

# Marine Corps League



**Frank J. Carroll Detachment #28**

**By-Laws**

Rev November 2012

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FRANK J. CARROLL DETACHMENT  
MARINE CORPS LEAGUE  
CONSTITUTION AND BY-LAWS

PREAMBLE

In the name of the Beneficent Father of all, we who have honorably served or are now honorably serving our country in the United States Marine Corps, for the common good of this nation and all the nations and peoples in this world and in order that the fundamental rights and freedom of every person may be preserved, to foster interest in the affairs of the United States Marine Corps, to protect and advance the welfare of the wounded or disabled Marines and their dependents and the for the further purpose as set forth hereinafter, do solemnly and firmly associate ourselves together in a non-profit corporation known as the "MARINE CORPS LEAGUE, INCORPORATED, FRANK J. CARROLL DETACHMENT" and order and establish this Constitution.

## **ARTICLE ONE**

### **NAME**

#### **SECTION 100 – NAME**

The name of this Detachment shall be FRANK J. CARROLL DETACHMENT, MARINE COPRS LEAGUE

## **ARTICLE TWO**

### **PURPOSES**

#### **SECTION 200 – PURPOSES**

The purpose of this organization shall be:

- a) To preserve the traditions and to promote the interest of the United States Marine Corps
- b) To band those together who are now serving in the United States Marine Corps and those who have served honorably, from that service in fellowship, so that they may effectively promote the ideals of American Freedom and Democracy
- c) To fit its members for the duties of citizenship and to encourage them to serve as ably as citizens as they 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 service and those who have returned to civilian life.
- h) To aid voluntarily and to render assistance to all current, former Marines and FMF Corpsman, as well as to their widows and orphans.
- 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.

The further objects and purposes of the organization are: To perpetuate and honor the memory of those Marines, FMF Corpsman and U.S. Navy Chaplains who have passed on to their eternal rest; whenever and wherever possible, to aid, assist and provide for the father, mother and other dependents of the deceased Marines; to strive for the passage of legislation favorable to the Marine Corps League, to the United States Marine Corps, to the officers, men, and women of active service, and to honorably discharged Marines, and to agitate the defeat of legislation unfavorable to them: to foster social and fraternal function among the members; to urge participation of all members in patriotic, civic, state, or national affairs as are of particular interest to Marines, FMF Corpsman, and U.S. Navy Chaplains. (rev 10/2018)

## **ARTICLE THREE**

### **ELIGIBILITY**

#### **SECTION 300 – ELIGIBILITY**

- a) **REGULAR MEMBERSHIP** – Only persons who are serving or who have served honorably in the United States Marine Corps, “ON ACTIVE DUTY”, for not less than ninety (90) days and persons who are serving or have served in the United States Marine Corps Reserve and have earned no less than ninety (90) Reserve Retirement Credit Points and U.S. Navy Corpsman who have trained with Marine FMF Units in excess of ninety (90) days and earned the Marine Corps Device (clasp) worn on the Service Ribbon and those who earn the Warfare Device authorized for FMF Corpsman and U.S. Navy Chaplains who are assigned permanent duty with the Marine Corps Operating Forces and have completed the appropriate sections of the Personnel Qualification Standard and both which must be noted on the DD-214. An award the Fleet Marine Force Ribbon (FMF Ribbon) (1 Sep 1984- 31 Dec 2005) or the Fleet Marine Force Qualified Officer (FMFQO) (1 Jan 2008 - \_\_\_\_\_) shall be eligible for regular membership in the Marine Corps League. *(rev 10/2018)*
1. Dual Membership (See Section 650 of the National Bylaws)
- b) **ASSOCIATE MEMBERSHIP** – Those individuals not qualified for regular membership in the Marine Corps League who espouse the principals and purposes of the Marine Corps League as contained in its Congressional Charter may upon Application to THE Detachment, be accepted for associate membership in the Marine Corps League. Associate members, upon acceptance will pay dues in the same amounts as prescribed for regular members, including initiation fees. An associate member shall be entitled to the rights, privileges, and benefits of a regular member, unless otherwise prohibited. Such member shall not vote on a membership application, an election of officers, or hold an elective office. An associate member may be allowed to vote on the Detachment’s internal affairs, provided such vote does not affect a policy of the Marine Corps League.

