

POLICY 2

Association Structure and Districts



Reference: See Constitution and Bylaws for governing authority.

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.

The Association exists to:

- Represent Emergency Medical Services personnel in a professional and dignified manner at official functions;
- Provide ceremonial and operational support to EMS agencies, families, and communities;
- Assist in honors and services related to line-of-duty deaths and funerals;
- Promote training, professionalism, and statewide coordination of EMS Honor Guard activities.

2. Governance Structure

2.1 Executive Board

The Executive Board shall consist of:

- State Commander
- Executive Officer
- Secretary/Treasurer

Authority and Responsibilities:

The Executive Board is responsible for:

- Managing the affairs, property, and operations of the Association;
- Establishing and implementing strategic direction and long-range goals;
- Maintaining financial oversight and stability;
- Developing, adopting, and enforcing policies;
- Reviewing and proposing amendments to the Bylaws (subject to Full Board approval);
- Acting as a Review Board when necessary.

Voting and Quorum:

- Each Executive Board member shall have one (1) vote.
- A quorum shall consist of three (3) members.

Vacancies:

- Any vacancy on the Executive Board shall be filled by appointment of the remaining Executive Board members, subject to ratification by the Full Board.
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2.2 Full Board of Directors

The Full Board shall consist of:

- All Executive Board members;
- State Training Officer (Advisor);
- State Chaplain (Advisor);
- District Directors (one per District).

Authority and Responsibilities:

The Full Board shall:

- Provide oversight and representation of the statewide membership through District leadership;
- Receive reports of all Executive Board activities at regular (at minimum quarterly) meetings;
- Vote on the following matters:
 - Amendments to the Bylaws;
 - Adoption or modification of formal policies;
 - Addition or restructuring of Districts;
 - Removal of officers;
 - Member discipline or termination (if applicable);
 - Election or confirmation of Executive Board officers;
 - Ratification of appointments made to fill vacancies or leadership roles.

Each Full Board member shall have one (1) vote unless otherwise specified in the Bylaws.

3. District Structure

3.1 Establishment of Districts

- The State of Wisconsin shall be divided into geographic or operational Districts.
- The number, boundaries, and organization of Districts shall be determined and may be modified by the Executive Board, subject to Full Board approval where required.

3.2 District Leadership

District Director

- A District Director shall lead each District.
- Initial appointments shall be made by the State Commander.
- Subsequent elections shall occur in staggered terms (odd/even years) based on District designation, in accordance with the Bylaws.

District Appointed Officers

The District Director shall appoint:

- District Executive Officer
- District Training Officer
- District Chaplain

Appointments shall be made in accordance with Association policy and subject to oversight by the Executive Board.

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3.3 District Responsibilities

District leadership shall:

- Recruit, train, and maintain a roster of qualified Honor Guard members;
- Ensure readiness for District and statewide deployments;
- Conduct regular training consistent with Association standards;
- Support and participate in statewide missions as directed by the State Commander;
- Uphold all policies, procedures, and standards established by the Association.

4. Command and Operational Authority

- The State Commander retains overall command authority for statewide operations and deployments.
- Districts operate under the authority and direction of the State Commander and Executive Board.
- All members and officers shall comply with established policies, procedures, and the governing Bylaws of the Association.

5. Supremacy of Bylaws

This policy is subordinate to the Constitution and Bylaws of the Association.

In the event of any conflict, the Bylaws shall prevail.

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