

Constitution and Bylaws

This instrument constitutes the Constitution and Bylaws of the **Wisconsin Emergency Medical Services Honor Guard Association, Inc.** adopted for the purposes of regulating and managing the internal affairs of this organization.

ARTICLE 1

Name

Section 1 The organization shall be known as "**Wisconsin Emergency Medical Services Honor Guard Association, Inc.**," a not-for-profit Corporation registered with the Wisconsin Secretary of State and has obtained 501[c][3] status from the IRS. Herein referred to and commonly known as **WI EMS Honor Guard.**

Section 2 We have obtained United States Copyright covering our name, marketing materials, training manuals, logo, and uniform design. We maintain all rights.

ARTICLE 2

Objectives

Section 1 An objective of the organization is to provide support to the survivors of EMS providers who have given their life in the line of duty. To deliver a variety of services, and focus on the current and future needs of survivors. Furthermore to preserve the memory of those providers who have sacrificed their lives for the health and safety of Wisconsin citizens and visitors.

Section 2 An objective of the organization is to maintain a corps of trained personnel who through districts within the State of WI will be able to provide as a ceremonial funeral Honor Guard for Wisconsin EMS providers, and funeral-planning assistance to family members and EMS services, who have died as a result of an injury or illness sustained in the line of duty.

Section 3 An objective of the organization is to maintain a corps of trained personnel who will be able to assist and instruct personnel who are interested in forming an EMS Honor Guard (by district) upon approval of the Executive Board.

Section 4. The Association may not endorse candidates or political campaigns or organizations or distribute materials or literature no matter how objective it might be, or uses its resources to influence an election.

ARTICLE 3

Management

Executive Board

Section 1 The business affairs and management of the WI EMSHG shall be managed by the statewide Executive Board consisting of the Commander, Executive Officer, Secretary/Treasurer and Training Officer.

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State Board

The full State Board includes the Executive Board and a District Director of each District representing the members within that district for purpose of voting.

Districts and leadership

Section 2 The State of Wisconsin shall be divided into organizational training units called Districts. The Executive Board shall determine the number and boundaries of the districts. Within each district, a **District Director** will be appointed by the commander initially, followed by elections in odd years for a District Director. The District Director shall appoint a district training officer. Both officers are responsible for training and maintaining a corp of ready volunteers for trained for funerals and functions within their district and for all statewide functions.

ARTICLE 4

Membership

SECTION 1 Joining the membership of a district

Any person of good moral character who provides Pre-Hospital Emergency Medical Services in Wisconsin, or who was previously licensed and retired in good standing is eligible for membership in a district.

The membership exists within each district. The District Director represents their district to the State Association and has one vote.

New members shall attend 3 drills, and pass the skills test before being allowed to perform in a class A uniform. The Executive Board may realize previous military or HG experience and grant new members advanced standing. In either case, a member must perform the skills checklist successfully prior to being allowed full performance in a class A uniform.

Retired EMS Personnel may become Members of the WI EMSHG provided they have been a licensed pre-hospital provider in the state and retired in good standing.

If an applicant had a state EMS license revoked, suspended, or is not in good standing with member organizations, that is sufficient reason to deny membership.

Membership the WI EMS HG will not be based on race, color, creed, national origin, religion, faith, gender, sexual preference, or age. A completed membership application must be submitted to the District Director, a copy will be maintained by the state Executive Officer.

SECTION 2 Active or Inactive Status

Active members must maintain a minimum of fifty (60%) attendance of drills and events held within a calendar year. Members may attend drill in any district. A member attending less than 60% attendance in a District will be moved to inactive status until drills are made up in a new year.

Minimum performance skill checks will be conducted at least once per year, and shall be completed by all members of the WI EMS HG annually.

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Members that have not met obligations to remain active, shall be made inactive. This purpose of this is to maintain a high level of performance as required at events we participate in. The District Director must assure competency of an inactive member and perform a check off in order to be active again. This status is effective across all districts.

Leave A member of the Wisconsin EMS Honor Guard can request a leave of absence from the guard. A member can request a total of twelve months of leave. The member must give a request in writing to their district director and be good in standing with payment of dues for the period of the leave. A letter of reactivation of membership will need to be presented. If a letter of re-activation is not received within the twelve months the member will be dismissed / terminated.

SECTION 3 Resignation.

