



Anne Arundel Young Marines Maryland Regiment



**The Young Marines of the Marine Corps League
National Headquarters
17739 Main Street, Suite 250
Dumfries, VA 22026**

Unit By-laws

Article I: Name

The name of the unit chartered under the Young Marines of the Marine Corps League, Inc. is Anne Arundel Young Marines hereinafter referred to as the Unit.

Article II: Authorization and Location

Section A - Authorization

The Young Marines were originally chartered by and remain an affiliate of the Marine Corps League, Inc. The Young Marines shall operate as a not-for-profit organization under Internal Revenue Service Code 501(c)(3), with contributions to the Young Marines being tax-deductible by the donor.

Section B – Location

The Anne Arundel Young Marines is headquartered at 2472 Shadywood Circle, Crofton, Maryland 21114 and meets at the Howard L. Turner American Legion Post 276 at 8068 Quarterfield Road, Severn, Maryland 21144.

Article III: Mission and Objectives

Section A – Mission The mission of the Young Marines is to positively impact America's future by providing quality youth development programs for boys and girls that nurture and develop its members into responsible citizens who enjoy and promote a healthy, drug-free lifestyle.

Section B – Objectives The objectives of the Young Marines are to:

1. Promote the mental, moral, and physical development of its members.
2. Advocate a healthy, drug-free lifestyle through continual drug prevention education.
3. Instill in its members the ideals of honesty, fairness, courage, respect, loyalty, dependability, attention to duty, love of God, and fidelity to our country and its institutions.
4. Stimulate an interest in and respect for academic achievement and the history and traditions of the United States of America.
5. Promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill.

Article IV: Membership

Section A – Classes of Membership

1. Adult Members

- a. Must be at least 18 years of age. Members must be registered and insured with Headquarters Young Marines (HQYM). No adult is permitted to routinely work with the Young Marines unless they are properly registered with HQYM and have been placed in "Active" status in the Young Marines Database System (YMDBS). Refer to paragraph 3 below for non-registered adults.
- b. Elected Members – Registered Adult Volunteers elected to the positions of Unit Commander and Executive Officer only. Elected members must be at least 25 years old.
- c. Unit Staff – Registered Adult Volunteers appointed by the Unit Commander to the position of Adjutant, Financial Manager, Training Officer, Female Staff Advisor, or other such positions as the Unit Commander may deem necessary.
- d. Support Staff – All other registered Adult Volunteers not otherwise holding a position as elected member or Unit Staff.

2. Youth Members

- a. Membership shall be open to all youth ages eight through eighteen or completion of high school, but not to exceed the age of twenty. Parent/guardian consent is required for all minors to join the program.

3. Non-Registered Adults

- a. Adults who are not registered with HQYM hold no rights of membership.
- b. Subject matter experts may be utilized for training (i.e., Drug Demand Reduction officers, Marines, educators, etc.). However, supervision must always be provided by a registered Adult Volunteer.
- c. Parent Support Groups may be utilized for fundraising and event support; however, they must not be in a position where there is unsupervised interaction with Young Marines. Supervision must be provided by a registered Adult Volunteer.

Section B – Qualifications for Membership

1. Adult Members – Current adult members, or applicants for adult membership, must meet the following qualifications:

- a. Meet the necessary moral and ethical requirements and present a positive attitude toward the program standards and qualifications promoting those activities among Young Marines.
- b. Agree to abide by the By Laws, Rules, and Regulations that govern the Young Marines.
- c. Pay all fees and dues as may be prescribed by the Young Marines.
- d. Must agree to annual background checks and never have been convicted of a felony or convicted of a misdemeanor involving weapons or child abuse.
- e. Must submit all documentation in accordance with the Adult Volunteers Manual (AVM).

2. Youth Members – Current youth members, or applicants for youth membership, must meet the following qualifications:

- a. Be enrolled in school or an accredited equivalent and must be a student in good standing (i.e., not expelled or suspended).
- b. Must have never been convicted of a felony or a misdemeanor involving weapons or child abuse.
- c. Subscribe to the objectives and purposes of the Young Marines.
- d. Pay all fees and dues as may be prescribed by the Young Marines.

- e. Submit parent/guardian consent as required for all minors.