#### **SECTION 305 – SPONSORSHIP**

Any applicant must be sponsored by a Marine Corps League member in good standing. Also, the latest DD214 or discharge of all applicants not now serving on active duty shall be checked before their active participation in the Detachment. Applicants now serving on active duty shall present verification of same.

#### **SECTION 310 – CREDENTIALS INSPECTION**

No Marine, FMF Corpsman or U.S. Navy Chaplains shall be accepted for membership until his credentials have been inspected by the Commandant, Senior Vice Commandant, Adjutant, or any Past Commandant. Also, per capita tax and Detachment dues must be paid. *(rev 10/2018)*

#### **SECTION 315 – MEMBERSHIP**

No Marine, FMF Corpsman or U.S. Navy Chaplains applicant shall be a member of the Detachment until he has been duly accepted to membership, paid all fees required and undergone formal initiation procedures. *(rev 10/2018)*

#### **SECTION 320 – ELECTIVE ELIGIBILITY**

No member shall be eligible to hold elective office in this Detachment unless he is a member in good standing.

## **ARTICLE FOUR**

### **ADMINISTRATION**

#### **SECTION 400 – ADMINISTRATION**

The administration and the conduct of business, also the exercise of the power and authority of this Detachment, shall be vested in an Executive Committee of eight (8) members. The Executive Committee shall consist of the Commandant, Junior Past Commandant, Senior Vice Commandant, Junior Vice Commandant, Judge Advocate, Chaplain, Adjutant/Paymaster, Sergeant at Arms, Four (4) members of this Executive Committee shall constitute a quorum. They shall function between meetings or on regular meeting days when a quorum of the Detachment is not present, or at such time as it is impossible to hold a regular Detachment meetings.

A written record of all proceedings shall be kept and read at the next following regular meeting. They shall also be required to meet for a period of at least one-half hour prior to any scheduled business meeting to discuss the meeting agenda and provide for the speedy and orderly conduct of the meeting.

#### **SECTION 405 – EXPENDITURES**

No money shall be expended by the Detachment except by authority previously obtained pursuant to a vote of the membership at any regular or special meeting. *(rev 10/2018)*

## **ARTICLE FIVE**

### **MEETINGS**

#### **SECTION 500 – REGULAR MEETINGS**

- a) Regular meetings of this Detachment shall be monthly. Five (5) members in good standing, shall be necessary in order to transact business.
- b) The Adjutant shall furnish written notices, either hard copy or electronic, of all meetings to all members.

#### **SECTION 505 – SPECIAL MEETINGS**

The Commandant shall have the authority to call a special meeting when the necessity arises. Upon written request from any three (3) members of the Detachment, in good standing, it shall be mandatory that the Commandant call a special meeting at a proper time within (5) days following receipt of such request.

#### **SECTION 510 – PROCEDURES**

- a) Robert's Revised Rules of Order shall govern the procedure and form of business, except where provided otherwise in the Detachment and National Charter and By-Laws/Administrative.
- b) The Commandant shall be addressed as Sir Commandant or Madam Commandant, and the members shall address each other as Marines. The conduct of the meeting shall be in a serious manner and order shall prevail at all times.

## **ARTICLE SIX**

### **ELECTIONS AND INSTALLATIONS, CHARGES AND TRIALS**

#### **SECTION 600- NOMINATION AND ELECTION**

The annual nomination and election of Detachment Officers shall be held at the regular business meeting in October. The Detachment Adjutant shall make note of this in his notice of the October meeting to the regular membership

#### **SECTION 605 – INSTALLATION**

The installation of Detachment Officers shall be held at a date **no later than the last day of the month subsequent to the election**.