Any member may resign at any time by giving written notice to their District Director. Such resignation shall take effect at the date of receipt of such notice or at any later time specified therein; and unless otherwise specified therein, and acceptance of such resignation shall not be necessary to make it effective. Any member who resigns their membership shall not be entitled to a refund of any dues or other payments made to this Honor Guard.

SECTION 4 Reinstatement / Reactivation of Member

Any member, who separates in good standing, will be reinstated by submitting a membership reinstatement/reactivation letter to the District Director for full membership within two years or resigning.

SECTION 5 Wisconsin EMS Honor Guard Property

Any member leaving the WI EMS Honor Guard must notify the District Director in writing and surrender all WI EMS Honor Guard equipment, property and uniform items in good repair within one week of resignation.

SECTION 6 Termination.

1. Any member may be terminated by the District Director/State Commander by providing the member with written notice of the termination. Membership may be terminated for the reasons:
 - a. By severance from official duties, (attendance at trainings/events/failure to communicate)
 - b. By conduct unbecoming a member;
 - c. Loss of EMS licensure by the state;
 - d. Failure to provide a reactivation letter to the Executive Board.
2. Terminated members may request a hearing from the executive board to reverse the termination and reinstate to member. The request for hearing must be made to the state commander within 20 days of termination date, and a hearing must be set within 20 days of receipt of the request at a date/time convenient for all board members and the hearing requestor.
3. Any expelled member will be given the opportunity to appeal to the executive board for re-instatement at a special meeting called by the Commander. Terminated member must have two-thirds (67%) approval vote to be re-instated. (Proxy votes are NOT acceptable). See Article 10.

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ARTICLE 5

Meetings, Drills, Events

Section 1. Meetings.

A WI EMS Honor Guard Annual General Business Meeting will be held by the executive board in April of each year, for the presentation of reports on activities, the financial condition of the Honor Guard and the transaction or such other business as may properly come before the meeting. The meetings shall be held within the State of Wisconsin set by the Executive Board. A minimum of fifty one percent (51%) of the full State Board Members must be present to be considered a quorum and in order to conduct business. The Meeting will follow the Roberts Rules of order. Elections will be held, see job description on positions.

Any Board meeting may be conducted solely by one or more means of remote communication through which all of the Directors may participate with each other during the meeting, if the number of Directors participating in the meeting would be sufficient to constitute a quorum in person or by electronic means.

Section 2. Written Ballot

Any action that may be taken at an annual or special meeting must be recorded in written records by the secretary and kept in corporate files permanently or until the corporation is dissolved.

Section 3. Special Meetings, How to Call for

Special Meetings may be called, by order of the Commander, the Executive Board whenever in their judgment it is necessary. Notices announcing the meetings and the reason for said meeting would be sent out and posted on the website to all district directors and executive board members by email or snail mail.

Section 4. Who May Attend

Every Member shall have the right to attend any regular, Special or Committee meeting of WI EMS Honor Guard and to participate in such meeting in accordance with recognized rules as set forth in the Manual of Parliamentary Procedures adopted by this Honor Guard. Members shall conduct themselves in such a manner as not to interfere with the obligations of this association.

Section 5. Divulging WI EMS Honor Guard Business

No Member of this Honor Guard, unless authorized, shall divulge any business transacted in a meeting of this Honor Guard.

Section 6. Robert's Rules

The rules contained in "Robert's Rules for meetings" shall govern the meetings of this Honor Guard in all cases not in conflict the Constitution, the by-laws of this Honor Guard. Minutes to be published on the public website.

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Section 7. Suspended Members Not Entitled to Vote

Suspended Members are not entitled to Voice, Vote, or run for/nominate for office in the WI EMS Honor Guard District or District Director at the executive board, in the affairs of the Honor Guard.

Section 8. Training.

Training drills and locations of the drills will be scheduled at the discretion of the District Director, Training Officer, or their designee and should be announced (conveyed) at least 10 days prior with directions to facility. There will be two offerings of statewide drill each year. Active members must attend at least one.

ARTICLE 6

OFFICERS AND ELECTIONS

Section 1. Officers

The association executive board is comprised of a Commander, Executive Officer, Training Officer, Secretary / Treasurer all with equal voting rights.

Each district shall elect a District Director. The Director shall appoint an Executive Officer and a training officer who comprise the command staff of that district. The District Director shall also serve as voting member of the full board of the association with one vote representing the district.

