

1st Florida Regiment Young Marines Bylaws

Article I

NAME

The name of the organization is the 1st Florida Regiment Young Marines.

Article II

AUTHORIZATION AND LOCATION

Section A—Authorization

The Young Marines is a subsidiary organization of the Marine Corps League, Inc. established by the National Board of Trustees of the Marine Corps League operating under the authority of Public Law Number 243, Seventy-Fifth Congress of the United States of America, Chapter 564, First Session (S774), entitled, “An Act to Incorporate the Marine Corps League”; and in accordance with Article 9 of the National bylaws of the Marine Corps League.

The 1st Florida Regiment Young Marines shall be operated as a nonprofit organization under Internal Revenue Service Code 501 (c) (3), with contributions to the 1st Florida Regiment Young Marines being tax deductible by the donor.

Section B – Location

The location of the principal offices of the 1st Florida Regiment Young Marines shall be the location of the Regimental Commander at any given time.

Article III

OBJECTIVE AND PURPOSE

Section A—Objectives

The objectives of the 1st Florida Regiment Young Marines are to develop, within its youth membership, those traits of character and physical stamina exemplified by members of the United States Marine Corps.

Section B – Purpose

The purposes for which the 1st Florida Regiment Young Marines is organized are:

1. To promote the mental, moral and physical development of its members.

1st Florida Regiment Young Marines Bylaws

2. To 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.
3. To stimulate an interest in, and respect for, academic achievement, and the history and traditions of the United States of America.
4. To promote physical fitness through the conduct of physical activities, including participation in athletic events and close order drill.
5. To promote a healthy drug-free lifestyle.

Article IV

MEMBERSHIP

Section A – Classes of membership shall be in four categories

1. Regimental Adult Volunteers will be personnel who are registered and insured with the National Headquarters of the Young Marines of the Marine Corps League. The same requirements are in force for all subordinate units within the 1st Florida Regiment Young Marines.
2. Regimental youth membership consists of boys and girls between the ages of eight (8) through eighteen (18) or upon completion of high school, whichever is later, not to exceed 20 years of age. A youth must have written consent from a parent or guardian to join, a birth certificate is required for ages eight (8) and nine (9), and be registered and insured with the National Headquarters of the Young Marines of the Marine Corps League. The same requirements are in force for all subordinate units within the 1st Florida Regiment Young Marines.
3. Non-voting memberships will be open to special classes of volunteer assistants in areas of expertise and support functions.
4. Honorary membership can be bestowed upon individuals or organizations that support the ideals and principles of the Young Marines.

Section B – Rights of Membership

1. Transfer of membership from one unit to another is permissible. Registration, insurance and all dues are transferable.
2. All Adult Volunteer staff members shall have an equal vote in matters pertaining to their unit.
3. Only the Unit Commanders, or Unit Executive Officers, in the absence of the Unit Commander, or a delegate nominated and reported to the Regimental Commander or Regimental

1st Florida Regiment Young Marines Bylaws

Executive Officer by the Unit Commander, may vote in regard to Regimental matters while participating in a Commander's conference call or meeting. Voting delegates must be registered with National Headquarters and must be currently an active, registered member within a unit of the Regiment for at least one (1) year.

4. All adults and former Young Marines applying for Adult Volunteer membership must have three (3) letters of character reference. Former military applicants must also present copies of their DD 214, DD 215 or a copy of their discharge certificate. Active duty members of the military must forward a photocopy of their I.D. card (DD Form 2) or current U.S. DoD form in lieu of ID card or statement of service letter found in the National database library (https://ymdbs.org/YM_UPLOADS/LibraryDownloads/Statement%20of%20Service_V3.pdf). All applicants must complete the background check required by National Headquarters.

5. All properly registered Young Marines belonging to units of the 1st Florida Regiment Young Marines are members of the Regiment.

Article V

GOVERNMENT

Section A – The 1st Florida Regiment Young Marines shall be governed by the Regimental Staff under the guidelines of the National bylaws. All Battalion and Unit Commanders are voting members of the Regimental Staff.

Section B – The regimental officers shall be: Regimental Commander; Executive Officer and Regimental Adjutant. The Regimental Commander is appointed by the 3rd Young Marine Division Commanding Officer. The offices of Executive Officer, Adjutant, Paymaster, Female Advisor (if required), or other offices shall be appointed by the Regimental Commander.

