKET BOND** - The following Officers are included under a blanket bond provided and commercial crime policy paid for by the National Organization:

- (a) Detachment Commandant;
- (b) Detachment Paymaster or Adjutant/Paymaster, as applicable;
- (c) All Officers designated to handle funds of the Detachment within the territorial provisions of the commercial crime policy.

**SECTION 405 - DISSOLUTION** - Should the Central Bucks Detachment be dissolved, all funds, property and assets of the Central Bucks Detachment, Marine Corps League shall be given to the Department of Pennsylvania, Marine Corps League. If that is not possible, the Detachment Members shall choose a non-profit, tax-exempt veterans organization under the provisions of the U.S. Internal Revenue Service code.

**SECTION 406 - MEMBERSHIP LISTINGS** - The membership listing of the Central Bucks Detachment, Marine Corps League is PROPRIETARY INFORMATION. Through the Detachment Adjutant, portions of the membership listings shall be periodically provided to appropriate Detachment members exclusively for internal usage. The Detachment membership listing will not be sold, leased, copied, loaned, or assigned without the expressed permission of the Detachment Commandant and the approval of the Detachment Membership.

**SECTION 407 - VIOLATION** - Any member who violates the precepts of the Marine Corps League National, Department of Pennsylvania or these Detachment Bylaws and/or Administrative Procedures is subject to the provisions of Chapter Nine (9) Grievance and Discipline, as stated in the Marine Corps League National Administrative Procedures.

**SECTION 408 - ITEMS/ISSUES NOT COVERED** - For all Bylaw items or issues not covered in these Central Bucks Detachment Bylaws; the Department of Pennsylvania Bylaws and then Marine Corps League, National Bylaws will take precedence.

**ADMINISTRATIVE PROCEDURES  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**CHAPTER ONE**

**GENERAL**

**SECTION 100 - NAME AND PURPOSES** - The name of the body corporate is Central Bucks Detachment, Inc. (herein after to be referred to as the “Detachment”), a recognized IRS Code 501(c) (3) non-profit corporation, incorporated in the Commonwealth of Pennsylvania on February 18, 1999. The purposes for which the corporation is formed are:

- (a) to preserve the traditions and to promote the interest of the United States Marine Corps;
- (b) to band those who are now serving in the United States Marine Corps and those who have been honorably discharged from that service together in fellowship that they may effectively promote the ideals of American freedom and democracy;
- (c) to fit its members for duties of citizenship and to encourage them to serve as ably as citizens as they have served the Nation under arms;
- (d) to hold sacred the history and memory of the men and women who have given their lives to the Nation;
- (e) to foster love for the principles which they have supported by blood and valor since the founding of the Republic;
- (f) to maintain true allegiance to American institutions;
- (g) to create a bond of comradeship between those in the service and those who have returned to civilian life;
- (h) to aid voluntarily and to render assistance to all Marines and FMF Corpsmen and former Marines and FMF Corpsmen as well as to their spouses, orphans and parents;
- (i) to perpetuate the history of the United States Marine Corps, and by fitting acts to observe the anniversaries of historical occasions of particular interest to Marines;
- (j) any lawful business purpose to be conducted on a not-for-profit basis.

**SECTION 101 - LOCATION** - The principal offices of the Central Bucks Detachment, Inc. shall be located at address of the current Paymaster or at such other place or places as the Board of Trustees may select in the best interests of its membership.

**SECTION 102 - CORPORATE SEAL** - The Corporate Seal of the Central Bucks Detachment, Inc. shall be round in shape, containing in the center thereof a replica of the United States Marine Corps Emblem surrounded by the words "Semper Fidelis Central Bucks Detachment, Inc." within a border of two narrow rings, with a star centered between the words “Marine” and “Semper” and a star between the words “Fidelis” and “Inc.”

**SECTION 103 - POLICY**

- (a) The supreme power of the Detachment, Inc. shall be vested always in its members in good standing.
- (b) The Detachment shall never take part in any labor or management dispute or issue, and it shall be ever non-sectarian, non-political, and non-partisan; nor shall it be biased on the grounds of race, color, creed, nationality, religious beliefs or sex; nor shall it be used as a medium of political ambition or preferment; nor shall former or present military rank or former or present civilian position be used as the basis for special consideration or preferment.
- (c) Nothing in the preceding subsection shall prohibit the Central Bucks Detachment, Inc. or any subdivision thereof, from participating in political issues affecting the welfare of the United States Marine Corps, the national security of our Nation, or any veterans' claims for justice arising from service in the Armed Forces of the United States of America.

**SECTION 104 - DUES** - The annual dues for the Detachment will be set by the Board of Trustees and approved by the members at a regular meeting of the Detachment. The annual dues will include the Department of Pennsylvania and Marine Corps League National Headquarters per capita dues and fees. Those per capita dues and fees which are due to the Department of Pennsylvania and Marine Corps League National Headquarters shall be forwarded on a standard transmittal form to the Department of Pennsylvania Paymaster immediately after for processing.

**ADMINISTRATIVE PROCEDURES  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**CHAPTER TWO**

**MEETINGS**

**SECTION 200 - TIME AND PLACE** - Meetings of the Central Bucks Detachment, Inc. shall take place at the prescribed place and time as is determined at a previous Detachment Meeting. The time and place shall be published each month in the Detachment Newsletter. If necessary, the Detachment Commandant may designate a different time and place.