Section 2. Terms of Office

All officers shall serve Two (2) years, or until their successors are elected and qualified for office, Elections to be held in March each year with the term beginning that April 1st.

Elections of association executive board will be held in even years. Elections of the State Executive board positions are elected by active full board members (executive and district directors).

Elections of District Director are held in odd years. Elections of district command are voted on by active members of that district.

Section 3. Eligibility for Nomination – Meeting Attendance

Any member in good standing active within a district shall be eligible for nomination to an association or district position.

Section 4. Distribution of Campaign Literature

Candidates for office shall have the right to request distribution of campaign literature, by electronic means, to all members in Good Standing. There shall be no discrimination in favor of or against any candidate with regard to use of membership list from each district.

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Section 5. Nomination to Office

Any member desiring to become a candidate shall submit their name in writing by email to the association Secretary / Treasurer indicating the position for which they wish be elected by February 14 of that year.

The association will create a secure election page which allows each active district member or association full board member one vote for respective elections. The page will be open of voting for 10 days from February 15 to February 25, with results posted on February 26 each year.

Any nominee desiring to withdraw as a nominee must submit a statement by email to the Secretary /Treasurer prior to the closing of the election period.

Section 6. Election and Voting Procedures

A secure election webpage on the association website wiemshonorguard.org will be used for voting.

For executive board, each active full board member has one vote.

For District officers, each active member within their district will have one vote.

Section 7. Effective Date of New Officers

All elected Officers shall assume their respective offices on April 15th after the election cycle,

Section 8. Ballots Preserved by the Secretary / Treasurer

The Secretary / Treasurer shall preserve in corporate records until the corporation dissolves.

Section 9. Vacancy and Filling of Offices

The office of any association executive member or district director absent for three (3) consecutive meetings without a reasonable excuse shall be declared vacant, and it shall be the duty of the executive board to appoint a person to fill the vacancy until elections are held in cycle.

Section 10. Definition of Executive Board

The executive Officers of the association are Commander, Executive Officer, Secretary / Treasurer, and Training Officer.

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Section 11. Removal/Recall Provisions of Elected Officers

Any elected officer may be recalled by petition of 75% of the active voting members of the district or association full board.

Upon receipt of a valid petition (validity of the Officer charged with incompetence, gross negligence, or corruption in the performance of his/her duties be determined within three (3) days of receiving the petition), the Executive Board will then terminate the term of office of the elected officer so designated in the petition.

The executive board shall then appoint an active member to fulfill the balance of the term.

ARTICLE 7

ORGANIZATION

Section 1. Executive Board. Each member having one vote.

1. Commander
 2. Executive Officer
 3. Secretary / Treasurer
 4. Training officer
- A. The Executive Board shall carry out duties, which pertain to maintaining the long-range goals and financial well-being of WI EMS HG Association, set policies, and shall review and recommend Bylaw amendments.
 - B. An Executive Board meeting shall be held at least three times per year, or at the discretion of the Commander. Any full board member may request a meeting of the board.
 - C. Three (3) members of the Executive Board are considered a quorum to conduct business.
 - D. The Executive Board shall act as a Review Board in such case as needed,
 - E. Any Member of WI EMS HG may submit a written petition for a Special Executive Board meeting to any one of the Executive Board members. Either the Commander or Executive Officer, only, shall call this Special Executive Board meeting within two weeks of the request.
 - F. Vacancies. Any Vacancy occurring in the Executive Board may be filled by appointment made by the remaining Board Members.

Section 2: Full Board.

The Full Board of Directors shall consist of Executive Board members and each District Director. Each member has one vote. The Full Board shall be informed of all activities, transactions and decisions of the Executive Board at quarterly meetings. The Full Board is required for voting on any by-law change, member termination, addition of Districts, changes to policies, removal of officers, and voting for Executive Officers at end of term, or ratification of appointed committee chairs, or persons selected by Commander to fulfill vacancies.

Section 3. General Powers.

All Business, property and affairs of the Honor Guard shall be Managed by its Executive Board.

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ARTICLE 8

DUTIES OF OFFICERS

Section 1. Duties of the Commander

RANK: Commanding Officer, rank of 1 Gold Star (General). Five stripes Class A

TERM: He/she will serve a two-year term, election in even year election.