Section C – Rights of Membership

1. Adult Volunteers (AVs)

- a. AVs may correspond with or request an audience with the National Executive Director via the appropriate chain of command.
- b. AVs may communicate directly with a board member at any time.
- c. AVs have the right to see all financial records.
- d. AVs have the right to communicate to the HQYM Staff to voice concerns over staff behavior, child endangerment, or inappropriate handling of finances.
- e. AVs have the right to expect that their personal files will remain confidential.
- f. No AV will be discriminated against on the basis of race, creed, color, national origin, gender, or disabilities.

2. Young Marines (YMs)

- a. YMs may correspond with or request an audience with the National Executive Director via the appropriate chain of command.
- b. YMs may communicate directly with a Division Commander at any time.
- c. YMs have the right to review their records upon request.
- d. YMs have the right to communicate to the HQYM Staff to voice concerns over staff behavior, child endangerment, or inappropriate handling of finances.
- e. YMs have the right to expect that their personal files will remain confidential.
- f. No YM will be discriminated against based on race, creed, color, national origin, gender, or disabilities.

Article V: Government

Section A – The Young Marines Unit shall be governed by the Unit Commander

1. The Young Marines unit is led by the Unit Commander and assisted by the Executive Officer and the Unit Staff.

2. Elections –

a. The term of office for Unit Commander and Executive Officer is two years, effective 1 March.

b. Scheduled elections for Unit Commander and Executive Officer will be held in February of even-numbered years.

c. When a new unit is formed, an election must be held by the 28th of February on the even-numbered year following the date of the charter.

d. The Unit Commander and Executive Officer are elected by a simple majority vote of all registered Adult Volunteers, active and inactive.

e. Elections will be held in accordance with the rules and regulations outlined in the Adult Volunteer Manual.

3. Temporary and Permanent Absences of Elected Members –

a. Temporary Absence – Extended absence with plans to return prior to the end of the elected term:

i. Unit Commander

1) Executive Officer will assume the duties of the Unit Commander until such time as the Unit Commander returns.

2) If the Executive Officer cannot assume the duties of the Unit Commander, a special election will be held in accordance with the procedures outlined in the Adult Volunteer Manual.

ii. Executive Officer

1) A special election will be held in accordance with the procedures outlined in the Adult Volunteer Manual.

b. Permanent Absence – Extended absence that exceeds the end date of the elected term:

i. Unit Commander

1) Executive Officer will assume the duties of the Unit Commander for the duration of the elected term.

2) If the Executive Officer cannot assume the duties of the Unit Commander, a special election will be held in accordance with the procedures outlined in the Adult Volunteer Manual.

ii. Executive Officer

1) A special election will be held in accordance with the procedures outlined in the Adult Volunteer Manual.

4. Special Election – Can occur at any time when two-thirds of the voting members within the Unit petition a special election. Such elections are subject to the procedures described in the Adult Volunteer Manual.

6. Reporting – In all cases, the Unit must update its Unit Demographics in the YMDBS, and the new or incumbent Unit Commander must complete the UC Statement of Agreement within ten days of the change of command.

Section B – Meetings

The Unit Commander will:

1. Set a time and place for the regular unit meeting and schedule it in advance on the Unit's training calendar.

2. Schedule as many extra activities (additional to the regular meetings) as practical. a. Examples of these extra activities are encampments, field trips, community service activities, fundraisers, community and patriotic celebrations, and sporting events.

3. Make every effort to encourage qualified Young Marines to participate in the National Special Programs of Adventures, Challenges, Encampments, and Schools (SPACES).

4. Regularly convene a meeting of Unit Staff, Support Staff, or both, or general parents' meetings when warranted.

5. Convene a unit promotion board as required for the purpose of promotions. Members of the promotion board, at a minimum, will consist of the Unit Executive Officer and at least one other registered Adult Volunteer. The ideal board will consist of the Executive Officer, one other Adult Volunteer, and Young Marines senior in rank to those standing the board. (When there are not enough senior YMs, that slot will be filled by an AV). The promotion board will not be comprised of any relatives of Young Marines seeking promotion. The promotion board reviews:

- a. The performance, merits, and conduct of each Young Marine to determine the best qualified for promotion.
 - b. All recommendations for promotions will be forwarded to the Unit Commander for approval or action.
 - c. See Chapter 2 in the Training Officer's Manual (TOM) for the complete Promotion Policy.
6. Attend all meetings called by Regiment or Division. If the Unit Commander cannot attend, a delegate shall be appointed in writing with authority to act on behalf of the absent Unit Commander.