#### **SECTION 610 – COMMANDANT SECESSION**

If nominated and elected, a Detachment Commandant may succeed himself once.

#### **SECTION 615 – ELECTION VOTE**

Election shall be by secret ballot.

#### **SECTION 620 – DETACHMENT OFFICERS**

- a) The following officers shall be elected: Commandant, Senior Vice Commandant, Junior Vice Commandant, and Judge Advocate.
- b) Chaplain, Sergeant at Arms, Paymaster/Adjutant, three (3) Trustees, and Web Sergeant shall be appointed.

#### **SECTION 625 – BOARD OF DIRECTORS**

The Board of Directors shall consist of the officers in Article Six Section 620. The term of office shall be one (1) year.

#### **SECTION 630 – DELEGATE EXPENSES**

The Detachment will pay the delegate registration fees for all members attending conventions. This delegate registration is for the National Convention, National Mid-Winter Conference, Rocky Mountain Division Conference and the Department Convention. *(rev 10/2018)*

#### **SECTION 635 - DELEGATE ELECTIONS**

Delegates to the National or Department Conventions shall be elected at a regular business meeting of the Detachment before the Convention Date. The Detachment Commandant shall be the Chairman of the Delegation; he shall appoint a Co-Chairman.

#### **SECTION 640 – CHARGES AGAINST ACCUSED**

Charges shall be preferred against any accused member, trials conducted and penalties imposed in the same manner as prescribed in the National By-Laws and Administrative Procedures of the Marine Corps League.



## **ARTICLE SEVEN**

### **DUES AND ASSESSMENTS**

#### **SECTION 700 – DUES AND ASSESSMENTS**

The amount of annual Detachment dues, which shall be collected along with National and State assessments and dues shall be decided annually at the election meeting. The time limit for collection of dues shall be prescribed by National Headquarters.

## **ARTICLE EIGHT**

### **DUTIES OF OFFICERS**

#### **SECTION 800 – COMMANDANT (Elected Staff)**

The Commandant is the Chief Executive Officer of the detachment Board of Trustees, primary contact for the community, and is responsible for the activities and financial standing of the detachment. He/she presides at meetings, represents the detachment at functions, formulates and develops programs to improve detachment operations and achieving goals, appoints staff officers and committees.

#### **SECTION 805 – SENIOR VICE COMMANDANT (Elected Staff)**

He/she gives assistance and support to the Commandant, is second in command of the detachment, presides in absence of the Commandant at meetings or events and prepares for succession to the Commandant's office. The Senior Vice Commandant chairs committees as requested by the Commandant, performs special tasks as requested by the Commandant, assists in two way communications between members and officers.

#### **SECTION 810 - JUNIOR VICE COMMANDANT (Elected Staff)**

The Junior Vice Commandant is usually primarily responsible for recruiting and retention of members and should be familiar with the operations and projects of the Detachment; be a spokesman to the Board of Trustees on what members are looking for from the organization. He/she promotes special events aimed at enhancing the membership, maintain contact with other veterans organizations and generate interest in the Marine Corps League.

#### **SECTION 815 – ADJUTANT (Appointed Staff)**

It shall be the duty of the Adjutant to keep proper and necessary books for the records of all business of the Detachment, and to keep a record of all membership accounts. He shall keep the minutes of all meetings and perform such other duties as are annually assigned to recording secretaries, and which the best interest of the Detachment may demand. He shall notify all members of their indebtedness to the Detachment. File the annual corporate report to the State of Colorado and pay the Renewal fee. The Adjutant shall provide the Detachment Web Sergeant a list of current Detachment Officers.