DUTIES: It shall be the duty of the Commander to:

1. Responsible for the overall operations of the WI EMS HG.
2. Preside at all meetings.
3. Sign and deliver in the name of the corporation; all deeds, bonds, contracts, or any other instruments pertaining to the business of the Wisconsin EMS Honor Guard.
4. Assign additional duties to the Executive Board Members.
5. Call for a quarterly meeting of the Executive Board and may call for additional meetings if the situation dictates.
6. The Commander shall be the Official Spokesperson for any Media releases pertaining to the Honor Guard.
7. The Commander is responsible for oversight of all of the matters and concerns of the Honor Guard.
8. The Commander is obligated to completely and impartially report to the membership all facts and information pertaining to Honor Guard business, except as provided in Article IX, Section 6).
9. The Commander, along with the Executive Officer, is an officer of account for the stewards, with the power to direct the activities of the stewards and to assemble the stewards in a group meeting.
10. The Commander may be a signatory or co-signatory on checks written with Honor Guard monies.
11. He shall appoint all Committees and shall be a member of said committees, and shall perform such other duties pertaining to his office.
12. In the event of a vacancy of a member of the Executive Board by reason of death, removal and/or resignation, it shall be the duty of the Commander to order an election to fill the vacancy. The Commander may appoint an officer during the interim with the consent of the Executive Board.
13. Provide an annual report to stakeholders.

Section 2. Duties of the Executive Officer

RANK: Executive Officer, rank of Gold Eagle (Colonel). Four Stripes Class A

TERM: He/She will serve a two-year term, elections in odd years.

DUTIES: It shall be the duty of the Executive Officer to:

1. The Executive Officer, in order named, shall perform the duties of the Commander in his absence and shall become Commander upon the death, removal, and/or resignation of the Commander. They shall render all such assistance to the Commander as may be required of them to conduct the meetings of this Honor Guard.
2. The Executive Officer is charged to assist the Commander in the administration of his/her duties and responsibilities.

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3. The Executive Officer, shall maintain equipment location and condition, suggest changes or equipment purchases to executive board, and assist districts in marketing for membership and fundraising efforts.
4. The Executive Officer may be present as a participating member of any official assembly of the Honor Guard.
5. The contact for special events and fund raising.
6. Duties will include keeping up to date on all benefits concerning a LODD.
7. Contact with other organizations such as WI EMS Association (WEMSA) Wisconsin Professional Ambulance Association (PAAW). WI State Firefighter and EMS Memorial Board, other EMS Stakeholders and National EMS Memorial.
8. The lead point of contact for membership services and other duties as assigned by the Commander or designee.
9. Assure all District Directors are maintaining appropriate membership levels, recruitment efforts, demographic information is collected for state, work to assist District Directors with training, fund raising, and scheduling of events within a district.
10. In charge of fund raising.
11. Other duties assigned by the commander.

Section 3. Duties of the Secretary / Treasurer

RANK: He/She will hold the rank of a Gold Oak Leaf (Major), Two (2) stripes on Class A.

TERM: Two-year term, elections in even years.

DUTIES: It shall be the duty of the Secretary/Treasurer to:

1. Keep true, correct and comprehensive minutes of all regular and executive board meetings of this Honor Guard and have copies available to each quarterly meeting of this Honor Guard.
2. Keep the minutes of all regular meetings, executive board meetings, and amendments to the constitution and by-laws in books provided for that purpose. Such books shall be kept up to date and available to any member at the union office at all times. The minutes of all regular and Executive Board meetings of this honor guard are to be kept on site at the secretary-treasurer and are to be available for inspection by any Honor Guard member in good standing.
3. The Secretary / Treasurer shall keep a current roster listing the names and addresses of all Honor Guard members together with the date when each full voting became or ceased to be such.
4. Shall have a notice of the current number of members, along with the number constituting a quorum of members, shall be continuously posted by the Secretary / Treasurer
5. The Secretary / Treasurer shall act as the custodian of the seal, records of the Honor Guard, sign its official papers, give notices as may be required, and perform other appropriate duties as may be required of him/her by the Executive Board.
6. Conduct all necessary correspondence, send out notices of all meetings to include unfinished business and elections, and perform other such duties that the Secretary / Treasurer may designate.
7. Discharge on behalf of this Honor Guard, all duties imposed on the Secretary / Treasurer by law, including filing of all reports required and maintain all records the law may require to be kept in support of reports filed by this Honor Guard.
8. It shall be the duty of the Secretary / Treasurer to attend all meetings of the Honor Guard, the Executive Board, and Full Board meetings; receive all money due the organization and give receipt for same.
9. He shall keep a Cashbook in which he will enter the name of each person, amounts received, and stating the purpose for which payment was made.