Section C – The term of Regimental Officers will be for a period of two (2) years. Appointment of Regimental Commander by the Division Commander will be done in even years.

Section D - Voting at Regiment and lower organization levels

1. The term of office for any level Commander is two (2) years.

2. Only Battalion and Unit Commanders have voting rights at Regimental meetings. A Battalion or Unit's Executive Officer automatically has authorization to vote in the Battalion or Unit Commander's absence. If the Executive Officer is unable to attend, a Battalion or Unit Commander may delegate someone else to vote on his/her behalf by written authorization from the Battalion or Unit Commander to the Regimental Commander or Regimental Executive Officer at least three (3) days prior unless an emergency situation (hospitalization, death, etc.) arises. Any such delegate must be an Adult Volunteer with the unit represented. The delegate

1st Florida Regiment Young Marines Bylaws

must have been an Adult Volunteer in the Regiment for at least one (1) year. (Art IV, Sec. B para. 3)

3. A quorum shall consist of at least one half of the Unit Commanders or their representative from all the registered units within the 1st Florida Regiment Young Marines and two (2) Regimental Officers.

4. In all cases, the principle of one person, one vote, shall prevail regardless of how many offices any one person is holding. (AVM Chap. 1, para. 4 (f))

5. The immediate Past Regimental Commander, if still currently active, registered and not a Unit or Battalion Commander, shall always be entitled to one (1) vote.

6. All Units will be represented at Regimental Staff meetings.

7. The Regimental Commander shall vote only as a tiebreaker when necessary such as may occur during Unit Commander meetings or election of Battalion Commanders. Battalion Commanders shall vote as a tiebreaker when necessary at that level of government or election of Unit Commanders. At all levels, in the event of a conflict of interest, the next higher headquarters will cast a tie breaking vote.

Section E- Meetings

1. **Regular meetings** of the Regimental Officers and Unit Commanders will be held on a quarterly basis. Unless agreed to by three/fourths vote (3/4) of the Regiment's Unit Commanders or their delegates, three of the quarterly meetings will be by conference call. The fourth quarter meeting will be held during the Regiment's Adult Leaders Conference (ALC) each year. The location, time and date of all meetings will be sent to all Battalion, Unit Commanders and Regimental Officers at least thirty (30) days in advance or as soon as the information is obtained.

2. **Special meetings** may be called by the Regimental Commander and/or a majority of the Regimental Unit Commanders. Notices of such meetings shall be made in writing by email in sufficient time as deemed prudent, thirty (30) days when possible, and shall include the purpose for which the meeting is being called. The minimum notice for a special meeting, emergencies excluded, shall be fifteen (15) days

3. At the 1st Florida Regiment ALC, or a meeting called for this purpose, the selection of the "Young Marine of the Year" will be made by a board comprised of the Battalion Commanders and chaired by the Regimental Executive Officer or designee.

4. At the same meeting and by the same board, the selection of "Adult Volunteer of the Year" and "Unit of the Year" will be made. Battalion Commanders will electronically submit one copy of the nominating package to the Regimental Adjutant one week in advance of the meeting.

1st Florida Regiment Young Marines Bylaws

Section F – General

1. The Regimental Commander shall incur such indebtedness as may be deemed necessary and approved by the Regimental Staff.
2. The Regimental Commander shall appoint officers to fill vacant offices until the next scheduled meeting for approval by the Regimental Staff. The Regimental Commander may also appoint an office he deems necessary for a specific time.
3. The Regimental Commander shall determine who is authorized to make recommendations or endorsements of commercial proposals, sign bills, receipts, endorsements, drafts, acceptances, promissory notes, and other legal instruments on behalf of the Regiment. An appointment letter shall be addressed to the appointee, a copy filed with the Regimental Adjutant and approved by the Regimental Officers.
4. The Regimental Commander shall give, or require to be given, an activities and financial report at all meetings.
5. The removal from office of any Regimental Officer may be requested by three quarters written vote of the Battalion and Unit Commanders for any action that is determined to be in violation of the objectives and purposes of the Young Marine Program or for bringing disgrace or dishonor to the Young Marine Program.
6. Units are encouraged to attend all Regimental activities. A written request to be absent should be received and approved by the Regimental Commander thirty (30) days prior to the activity.
7. Failure to comply with the thirty (30) day rule may result in a letter of reprimand to be placed in the Commander's files or lead to action taken to deprive the subject unit of participation in Regimental disbursed funds.