#### **SECTION 820 – PAYMASTER (Appointed Staff)**

It shall be the duty of the Paymaster to keep proper records of the various accounts of the members and the Detachment. He shall, together with the Commandant, hold all securities, monies and property of the Detachment. An inventory listing of all Detachment property and its location shall be maintained. He shall be bonded in such amount as may be designated by the Executive Committee. He shall submit his books for audit at the request of the Trustees. In the event the Paymaster and Adjutant are combined in one (1) office, both Sections 815 and 820 shall prevail. File with the Internal Revenue Service (IRS) tax forms as required by Law. It shall be the duty of the Paymaster to make a full and complete report of all monies received and expended during his term of office, at the last business meeting before the installation of officers. (rev 10/2018)

**SECTION 825 - JUDGE ADVOCATE (Elected Staff)**

It shall be the duty of the Judge Advocate to perform such legal duties as may be assigned to him by the Commandant and such other duties as may pertain to his office. Maintain a copy of the National, Department and Detachment By-laws, and update Detachment By-Laws when necessary. Become acquainted with the Department and National By-Laws.

**SECTION 830 – CHAPLAIN (Appointed Staff)**

The Chaplain tends to the needs of members and members families during periods of distress, illness and/or death. The Chaplain is called on to offer invocations and prayer at meetings and ceremonies. He/she may participate in funeral arrangements and publicize needs of the sick. The Chaplain prepares notification to Department and National Levels regarding deceased members of the Detachment.

**SECTION 835 – SERGEANT AT ARMS (Appointed Staff)**

It shall be the duty of the Sergeant at Arms to assist the Commandant in keeping order at the meetings and to assist in all functions, formal or informal. He shall also be chairman of the House Committee and see that the meeting room and necessary equipment are in readiness for each meeting. Also he should be in readiness to assume any duty assigned by the Commandant.

**SECTION 840 – TRUSTEES (Appointed Staff)**

It shall be the duty of the Trustees to examine the Paymaster's books and accounts periodically – in any case not less than semi-annually. In addition the Trustees shall serve as judiciary at Detachment Trials. It shall make recommendations to the Executive Committee and members of the Detachment.

**SECTION 845 – WEB SERGEANT (APPOINTED STAFF)**

It shall be the duty of the Web Sergeant to maintain and update necessary information on a single page on the National Marine Corps League Website.

**SECTION 850 – PROPERTY**

All officers should stand ready to turn over any property belonging to the Detachment upon completion of their term of office or upon request of proper authority.

**ARTICLE NINE**

**POLICY**

**SECTION 900 – POLICY**

- a) This Detachment shall be nonpolitical, non-partisan, and not sectarian and the name of the Detachment shall not be used by any member or Officer to further the desires or wishes of any member in any political, sectarian or labor dispute.
- b) Nothing in the above section shall prohibit this Detachment from participation in political issues which may affect the welfare of the United States Marine Corps, or any member's claim from disabilities incurred in the service of the United States
- c) Recommended policy shall not become effective unless and until approved by a majority of either the Executive Committee or the members assembled at a regular or special meeting to ratify same.
- d) Uniforms will be worn in compliance with Enclosure 3 of National Administrative Procedures.

**ARTICLE TEN**

**GENERAL**

**SECTION 1000 – AMENDING BYLAWS**

To amend these By-Laws, a two-thirds vote of the members present at such business meeting is necessary. Also it is necessary to notify the membership on the regular notices sent out by the Adjutant at least ten (10) days prior to the meeting, that a change in the By-Laws is to be voted upon at the said meeting and the nature of the proposed changes. Such amendments to the Bylaws are to become operative following the second reading and two-thirds vote of members present

**SECTION 100 – OFFICER VACANCIES**

- a) In the event of a vacancy in the Commandant's chair the Senior Vice Commandant will finish the unexpired term of office and the Junior Vice Commandant will fill the unexpired term of office in the Senior Vice Commandant's Chair. An election shall be held immediately to fill the unexpired term of the Junior Vice Commandant.
  