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10. He shall or the designated representative to pay all bills of this Honor Guard and make an Itemized Monthly Statement of Receipts and Disbursements.
11. The Secretary / Treasurer or the designated representative shall be allowed to use a credit card in Honor Guard's name to make purchased and reservations for all business conducted by this Union. The Treasurer shall obtain receipts for all bills.
12. Before entering upon his/her duties, (S)He or the designated representative shall obtain an insurance bond for an amount to be determined by the Commander. The cost of such bond shall be borne by the Honor guard. At any time, the other Executive Board officers, by consensus, may require the Secretary / Treasurer to file an additional bond.
13. All money belonging to the Honor Guard shall be deposited by the Secretary / Treasurer or the designated representative to the credit of the Honor Guard in such accounts, banks, trust companies or other depositories and vehicles as the Secretary / Treasurer, in consensus with the other Executive Board officers, shall designate.
14. (S)He or the designated representative shall keep proper books of account; cause an annual review of the Honor Guard books to be made at the completion of each fiscal year; and shall be the chief officer responsible for preparation of an annual budget and a statement of income and expenditures to be presented to the membership at a general membership meeting.

Section 4. Duties of the State Training Officer

RANK: (S)He will hold the rank of the rank of a Gold Oak Leaf (Major). Two (2) stripes on class A

TERM: A two-year term, election shall be in the even years.

1. To establish and maintain a training program for the WI EMS HG. Plan the activities of district drill(s) and assure district training officers are following and training guidelines to their members. Plan a statewide drill/camp twice annually.
2. Ensures that all members are being properly trained to perform at a LODD
3. Assures accurate district training attendance records and statewide drill attendance records are kept, and forwarded to the Secretary/Treasurer for record keeping.
4. Notifies Commander of any member whose training delinquent.
5. In charge of District Training officers assures they are properly training to instruct their members on procedure and keeps records as such.
6. To have a complete and updated funeral drill preparations and manual.
7. Maintain equipment inventory and condition of each district and state equipment.
8. Other duties as assigned by the Commander or designee,

Section 5. Duties of the District Director

RANK: Shall have the rank of 2 Gold Bars (Captain). Two Stripes on Class A Sleeve.

TERM: Two years, elected by District members, ratified by Executive Board.

The District Director is in charge of the district, shall keep all records for the district, be the main point of contact for State Commander. Arrange for fundraising within the district or state functions, keep member records, assign and track district/state equipment, appoint and assist training officer, be a point of contact for events/functions within the district, and other duties as assigned by the State Commander, as well as assure adherence to WI EMS HG standards. In charge of a District. The District Director will cast a single vote for the district at Full Board meetings.

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Section 6. Duties of the District Training Officer

RANK: Shall have the rank of 1 Gold Bar (Lieutenant). Two Stripes on Class A Sleeve.

TERM: Appointed by the District Director, ratified by Executive Board.

District training officer shall organize and facilitate training/drill sessions within the district and assure all members maintain minimum standards of all duties they may be asked to perform. The Training officer is second in command within the district, and other duties as assigned by the State Commander. District Director, or designee. The Training Officer is second in charge of a district. Shall have the rank of 1 Gold Bar (Lieutenant). The Training Officer will be signified by (2) Two strips on both sleeves of the class A uniform

ARTICLE 9

Chaplain

UNIFORM: District level Chaplain: One sleeve stripe on Class A Jacket and silver cross on shoulder epaulettes, and cover. Appointed by District Director until replaced.

Statewide appointed Chaplain Two stripes on class A jacket with gold cross on shoulder epaulettes and cover. Appointed by executive committee until replaced.

Only members that meet all qualifications and requirements will be assigned to this position.

I. Chaplain Requirements –

WI EMS Honor Guard Chaplains will have and maintain:

1. Has had an Affiliation with an Emergency Medical Service) in the State of Wisconsin. May be retired from the EMS profession as board sees fit.
2. Ecclesiastical Endorsement – by a recognized organization and licensed.
3. Certification/Continuing Education – certification with WI Chaplaincy Association or equivalent.
4. Approval – apply and be approved by the Honor Guard Executive Committee.
5. Adherence to the Chaplain Code of Ethics (Sec. III below).