**SECTION 202 - PROCEDURE** - The Detachment Commandant shall use the Marine Corps League Ritual as a guide to establish the sequence and procedures with which the business of the Detachment meeting shall be conducted.

**SECTION 203 - RULES OF ORDER**

For the Central Bucks Detachment, Inc. it shall be these Administrative Procedures, Department of Pennsylvania Administrative Procedures, Marine Corps League National Administrative Procedures and the latest edition of Roberts' Rules of Order that govern the procedures and conduct of each Detachment meeting with the following inclusions:

- (a) No alcohol shall be consumed in the Detachment meeting room or surrounding area during the meeting.
- (b) A Curse Box shall be present during the Detachment meeting with the fine of one Dollar (\$1.00) per foul language offense, as determined by the Chair of the meeting. The Paymaster shall be responsible for the Curse Box.

**SECTION 204 - REGISTRATION** - There shall be no registration fees or charges of any kind required for any Marine Corps League Member in good standing to attend a Detachment Meeting.

**SECTION 205 - EXPENSES** - Any expense associated with conducting a meeting of the Detachment shall be borne by the Detachment alone.

**ADMINISTRATIVE PROCEDURES  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**CHAPTER THREE**

**COMMITTEES**

**SECTION 300 - STANDING COMMITTEES AND DUTIES** - Committees, Committee Chairmanships and the duties associated with those committees will be at the discretion of the Detachment Commandant. The Detachment Commandant is an ex-officio member of every Committee, except the Marine of the Year Committee, unless he/she is a past recipient of the Marine of the Year Award.

**SECTION 301 - DETACHMENT MARINE OF THE YEAR (MOY) COMMITTEE** - shall be composed of all previous Detachment Marines of the Year award recipients. At the October Detachment Meeting, which functions as the Committee's Annual Meeting, the members of the Committee who are present will meet to select the new Detachment Marine of the Year. The guidelines for the MOY selection have been established in Enclosure One (1). The Detachment Junior Past Marine of the Year Award Recipient has the privilege of presenting the award to the new Detachment Marine of the Year. Or if he/she prefers, the Committee can choose any other Past Detachment Marine of the Year Recipient to make the presentation. Prior to the Department of Pennsylvania Annual Convention and according to the Department Marine of the Year rules, the Detachment may vote on a past Detachment MOY Award Recipient, as recommended by the Detachment MOY Committee to be accepted and passed on to the Department of Pennsylvania MOY Committee for consideration. If accepted, the Detachment Marine of the Year Committee Chairman or his appointed representative has the duty and responsibility to execute all the necessary paperwork. He will then insure that delivery to the Department of Pennsylvania is completed as per the Department of Pennsylvania guidelines.

**ADMINISTRATIVE PROCEDURES  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**CHAPTER FOUR**

**MISCELLANEOUS**

**SECTION 400 - AMENDMENTS** - These Administrative Procedures may be revised, amended, or repealed at any Detachment meeting of the Marine Corps League, by a two-thirds (2/3) favorable vote of the Detachment regular members in good standing present, provided that the proposed revision, amendment, or repeal is submitted with the exact intended wording to the Detachment Judge Advocate no later than sixty (60) days prior to the date of the Detachment meeting at which the said proposal is to be considered, and further provided that the Detachment Judge Advocate shall distribute copies of such proposals without personal comment to all Detachment Members no later than the thirtieth (30) day prior to the date of the Detachment Meeting at which such proposal is to be considered.

**SECTION 401 - EFFECTIVE DATE** - All revisions, amendments, or repeals of these Administrative Procedures approved at a Detachment meeting as outlined in Section 401, shall become effective upon the date of acceptance by the Department Judge Advocate.

**SECTION 402 - ADMINISTRATIVE PROCEDURES DISTRIBUTION**

One (1) copy of the approved Detachment Administrative Procedures will be provided in each new member packet. Any new printing of these Detachment Administrative Procedures or approved Amendments will be provided to every Detachment Member. These new printings or approved amendments may be delivered electronically if a Detachment Member has an Email Address on file with the Detachment Adjutant or Paymaster. All others will be delivered via U.S Mail within a timely manner.

**SECTION 403 - ITEMS/ISSUES NOT COVERED** - For all Administrative Procedure items or issues not covered in these Central Bucks Detachment Administrative Procedures; the Department of Pennsylvania Administrative Procedures and then Marine Corps League, National Administrative Procedures will take precedence.



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**ADMINISTRATIVE ENCLOSURES  
MARINE CORPS LEAGUE  
CENTRAL BUCKS DETACHMENT**

**ENCLOSURE ONE**

**DETACHMENT MARINE OF THE YEAR GUIDELINES**

1. The name and qualifications of the candidate (nominee) for Detachment Marine of the Year must be typewritten and signed by a Detachment Member. A member may NOT nominate him/herself.
2. 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 – MOY". The envelope will then be delivered to the Chairman of the Detachment Marine of the Year Committee no later than the end of business at the meeting where Detachment Marine of the year will be voted on.
3. The name of the Detachment MOY recipient will be announced during Detachment Marine Corps Birthday Ball or if one is not scheduled; the November Detachment meeting. The names of the other nominees will neither be announced nor published and their nomination letters will be destroyed.
4. Only a Regular Members in good standing of the Central Bucks Detachment, Marine Corps League is eligible to be a candidate for the Detachment Marine of the Year and should have the following qualification:
  - a. Performed activities within the U. S. Marine Corps or 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 U. S. Marine Corps, 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.