- b) In addition to death, resignation, incapacitation or personal problems, a vacancy shall be declared upon failure to attend four (4) consecutive officially called meetings of the Board or in case of removal from office for cause. *(rev 10/2018)*

**ARTICLE ELEVEN**

**BY-LAWS**

**SECTION 1100 – BYLAWS**

- 1. Inconsistency
  
- 2. Department and National By-Laws shall prevail should there be any conflict.
  
- 3. Effective Date
  - a. Revisions and Amendments shall become effective upon adoption at the close of the Department Convention unless stated otherwise and approved at the Convention.
  
- 4. Amendments
  - a) Amendments to or revision of the Department and National By-Laws will prevail and automatically become part of these By-Laws
  
  - b) Proposed revisions, amendments or repeal shall be submitted in triplicate typewritten form in exact intended wording to the Department Judge Advocate at least sixty (60) days before the opening of the Department Convention.
  
  - c) In the event of a complete rewrite/revision of the Detachment Bylaws, the Bylaws must be submitted to the Department Judge Advocate for approval. *(rev 10/2018)*

## ARTICLE TWELVE

### AWARDS

#### SECTION 1200 – AWARDS

- a) The Detachment Commandant will designate an Awards Chairman. The chairman will be responsible for creating the necessary certificates, and ordering the appropriate necessary forms and materials.
- b) The Detachment will provide the funds needed for the chairman to perform his/her duties.

#### SECTION 1205 – DETACHMENT MARINE OF THE YEAR

- a) The past recipient shall serve as chairman
- b) Other past recipients will serve on the Detachment Marine of the Year Committee.
- c) Guidelines, procedures, and eligibility requirements are located in Enclosure (1)
- d) The Detachment will provide the necessary funds for the award.

#### Section 1210 – Detachment Recruiter of the Year

Ch2012

- 1) **Detachment Nominations:**
  - a) Nominations from Detachments Members should be addressed to the Detachment Junior Vice Commandant via the Detachment Adjutant-Paymaster and received no later than two (2) weeks prior to election of Detachment Officers.
  - b) All members who have recruited five (5) new members or more during the past year (October 1 - September 30) are eligible.
  - c) The Detachment Junior Vice Commandant with the aid of the Detachment Adjutant will select the Detachment Recruiter of the Year.
- 2) **Detachment Award:**
  - a) The Junior Vice Commandant shall present the award (Detachment Recruiter Medal) prior to the Installation of Detachment Officers.
- 3) **Department Nominations:**
  - a) Nominations for Department Recruiter Awards shall be submitted in accordance with the Department By-Laws and Administrative Procedures.
- 4) **National Nominations:**
  - a) Nominations for National Recruiter Awards shall be submitted in accordance with the National By-Laws and Administrative Procedures.

**ARTICLE THIRTEEN**  
**DISSOLUTION**

**Section 1300 – DISSOLUTION**

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501 (c) (4) of the Internal Revenue Code or corresponding section of any future tax code, or shall be distributed to the federal government, or to a state or local government for public purpose. Any such assets not disposed of by a court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or the such organization or organizations, as said Court may determine, which are organized and operated exclusively for such purposes. *(rev 10/2018)*

**Frank J. Carroll Detachment, Marine Corps League**

**By-Laws**

**APPROVAL**

These By-Laws with changes were adopted by the Frank J. Carroll Detachment, Marine Corps League, at a regular scheduled meeting on March 20, 2010, in accordance with the provision governing such changes.

Attested by \_\_\_\_\_  
Robert J. Cowan, Commandant                      Paula Godown, Judge Advocate

Approved as required by the Department of Colorado, Marine Corps League at (Staff Meeting/Department Convention) on \_\_\_\_\_, 2010.

Attested by \_\_\_\_\_  
Department Commandant                      Department Judge Advocate

**Signatures On File**

Rev 11/22/2013

**FRANK J. CARROLL DETACHMENT**  
**MARINE CORPS LEAGUE MARINE**  
**OF THE YEAR**  
**GUIDELINES, PROCEDURES & ELIGIBILITY**

Nominations for the Marine of the Year may be submitted by any Frank J. Carroll Detachment member in good standing. The nomination must be submitted to the previous year's recipient of the MOY who serves as Chairman of current year's committee. The committee is comprised of all previous detachment MOY recipients. Nominations must be in a written format and adhere to the eligibility requirements. Nominations must be received by the Chairman, no later than September 1<sup>st</sup> of each year. Late submissions will not be accepted.

