

Bylaws of the Veterans Military Honor Guard of Pigeon Forge

Founded on December 3, 2015

Revision # 3, April 30, 2018

Article I Becoming a Member

Applicants, as well as members must recognize that it's a privilege to serve on the "*Veterans Military Honor Guard of Pigeon Forge*", hereinafter called the Honor Guard, and that members have earned this privilege by successfully meeting all Honor Guard requirements. That said, any past member of the Armed Forces who received an "*Honorable Discharge*", any current member of the Armed Forces, any eligible relative of any such past or current Armed Forces member, and any eligible First Responder whose service therein is equivalent to honorable service, may apply for membership in the Honor Guard.

Section 1. Standards of Performance: The Honor Guard will follow the "*Arlington Old Guard*" standards of performance as close as possible. To that end, it is expected that each member will train to become as proficient as he or she can become.

Section 2. Standards of Appearance: Honor Guard members must present a "*Military Appearance*", one that is professional, neat, and clean.

Section 3. The Honor Guard Team: Members of the "*Honor Guard Team*" must be "*Team Players*". Members must be loyal and helpful to the Honor Guard and to each other. It is incumbent on every member to put "*The Good of the Team*" first!

Section 4. Military Bearing, Image, and Behavior: Honor Guard members are continually being judged, and whatever judgment formed concerning a member, fair or not, transfers to the entire Honor Guard. Once identified as a member of the Honor Guard, one is no longer an individual, but a representative of the Honor Guard. Personal integrity and behavior must always be above reproach. At no time may a member's personal behavior bring discredit to one's self or the Honor Guard.

Section 5. Qualification Process: Transforming an applicant into a qualified member is best done via the combination of a "*Screening, Selection, and Training Process*" which will be developed in the Honor Guard SOPs.

Article II Membership Restrictions and Exceptions

Some restrictions and exceptions apply to the following members:

- (a). Veteran members who are unable to complete or maintain qualification may not serve as Commander or Vice Commander.
- (b). Non-Veteran members may not serve as President, Chairman, Vice Chairman, Commander, nor Vice Commander.
- (c). Non-Veteran members may not handle or operate Army Ceremonial Rifles at any time. This includes both Military Funeral Honors, and/or any other ceremony conducted by the Honor Guard.

Article III Honor Guard Board of Directors, (BOD)

Section 1. The BOD is established in three (3) steps culminating in a 5 to 9 member BOD: The BOD is initially filled via appointments made by the Founders. Except for the provisions in Section 2, (b) below regarding the Honor Guard Commander, subsequent BOD members are elected by the general membership of the Honor Guard.

- (a). Two (2) BOD members were named initially by the Founders.
- (b). Up to three (3) additional BOD members will be named by the Founders when the Honor Guard begins gaining new members.
- (c). Up to four (4) additional BOD members may be named by the then existing BOD members when the Honor Guard has enough members to begin operations.

- (d). As of August 27, 2016, seven (7) BOD members have been installed.
- (e). Up to two (2) additional BOD members may be appointed by the BOD.
- (f). Following those appointments above, any filling of future BOD vacancies for full terms shall be brought to the general membership for a vote.

Section 2. Additional considerations made in establishing the BOD:

(a). To minimize the number of BOD members being replaced at the same time, beginning when the BOD is initially fully established (which occurred on August 27, 2016), a BOD member replacement schedule is established. To ensure continuity on the BOD, initial terms on the BOD shall be staggered as follows:

- (1). The BOD members in Section 1, (a) above are subject to reelection or replacement on 1 January 2020.
- (2). The BOD members in Section 1, (b) above are subject to reelection or replacement on 1 January 2019.
- (3). The BOD members in Section 1, (c) above will be subject to reelection or replacement on 1 January 2018.
- (4). In the event the BOD appoints additional BOD members, as described in Section 1, (e) above, those members will be subject to reelection on the same schedule as those listed in Section 2, (a), (1) above.

(b). Each of the re-election or replacement votes described above shall be for terms of three (3) years. Should a member vacate his or her BOD position before the end of his or her scheduled term, the BOD may appoint a replacement to fill the unexpired term, as described in Article VII, below.

(c). The Honor Guard Commander must always be a member of the BOD. This requirement produces two, (2) transition scenarios. If, at the time of being designated incoming Honor Guard Commander, the designee is...

(1). Not already on the BOD, he or she must be named to the BOD. In this case the newly designated Honor Guard Commander may participate on the BOD with voice only. When he or she actually takes the office of Honor Guard Commander, he or she will then have both voice and vote rights.

(2). Already on the BOD, he or she may participate on the BOD with both voice and vote rights. When he or she takes the office of Honor Guard Commander, the BOD member position he or she held when designated will become vacant as a result of his or her transition to the Honor Guard Commander/BOD member seat. In this case, see Article VIII below for "Filling a Vacancy of a BOD Member or Honor Guard Officer".