Section C – General

1. The Unit Commander may establish a Parent Support Group. The Parent Support Group shall adhere to and abide by the rules and regulations governing Parent Support Groups. The Unit Commander may disband the Parent Support Group if the Commander deems it contrary to the welfare of the Unit.
2. The Unit shall not establish a Board of Directors.
3. The Unit Commander shall establish and maintain the Unit Checking Account.
 - a. The Unit Financial Manager shall manage the account and provide a status of account report to the Unit Commander at least once a month.
 - b. The Unit Checking Account shall require three signatures (two from the Unit and one from HQYM).
 - i. The Unit Commander shall ensure the signatories are not related to, significant other of, or living with each other.
 - ii. The Unit Commander shall ensure that the Unit submits its monthly financial report in the YMDBS for review by the HQYM's independent accounting service.
 - iii. The Unit Commander shall comply with all auditing requests.
 - c. Unit Commanders shall be relieved by the National Executive Director, Deputy Director, or Division Commander for any action violating the objective and purpose of the Young Marines or for bringing disgrace or dishonor to the Young Marines Program.

i. Anyone (all adults and Young Marines) may report inappropriate behavior by a Unit Commander to the next level in the chain of command or directly to the Deputy Director at HQYM.

ii. The appropriate convening authority (National Executive Director, Deputy Director, or Division Commander) shall appoint an impartial investigator to conduct an inquiry into all matters pertaining to the allegation. The appointed investigator shall complete the inquiry within ten (10) business days upon notification. The investigator may request an extension through the convening authority that shall not exceed ten (10) days.

iii. The investigator shall write a confidential report with the Findings of Fact, Opinions, and Recommendations, and enclose all supporting evidentiary materials such as witness statements, photographs, correspondence, records, etc. and forward it to the convening authority for action.

d. Adults may seek redress to the next higher authority (Regiment, Division, Deputy Director, National Executive Director) for any perceived injury or alleged wrong.

i. The injured or wronged party may communicate to the next higher authority for redress, review, and adjudication.

ii. If the matter remains unresolved, the injured or wronged party may take the matter to the next higher authority up to the National Executive Director, who is the final authority.

e. Anyone (all adults and Young Marines) may report any perceived injury, alleged wrong, major violations of health and safety or good order and discipline, violation of civil rights, or discrimination directly to the Deputy Director of the Young Marines. There is no requirement to use the chain of command when reporting to the Deputy Director.

i. Upon receiving the report, the Deputy Director shall investigate the matter within a reasonable amount of time and report findings, opinions, and recommendations with evidentiary materials to the National Executive Director for review and action.

ii. At the direction of the National Executive Director, the Deputy Director shall, in writing, report to the originator the findings of the investigation and the action taken by HQYM.

f. Unit Commanders shall ensure that registered Adult Volunteers understand and abide by the Adult Volunteer Code of Conduct that physical force, verbal abuse, and hazing

are prohibited. Defamatory remarks are prohibited and will never be used in the presence of Young Marines and Young Marine Recruits.

i. Physical force is the physical touching, holding, or striking of another with any object to restrain and/or inflict pain. Physical force shall never be used to instruct, correct, or discipline Young Marines or Young Marine Recruits. However, a minimum of physical force may be used under these three conditions:

- 1) To break up a physical altercation,
- 2) To protect others, and
- 3) To protect yourself.

ii. Verbal abuse is a direct or indirect expression by word of mouth, written communication, body language, or physical gesture from one person to another with the expressed purpose to threaten, demean, denigrate, belittle, or harass. The use of profanity is considered a form of verbal abuse and shall never be used in the presence of Young Marines or Young Marine Recruits.

iii. Defamatory remarks are generally offensive and intended to purposely disparage targeted individuals and groups of a racial, gender, religious, social, political, and ethnic nature. The use of defamatory remarks shall never be tolerated.

iv. Hazing is defined as any conduct whereby a member, regardless of position or rank, causes another member, regardless of position or rank, to suffer or be exposed to an activity that is cruel, abusive, humiliating, or oppressive. Incentive Physical Fitness (IPT) is considered hazing and is prohibited in the Young Marines program.

i. Examples: There are many forms of hazing. As a responsible adult, you should be watchful of anything that may be considered hazing as defined above.