II. Chaplain Responsibilities –

WI EMS Honor Guard Chaplains will:

1. Assist with pre-funeral/memorial discussions and arrangements as needed.
2. Assist at funerals/memorials as requested.
3. May assist in other areas as requested.
4. Meet with EMS personnel and families as needed.
5. Serve as an advisory member to the Honor Guard and provide pastoral support as needed.
6. Assist any district chaplain(s) as requested, keeping a roster of chaplains and conducting background checks as they apply.
7. Other duties assigned by commander or designee.

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III. Chaplain Code of Ethics –

The WI EMS Honor Guard seeks to maintain the highest standards of professional ethics. As such, Honor Guard Chaplains will:

1. Treat all persons with respect, recognizing the dignity and worth of each individual as created in the image of God.
2. Celebrate diversity and serve all persons regardless of religion, race, ethnicity, sexual orientation, disability or gender.
3. Affirm the spiritual and religious freedom of all persons and refrain from proselytizing.
4. Maintain a vital relationship and good standing with their faith community.
5. Pursue ongoing professional development in theology, pastoral skills and spirituality.
6. Protect the welfare of those served and maintain the integrity of the pastoral relationship, refraining from emotional, sexual, or other forms of exploitation of individuals or groups. Sexual contact with those served, even by consent, is prohibited.
7. Protect confidentiality and the privacy of persons receiving pastoral care. They may only share confidential information in rare instances for the enhancement of the health and well-being of an individual or when required by law.
8. Maintain inter-professional relationships to foster partnerships and interdisciplinary cooperation as well as to facilitate consultations and referrals.

A District may have a chaplain following all the same requirements above. The rank 3rd Lieutenant, one silver bar on shirt collar one gold cross on collar, one stripe on Class A jacket, Gold cross on shoulder epaulettes, gold cross on cover.

ARTICLE 10

MISCONDUCT, TRIALS, AND APPEALS

Section 1. How to Serve Charges

A member may be terminated by District Director for just cause. The member may request examination of the situation/termination by the full Board (Executive and District Directors). The meeting would go into closed session for discussion after receiving the appeal in writing within 30 days of the dated termination, the final decision will be in writing and kept in corporate meeting minutes.

Section 2. Appeal of Charges

Appeals may be made in accordance to the appeal; such appeal must be filed with the Commander of the Honor Guard within thirty (30) days of the action to be appealed. A simple majority vote of the full Board shall be required to uphold the sanction/discipline/termination of the member. A simple majority vote of the full Board shall be required for reinstatement of the member's status.

Section 3. Recall Trial of Elected Officers

A special meeting will be held. The meeting location and time will be posted by the WI EMS Honor Guard Executive Board; this meeting will be presided by a Non-Executive Board Member.

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ARTICLE 11

Financial Review

Section 1. Definition of Fiscal Year

The Fiscal Year for this local shall begin January First (1) of each year.

Section 2 Outside review of the Honor Guard financial records

The WI EMS Honor Guard's annual financial records shall be prepared along with proper financial records filed with Federal IRS and State Department of Financial Institutions and Corporate records by the Wisconsin Secretary of State as described by law. The Outside Audit will be done by a Firm, Group or Licensed Tax Prepare as determined by the Executive Board every two years if receipts/expenditures are in excess of \$1,000 annually.

ARTICLE 11

RECEIPTS AND DISBURSEMENTS

Section 1. Receipt of Money to General Fund

All money received by the WI EMS Honor Guard from dues, assessments, fines, and or any other source, shall be placed in the General Funds unless otherwise specified such as in a grant or donation with terms.

Section 2. Reimbursements of funds

No reimbursement of funds shall be made without proper documentation of such purchases made for the benefit of the Honor Guard and approved by either the Commander/President, or Treasurer.

Section 3. Expenditures Approved by Members

The funds of this Honor Guard shall be used for defraying the necessary expenses of this organization. No money shall be paid for any purpose without a majority vote of the members present in a quarterly meeting, except for those expenses as directed by this "constitution and by-laws.

No members will be paid salary or wages for their services. We are a volunteer organization. Reasonable expenses authorized prior to being spent may be made by the Commander/President or treasurer.