All applications will be reviewed by the committee members. Upon completion of the review, each member will cast a written ballot for the nominee who best meets the criteria in the opinion of the members/ If a majority is achieved, the MOY is selected.

No member shall reveal the name of the successful nominee to anyone prior to the announcement at the October installation, at which time the MOY recipient will be introduced. A Detachment Marine of the Year Medallion and a certificate will be presented at that time.

The committee can elect to respond to unsuccessful nominators with encouragement to resubmit their candidate the following year in cases where highly qualified candidates are unsuccessful. Nominations of those not selected are discarded and kept confidential.

The award can only be presented once.

Enclosure (1)

## **ELIGIBILITY REQUIREMENTS**

1. Must be a member in good standing of the Marine Corps League at the time of the nomination and,
2. Demonstrate devotion to the principals and purposes of the U.S. Marine Corps and the Marine Corps League by activities and achievements within the Marine Corps League and,
3. Achievements and activities in community, civic fraternal, and social organizations which would enhance the posture of the U.S. Marine Corps and the Marine Corps League and,
4. Must hold or have held a Detachment elected or appointed office or served notably well on a committee.

### **Items that might be considered in the selection process**

#### **That should be addressed in the nomination.**

- 1) Prior awards received by nominee, such as MODD Pound, Pack or Kennel awards, and MCL Detachment, Department or National awards.
- 2) Offices held including past and present Detachment, Department and National offices in the League and Military Order of Devil Dogs equivalents.
- 3) V.A. Volunteer recognition and community and civic awards.
- 4) Life Membership in MCL and MODD
- 5) Achievements can cumulative, but current activities should be stressed.
- 6)
  - a. A person well respected by fellow Marines and others.
  - b. A trustworthy person who can be both a friend and a leader.
  - c. A credible person with a proven list of veteran-related results.
  - d. A dynamic person with the drive to accomplish prescribed goals.
  - e. An honorable person with long range vision.
  - f. A dedicated person with long-time service to veterans.
  - g. A compassionate person who is driven by heart.
  - h. Work with Veterans in hospitals, clinics, and nursing homes.
  - i. Work with homeless veterans.
  - j. Works with other Veterans groups in the community, coordinating Veterans functions and recognition events.
  - k. Other community activities promoting or advocating patriotism, country, duty, and freedom.

**If the person is truly deserving, please take the time to submit a thorough and well written application!**

Enclosure (1)





# DETACHMENT RECRUITER OF THE YEAR NOMINATION

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

**From:** \_\_\_\_\_

**To:** Junior Vice Commandant, Frank J. Carroll Detachment

**VIA:** Paymaster, Frank J. Carroll Detachment

1. This is to certify that the following Marine Corps League member has met the criteria for the Frank J. Carroll Detachment Recruiter of the Year Award by recruiting at least five or more new members between October 1 - September 30 of each year.

Recruited by: \_\_\_\_\_ Membership Number: \_\_\_\_\_

***Names of new members:***

(1)	(14)
(2)	(15)
(3)	(16)
(4)	(17)
(5)	(18)
(6)	(19)
(7)	(20)
(8)	(21)
(9)	(22)
(10)	(23)
(11)	(24)
(12)	(25)
(13)	(26)

*(list additional names on the back of this form)*

Certified true and correct: \_\_\_\_\_  
Detachment Commandant

\_\_\_\_\_  
Detachment Adjutant/Paymaster

All forms must be received no later than 2 weeks prior to Installation of Offices by the Detachment Paymaster.

***If more forms are needed, this may be reproduced.***

Enclosure (2)