- 1) Pet names (i.e., Killer, Einstein, Frodo, Maggot) are considered hazing and will not be tolerated.
- 2) Verbally berating a Young Marine, Young Marine Recruit, or Adult Volunteer is considered hazing and will not be tolerated.

Section D – Responsibilities of Adult Volunteers

1. Unit Commander. The Unit Commander (UC) is responsible for everything the unit does or fails to do. The UC shall abide by the By-laws and shall follow and enforce all rules and regulations governing the Young Marines Program from higher headquarters.
2. Executive Officer. The Executive Officer (XO) is responsible to the Unit Commander. The XO advises the UC and, under the UC's direction, assists the UC in the discharge of the UC's duties. The XO is second in command, and in the absence of the UC, the XO assumes the duties of the UC.
3. Adjutant. The Adjutant is responsible to the UC for all matters pertaining to the administration of the Unit.
4. Financial Manager. The Financial Manager is responsible to the UC for all matters pertaining to the financial management of the Unit.
5. Female Staff Advisor. The Female Staff Advisor is responsible to the Unit Commander for all matters pertaining to the interests and unique needs and requirements of female Young Marines.
6. Support Staff Members. Support Staff are registered Adult Volunteers who are not serving as elected or Unit Staff members. They support the UC and Unit Staff in carrying out their duties. At the request of the UC, provides supplemental support to the Unit Staff.

Section E – Compensation and Audits

1. Registered Adult Volunteers shall not receive compensation from Young Marines funds for their volunteer services.
 - a. Reimbursement for travel and other legitimate expenses in connection with Young Marines activities is authorized.
 - b. If funded through other sources, reimbursement for such travel and expenses shall not be granted.
 - c. All requests for reimbursements shall be submitted in writing with itemized charges and supporting receipts for approval by the Unit Commander and disbursement by the Financial Manager. Reimbursements require two signatures on the check by those authorized on the bank signature card.

2. The Unit Commander shall review the Unit's monthly financial statement each month prior to submitting the monthly financial report in accordance with the Financial Manager Manual.

3. The Unit's financial records are subject to audit by any person designated by a higher authority (Regiment, Division, and National Executive Director)

Article VI: Emblem and Young Marines Seal

The Young Marines seal portraying the Young Marines emblem is suitable for use in the authentication of a significant official written business transaction in which its affixing is appropriate.

Article VII: Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Young Marines in all cases to which they are applicable and in which they are not inconsistent with these Rules and Regulations and special rules of order the Young Marines may adopt.

Article VIII: Amendments

Section A – Any changes, modifications, or alterations of these By-laws are subject to the approval of the National Executive Director or Young Marines Board of Directors.

Section B – Any additional guidance established by the Unit is referred to as Rules and Regulations. Rules and Regulations must be consistent with the Unit By-laws and shall not be contrary to or conflict with the National By-laws and Directives.

1. Any Rules and Regulations may be repealed, modified, altered, or amended or new Rules and Regulations adopted at any regular or special meeting of the Unit Staff by a simple majority vote of the Unit Staff present.

2. Written notice of the proposed changes in the Rules and Regulations shall be provided to each member of the Unit Staff 30 days prior to the meeting.

Article IX: Funding

Section A – The Unit shall determine the best methods to raise funds to cover unit expenses.

Section B – The Unit shall ensure that funds are readily sufficient to cover the costs to register and insure Young Marine Recruits and new Registered Adult Volunteers and cover the expenses of Re-registration from October through September each fiscal year.

Article X: Reports

Section A – The Young Marines Record Book (YMRB) shall be used for all Young Marines. There are two record books required:

1. Hardcopy – Where all enrollment forms, updated forms, certificates, and awards are kept.
2. Online – The online record book must be kept up to date with all Young Marines' activities, training, promotions, tests, and awards.