Section G – Duties of the Regimental Officers

1. The Regimental Commander shall be the chief executive officer of the 1st Florida Regiment Young Marines. The Regimental Commander shall be an ex-officio member of all committees of the 1st Florida Regiment Young Marines. It shall be the Regimental Commander's duty to preside at meetings of the Young Marines and the Regimental Staff. The Regimental Commander may call special meetings when he deems necessary.
2. The Regimental Commander shall exercise supervision over both the adult and youth membership of the 1st Florida Regiment Young Marines to ensure that they are functioning in accordance with all rules, regulations, approved policies, amendments, approved resolutions and

1st Florida Regiment Young Marines Bylaws

bylaws of the 1st Florida Regiment, the Third Division of the Young Marines and the National Headquarters of the Young Marines of the Marine Corps League.

3. The Regimental Commander is responsible for seeing that all communications from Battalion and Unit Commanders concerning Young Marines are promptly forwarded to Division Commander with an appropriate Regimental endorsement.
4. The Regimental Commander is responsible for seeing that all communications from the Division Commander and National Director are forwarded to the Unit Commanders promptly.
5. The Regimental Commander will submit a financial status or other reports as may be requested to National Headquarters Young Marines by June 1st.
6. The Regimental Executive Officer shall in case of disability or inability from any cause to act, or in the absence of the Regimental Commander, perform all duties of the Regimental Commander's office. In addition, the Regimental Executive Officer shall perform such other duties as the Regimental Commander may prescribe.
7. The Adjutant shall be responsible for keeping correspondence and records of proceedings of Regimental meetings and committees. The Adjutant shall have cognizance over the general policies that pertain to recording and record keeping of the affairs of the Young Marines. The Adjutant shall be the "Keeper of the Seal".
8. The Regimental Commander is the custodian of the funds and resources of the 1st Florida Regiment Young Marines and shall supervise compliance with policies pertaining to the accounting, managing and distribution of the Regiment's funds and resources. The Paymaster shall open and maintain Regimental bank account(s) and all financial records and shall perform the duties as found in the Young Marine Paymaster Manual.

Section H – Compensation and Audits

1. Regimental officers of the 1st Florida Regiment Young Marines, or their legal representative, shall receive no compensation from the funds of the Regiment for their services as such. Reimbursement for travel or legitimate expenses incurred directly in connection with Young Marine activities is authorized if reimbursement for such travel and expenses has not been, or will not be, affected by a subordinate Unit of the Young Marines or from sources of the Marine Corps League or through any other source. All expenses incurred must be submitted on an itemized list for approval by Regimental Commander.
2. Each quarterly Regimental meeting shall include a paymaster report of the Regimental accounts. An audit of the paymaster records will be done at the second quarter meeting. The immediate Past Regimental Commander will conduct the audit with a committee from Unit Commanders present.

1st Florida Regiment Young Marines Bylaws

3. No part of the Young Marines revenues shall be used for personal gain.

Article VI

EMBLEM AND YOUNG MARINE SEAL

The Young Marines Seal portraying the Young Marine Emblem or the 1st Florida Regiment Seal is suitable for use in the authentication of a significant official written business transaction in which its affixing is appropriate.

Article VII

REPORTS

Section A - The Young Marine Service Record Book in the National database shall be used by all units of the 1st Florida Regiment Young Marines.

Section B – When a new unit is formed, the Regimental Staff should ensure the new unit is trained to prepare records and reports and the proper procedures to follow

Section C – Each unit will submit, via email, a copy of their monthly Financial Report to: Battalion, Regimental, Division and Assistant Division Commanders in addition to the National Accounting firm.

Article VIII

ADULT STAFF

Section A – Any appointed Staff Member may be relieved by a Unit Commander for cause. The party concerned may communicate in writing with the Regimental Commander, or Division Commander, asking for a review. Such letters shall be forwarded, via the Unit Commander, along with his/her endorsements. Any letters received without the endorsement shall be returned to the Unit asking for such endorsement and immediate action taken.