Section 4. Expenditures Approved for Executive Board Members

All expenditures shall be approved by the Board of Directors through the budget at quarterly meetings. The Commander and Secretary/Treasurer may authorize expenses in an emergency or unexpected situation and must be later approved by the full board.

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Section 5. Classes, Seminars or Conferences

At the discretion of the Executive Board, the Honor Guard will reimburse up to 100% of enrollment fees and tuition for classes, seminars or conferences that enhance the advocacy skills of the attending member, and which benefit the Honor Guard at large.

Section 6. Public Hearing and Public or Private Meeting

The attendance by members of the Executive Board, full Board or other members of the Honor Guard or their designees at meetings, training or drill sessions, or funerals will be uncompensated unless preauthorized by the Executive Board.

Section 7. Annual filing

The WI EMS HG must file annual report with the WI Secretary of State, WI Department of Financial Institutions, and IRS to maintain nonprofit status 501 (c)(3).

ARTICLE 12

COMMITTEES

Section 1. Committees

Any member in good standing maybe appointed to a committee. The function, structure, rules and limits of each committee shall be defined and approved by the Executive Board, drafted in “Letter of Committee”, and filed with the Secretary. All committees shall be examined and reorganized as the first order of business pursued by newly elected officers of the Honor Guard.

Section 2. Standing Committees

1. Honor Guard Policy Committee
2. Honor Guard drill manual committee
3. Honor Guard Funeral manual planning committee
4. By-Laws Committee

Section 3. Committee Chairmanship

The chairperson shall serve for the term specified in the “Letter of Committee”. The chairperson will schedule committee meetings; will provide an outline and/or minutes of official committee meetings to the Commander or Executive Officer and is accountable to the Commander and Executive Officer who may serve as ex-officio members,

Section 4. Committee Reports

1. Other temporarily established committees shall be termed assigned committees. “Committee Rule”: Each committee shall pursue its business according to its “Letter of Committee” exempt from external input, except as expressly solicited by a committee member or by the chairperson at an official committee assembly.
2. Official committee assemblies shall be posted by the committee chair.

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3. Any member may attend any official committee assembly
4. Each committee chairperson shall provide a report of current committee activity at general membership meetings.

ARTICLE 13

Gifts, Donations, Planned Giving/Legacy Gifts Acceptance

1. The WI EMS Honor Guard Association solicits and accepts gifts that are consistent with its mission.
4. Donations will generally be accepted from individuals, partnerships, corporations, foundations, government agencies, or other entities, without limitations.
5. In the course of its regular fundraising activities, the WI EMS HG will accept donations of money, real property, personal property, stock, and in-kind services.
6. Certain types of gifts must be reviewed prior to acceptance due to the special liabilities they may pose for the WI EMSHG. Examples of gifts which will be subject to review include gifts of real property, gifts of personal property, and gifts of securities.
7. In no way does the WI EMS HG accept gifts tied to political endorsements or support of any political party or affiliation.

ARTICLE 14

Alterations and Amendments

Section 1. Alterations and Amendments are made

The following procedure shall be used when altering or amending this “constitution and by-laws”:

1. The By-Laws Committee shall be appointed and will review the By-Laws once every Five (5) years or when a proposal is presented by the membership to the Secretary-Treasurer
2. The proposed alteration or amendment must be presented in writing to the Secretary-Treasurer and forwarded to the Bylaw Committee and Executive Board.
3. Upon receiving a written proposal, the Secretary-Treasurer were shall refer the proposal to the by-law committee. The initiator of the proposal shall be invited to the committee meeting and the committee recommendation of the proposal shall be read at the next regular meeting following the meeting that the proposal was presented to the Secretary-Treasurer.
4. Following the reading of the proposal at the regular meeting the Secretary-Treasurer shall send the proposal to the membership at least one (1) week prior to the annual membership meeting where that proposal shall be voted on.
5. The proposed alteration and/or amendment shall be presented at a membership meeting, with voting to be in secret, and simple majority of the votes cast on the question shall be required for passage. A proposed amendment to this Constitution or any by-laws made under its provisions shall be submitted to the Commander for approval prior to its printing or issuance.
6. If any member raises a point of clarification regarding the interpretation of these by-laws, the resolution of that point of clarification shall first be presented to the by-law committee for interpretation. The by-law committee interpretation shall be submitted to the general membership for a decision at the next meeting. If a further dispute continues concerning the clarification, then legal advice shall be sought in writing and presented to the full Board of Directors.