Section B – The Unit Commander shall ensure that all reports are complete, accurate, and submitted to HQYM no later than the established suspense date. Consistently late, incomplete, and inaccurate reports or noncompliance shall result in suspending the Unit's charter by the National Executive Director. The following reports are due to HQYM:

1. **Annual Report.** Re-registration is due annually to HQYM no later than 30 September.

a. Re-registration consists of:

- i. Group Exemption Form (emailed to RR@youngmarines.org)
- ii. Re-registration roster submission
- iii. Member re-registration via Member Portal on YoungMarines.org
- iv. Payment submitted via the Unit or re-registering member

2. **Monthly Report.** Financial Reports are required every month to meet the conditions of the Young Marines' tax-exempt status with the Internal Revenue Service. Failure to submit Monthly Financial Reports can jeopardize the Young Marines Program's not-forprofit standing and reclassify unit funds as taxable income.

- a. Reports are due via YMDBS no later than 30 days from the bank statement date.
Procedures are defined in the Financial Manager's Manual

Article XI: Dissolution

Section A – When a Unit or higher headquarters dissolves on their own accord, notification must be sent to HQYM. The Unit Commander must then complete the "Intent to Close Young Marines Unit" form found in the YMDBS Library in the Admin folder and submit it to HQYM. HQYM will notify the Unit Commander of the documents and/or reports required for closure.

1. Young Marines Unit.

a. Upon dissolution of a Young Marines unit and after the liquidation of all outstanding obligations, the Unit's financial assets will be sent to HQYM, where they will be held in escrow for one year from the date of dissolution.

b. Upon dissolution of the Young Marines unit, the Unit's flags (U.S. flag, unit flag, and unit guidon) will be sent to HQYM. All other physical property will be distributed to another established, compliant Young Marines unit that the dissolved unit wishes. The next higher headquarters will assume custody of the equipment when deemed appropriate.

2. Higher Headquarters. Upon dissolution of a higher headquarters, all assets shall transfer to HQYM after the liquidation of all outstanding obligations. The same process for dissolving a unit will apply to Regiments.

3. Procedure for units being shut down by Headquarters Young Marines.

a. HQYM shall notify the Division Commander to deactivate, shut down, or close a unit.

b. HQYM will provide the Division Commander with the following:

i. Copies of the last three (3) bank statements of all bank accounts in use by the units showing balances, transactions, account numbers, and who the signatories.

were from each account. These three statements are needed to determine if significant amounts of funds were removed from any of the accounts prior to the Unit disbanding. Some units maintain multiple accounts, so all information will need to be provided.

ii. A copy of the Unit's last inventory of physical property, which is a required item of the re-registration procedures. All units should at least have the initial issue of the Unit's flag package, flag stands, and flag harnesses.

c. The Division Commander shall provide the Regiment Commander instructions to deactivate the Unit and provide copies of the above information to assist in the shutdown. An inventory report on the location of the shutdown Unit's assets and planned disposition of the same will be forwarded up the chain of command to HQYM.

4. Units that break off from another unit. All assets (property and monies) purchased or raised during the time with the existing Unit belong to the existing Unit. Any unit that breaks off from an existing unit will need to follow the same steps as starting a new unit. The new unit will need to raise their own funds and purchase their own equipment.

5. Unit name changes. If a unit desires to change its name, it will be responsible for the cost of new flags, new unit arch patches, and any old unit arch patches that remain in stock at the distributor.

Article XII: Miscellaneous

Section A – Illicit Drugs, Alcoholic Beverages, and Tobacco

1. Tobacco and alcoholic beverages shall not be used or consumed by anyone while engaged in Young Marines activities and events or in the presence of Young Marines or Young Marine Recruits. Anyone under the influence of alcohol is prohibited from attending or participating in any Young Marines activity or event.
2. The use of illicit drugs at any time is prohibited and will not be tolerated. Anyone under the influence of any illicit drug is prohibited from attending or participating in any Young Marines activity or event.
3. Alcoholic beverages are not allowed at any Young Marines activity or event.
4. Tobacco products of any kind shall not be used in the presence of Young Marines or Young Marine Recruits.


Section B – Units with female Young Marines shall have a female registered Adult Volunteer designated as Female Staff Advisor. Whenever female Young Marines are involved in Unit activities, a Female Staff Advisor shall be present.

Section C – Review of By-laws. These complete By-laws and amendments shall be reviewed for currency and completeness during each even numbered year, or more frequently if deemed appropriate by the Unit Commander or at the request of any registered Adult Volunteer. The results of this review shall be provided to HQYM.

Unit By-laws approved this 13th day of February, 2023 by:



Raymond J. Sturm
Unit Commander



Joan Taylor-Wheatley
Executive Officer