

POLICY 3

Leadership and Membership Eligibility



1. Purpose

The Wisconsin Emergency Medical Services Honor Guard Association, Inc. (“the Association”) is a nonprofit corporation organized under Section 501(c)(3) of the Internal Revenue Code and the laws of the State of Wisconsin.

This policy establishes:

- Leadership roles and responsibilities;
 - Membership eligibility, standards, and expectations;
 - Procedures for maintaining an active and professional Honor Guard force statewide.
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2. Organizational Leadership Structure

2.1 Executive Board

The Executive Board shall consist of:

- State Commander
- Executive Officer
- Secretary/Treasurer

The Executive Board maintains operational authority over the Association and ensures compliance with the Bylaws, policies, and strategic objectives.

2.2 Full Board

The Full Board shall consist of:

- Executive Board members;
 - State Training Officer (Advisor);
 - State Chaplain (Advisor);
 - District Directors (voting representatives of their Districts). The Full Board provides statewide representation and oversight of governance in accordance with the Bylaws.
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3. Duties of Officers

3.1 State Commander

The State Commander shall:

- Serve as the chief executive officer of the Association;
- Preside over all meetings of the Executive and Full Boards;
- Provide overall leadership, direction, and operational oversight;
- Execute contracts and official documents on behalf of the Association;
- Appoint committees and committee members;
- Serve as the official spokesperson for the Association;
- Ensure all districts operate in compliance with established standards;
- Fill vacancies in accordance with the Bylaws (with required approvals);



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- Perform additional duties as required by the office or assigned by the Bylaws.
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3.2 Executive Officer

The Executive Officer shall:

- Act in the absence or incapacity of the State Commander;
 - Assist in the coordination of statewide operations;
 - Serve as the primary liaison between the State and Districts;
 - Oversee membership services and statewide communication;
 - Maintain relationships with partner organizations, including:
 - EMS associations
 - Memorial boards
 - State and national EMS organizations
 - Monitor district activity, recruitment, and membership levels;
 - Support District Directors with training, scheduling, and development;
 - Perform additional duties as assigned by the Commander.
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3.3 Secretary/Treasurer

The Secretary/Treasurer shall:

- Maintain accurate records of all meetings, including Executive and Full Board proceedings;
 - Maintain official organizational records, including Bylaws and amendments;
 - Maintain a current roster of all members;
 - Receive, manage, and document all funds of the Association;
 - Provide financial reports at least quarterly;
 - Ensure proper financial oversight and transparency, including district reporting;
 - Maintain access and accountability for all authorized financial accounts;
 - Make records available for inspection in accordance with policy;
 - Perform additional duties as required.
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3.4 State Training Officer (Advisor)

The State Training Officer shall:

- Develop and maintain statewide training standards and curriculum;
 - Coordinate district-level training consistency;
 - Plan and conduct statewide training events and camps (minimum annually or as directed);
 - Ensure all members meet minimum operational standards;
 - Maintain statewide training records and coordinate reporting;
 - Notify leadership of deficiencies in member readiness;
 - Maintain training manuals, protocols, and performance standards;
 - Oversee equipment readiness in coordination with districts.
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3.5 District Director

The District Director shall:

- Serve as the leader and administrator of the district;
 - Represent the District on the Full Board with one (1) vote;
 - Maintain district membership records and operational readiness;
 - Ensure compliance with all Association policies and standards;
 - Coordinate district events, ceremonies, and deployments;
 - Oversee district fundraising and financial accountability;
 - Maintain inventory and accountability of district equipment;
 - Prepare and report district financial and operational updates;
 - Appoint District Officers in accordance with Policy and Bylaws;
 - Serve as the primary point of contact between the District and State leadership.
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3.6 District Executive Officer

The District Executive Officer shall:

- Assist the District Director in administration and operations;
 - Support recruitment and retention efforts;
 - Assist with equipment tracking and logistics;
 - Ensure adherence to state policies at the district level;
 - Perform duties as assigned by the District Director.
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3.7 District Training Officer

The District Training Officer shall:

- Conduct and coordinate district training and drills;
 - Ensure all members meet required performance standards;
 - Maintain training records and submit required reports;
 - Assist with statewide training initiatives;
 - Perform duties as assigned by leadership.
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4. Membership

4.1 Membership Structure

- Membership exists at the district level.
- The District Director represents the membership at the state level.

4.2 Eligibility, Minimum Eligibility Requirements

To be considered for membership, all applicants must meet the following criteria:

4.3 Age Requirement: Applicants must be **at least eighteen (18) years of age** at the time of application.

4.4 Applicants must be currently licensed or previously licensed as an Emergency Medical Services provider in the State of Wisconsin.

4.5 Applicants must be of good moral character and demonstrate conduct consistent with the Association's mission, values, and professional expectations.



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Applicants must not have any history that would bring discredit upon the Honor Guard or the EMS profession

4.6 Membership Conditions

Membership in the Honor Guard is a **privilege, not a right**, and is subject to the following conditions:

- Acceptance is based on the needs of the organization, training capacity, and the applicant's ability to meet all standards.
- Members must complete required training and demonstrate proficiency in ceremonial duties.

Members must maintain compliance with all Association policies, procedures, and directives.

4.7 Initial Training and Qualification

New members must:

- Attend a minimum of three (3) training drills;
- Successfully complete a skills evaluation;

No member may participate in Class A uniform functions until all requirements are met. Equivalent prior experience (military or honor guard) may be considered for advanced placement at the discretion of leadership; however, all members must demonstrate competency.

4.8 Active Membership Requirements

To remain active, members must:

- Maintain a minimum of **60% attendance** at drills and events annually;
- Maintain required skill competencies;
- Participate in annual performance evaluations.

Failure to meet requirements will result in **Inactive Status**.

4.9 Inactive Status

Inactive members:

- May not participate in official functions;
 - Must complete retraining and skills verification to return to active status;
 - Status applies statewide across all Districts.
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4.10 Leave of Absence

- Members may request a leave of absence for up to twelve (12) months;
 - Requests must be submitted in writing to the District Director.
 - Members must be in good standing at the time of request;
 - Reactivation requires written notice.
 - Failure to return within 12 months may result in termination.
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4.11 Resignation

- Members may resign at any time with written notice.
- Resignation is effective upon receipt unless otherwise specified;



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- No refunds of dues or payments shall be issued.
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4.12 Reinstatement

- Members in good standing may be reinstated within two (2) years;
 - Reinstatement requires submission of a written request and demonstration of competency.
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4.13 Property Accountability

Upon separation, members must return all Association-issued property within seven (7) days, including:

- Uniform items
 - Insignia and badges
 - Equipment and identification
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4.14 Termination/Removal

Membership may be terminated for:

- Failure to meet participation requirements;
 - Conduct unbecoming of a member;
 - Loss of EMS licensure or good standing;
 - Failure to comply with policies or reactivation requirements.
 - District officers may be removed from their position at will by the Executive Board.
 - District members may be removed by the district director or the Executive Board.
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4.15 Appeals Process

- Members may request a hearing before the Executive Board;
 - Requests must be submitted within twenty (20) days of termination;
 - A hearing shall be scheduled within twenty (20) days of request;
 - The decision of the Board shall be final unless otherwise provided in the Bylaws.
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4.16 on-discrimination

The Association maintains a policy in accordance with all applicable federal, state, and local laws.