Section B – Any Staff Member who wishes to communicate with the National Director shall do so by forwarding such letters via the Unit Commander, Battalion Commander, the Regimental Commander and Division Commander for forwarding with their endorsements.

Section C – No Staff Member shall make any derogatory remarks to a Young Marine or call any Young Marine by improper names. They shall avoid all symbols of bullying and never make any threats.

Section D – Whenever possible, a Staff Member with a child [step child] or children [step children] participating in the program shall not directly supervise the activities of the child. Any

1st Florida Regiment Young Marines Bylaws

Young Marine who is a family member of a Staff Member shall be placed in another platoon or company under the charge of another Staff Member. In units which have only one element (platoon, etc.) under the overall command of a Young Marine's parent this applies only to promotion boards and of the year selection boards. Adult relatives shall never sit on those boards.

Section E – The Adult Volunteer uniform as outlined in the adult manual will be worn at all times when supervising Young Marines at any event. The camouflage utility uniform remains an alternative uniform which may be worn by those who meet USMC height, weight and grooming standards. Exceptions, e.g. khaki shorts and boonie covers, can be made for informal meetings and encampments.

Section F – All Staff Members are expected to set an example for neatness, promptness and self-control. Every Adult Volunteer must always remember that in order to give orders and lead, they must set an example by willingly and cheerfully receiving and obeying orders from those more senior in the chain of command.

Section G – All Staff Members shall know and follow the chain of command from the Unit Commander up through the National Executive Director.

Article IX

DISSOLUTION

Section A – Local level – Should a Young Marine Unit on a local level be dissolved, the assets will be transferred to the 1st Florida Regiment after payment of all outstanding Unit obligations. Money and equipment will be kept in escrow for one (1) year to allow the Unit to reorganize.

Section B – At the expiration of the escrow year the surrendered equipment will be equally distributed to the remaining Units in the Regiment. Funds must be transferred to the Regimental checking account. In the case of funds received from the Marine Corps Scholarship Foundation, any remaining balance must be segregated in the Regimental checking account.

Section C – Regimental Level – Should a Regiment of the Young Marines be dissolved, all assets shall be transferred to the Third Young Marine Division or National Organization as required by National bylaws in effect at the time after payment of all outstanding obligations. As specified in Florida Statute 320.08058 (28)(b), in the case of funds received from the Marine Corps Scholarship Foundation, any remaining balance must be returned to the Marine Corps Scholarship Foundation.

1st Florida Regiment Young Marines Bylaws

Article X

MISCELLANEOUS

Section A– Regimental Visitation

1. Each Battalion may be visited no less than once a year by the Regimental Commander or Regimental Executive Officer. Each Unit may be visited on an annual basis by the Battalion Commander or Battalion Executive Officer.
2. A visiting Officer, may hold an inspection which may include but is not limited to:
 - a. Unit Staff and Young Marines
 - b. Young Marine and registered Adult Volunteer record books
 - c. Paymaster records

Section B – Drugs, Alcoholic Beverages and Tobacco

1. Only prescribed drugs or over-the-counter analgesics or other over-the-counter non-prescription drugs are allowed to be consumed by anyone while engaged in Young Marine activities. It is forbidden to engage in Young Marine activities while under the influence of any drugs which impair judgment or motor skills.
2. No alcohol is allowed to be consumed by anyone while engaged in Young Marine activities. It is forbidden to engage in Young Marine activities while under the influence of alcohol.
3. The use of tobacco, tobacco products and smoking alternatives by anyone is not allowed while they are engaged in Young Marine activities

Section C – Any Unit Staff, Battalion Staff and Regimental Staff or Commander desiring information about the Young Marines program shall begin by contacting the Regimental Commander, not the National Director.

Section D – Any Unit with female Young Marines must have at least one adult female staff member per ten female Young Marines present at all times.

Section E – A Unit may request that the Regiment expend funds on an event which that Unit is operating up to the limit of \$100.00 per year per Unit.

Section F – The Regiment will contribute \$500 to new Units for start-up costs.

1st Florida Regiment Young Marines Bylaws

Article XI

AMENDMENT

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 Regiment by a majority vote of the Regimental Staff present provided that prior notice of such proposed changes in the rules and regulations has been made thirty (30) days before the meeting.

Article XII

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 any special rules of order the Young Marines may adopt.