Section 3. Duties of the BOD: The primary responsibility and duty of the BOD is to control, oversee, and ensure the success of the Honor Guard.

Additionally:

- (a). This BOD will appoint from its membership a Chairman, Vice Chairman, President, Secretary, & Treasurer.
- (b). The BOD will coordinate, acquire, and provide needed funding, facilities, equipment, supplies, and services for the Honor Guard.
- (c). The BOD will appoint the Honor Guard Commander, and approve the Commander's nomination of all other Honor Guard officers. This is further addressed in Article V, Sections 1 and 2 below.
- (d). The BOD will have oversight of the operation of the Honor Guard and its activities; however the Commander is responsible for its operation.
- (e). The BOD may appoint and/or hire any necessary staff to assist itself in fulfilling the needs of the BOD.

Section 4. All Members of the BOD have Shared Duties:

(a). All members of the BOD shall abide by and enforce all of the principles and concepts established in the Constitution, these Bylaws, the Honor Guard SOPs, the Honor Guard policies, agreements, and/or directives.

(b). All members of the BOD shall abide by and enforce the following concept within the Honor Guard. Except for the "authority, title, and position" members have resulting from appointments and/or elections, the Honor Guard is "RANK FREE". This term is not to be construed that one member is any more or less respected and accepted than any other member. All eligible Veterans and members will be warmly accepted, treated with respect equally, given the same opportunities, and utilized to the fullest extent of their abilities and desires.

Section 5. BOD Members and their Duties: The members of the BOD are listed below. Following each member's title are the duties and responsibilities which include, but are not limited to those provided below:

(a). **Chairman:** The Chairman shall act in an advisory capacity to the work and policies of the Honor Guard, and shall have such other powers and duties not inconsistent with the Constitution and these By-Laws as may be assigned to him or her from time to time by the BOD.

Additionally, he or she shall preside at all BOD meetings, and is responsible for the following meeting duties:

- (1). Calling the meeting to order.
- (2). Determining if a quorum is present.
- (3). Announcing the items on the order of business or agenda as they come up.
- (4). Recognition of members to have the floor.
- (5). Enforcing the rules of the group.
- (6). Putting all questions (motions) to a vote.
- (7). Adjourning the meeting.

(b). **Vice Chairman:** It is the duty and responsibility of the Vice Chairman to assist the Chairman and be available to assume the duties of the Chairman when called upon and/or when needed. In the absence or disability of the Chairman, the Vice Chairman of the BOD shall have and may exercise all the powers and duties of the Chairman of the BOD.

(c). **President:** The President shall be the chief executive officer of the Honor Guard and shall have general supervision over its operations and affairs.

Additionally:

(1). The President shall nominate to the BOD those operational Honor Guard officers listed in Article VI, Section 2 and recommended to the President by the Honor Guard Commander, as further discussed in Article 5 below.

(2). Except as otherwise provided in these By-Laws or ordered by the BOD, the President shall sign on behalf of the Honor Guard all deeds, agreements and other formal instruments, and shall be an ex-officio member of each committee of the Honor Guard.

(3). In consultation with the Commander, the President shall propose SOPs and all of its associated revisions to the BOD for approval.

(4). The President is the designated alternate BOD member authorized to make disbursements and sign checks on behalf of the Honor Guard, as further stated in item (e) (3 & 4) below.

(5). Any disbursement or check in an amount exceeding \$500.00 shall require the signatures of two (2) BOD members who have been designated to sign checks, as further stated in (e) (3 & 4) below.

(d). **Secretary:** The Secretary shall keep the minutes of the Honor Guard and of the BOD, and preserve all papers, letters and transactions of the Honor Guard.

(e). **Treasurer:** The Treasurer shall have charge of all books and records of account of the Honor Guard.

Additionally:

(1). He or she shall collect, receive and have charge of all funds of the Honor Guard.

(2). He or she shall have deposited such funds in a bank as directed by the President or BOD.

(3). He or she shall make disbursements and sign checks on behalf of the Honor Guard upon approval of the President. However, the BOD may also authorize additional BOD members or officers to sign checks on behalf of the Honor Guard, as previously stated in item (c) (4 & 5) above.

(4). Any disbursement or check in an amount exceeding \$500.00 shall require the signatures of two (2) BOD members who have been designated to sign checks, as previously stated in item (c) (4 & 5) above.

(5). He or she shall make a report of the financial standing of the Honor Guard to the BOD or the President whenever and at whatever place the President or BOD designates.

(6). He or she shall also submit an annual budget to the BOD for approval, pursuant to Article VIII, Section 2 below.

Section 6. BOD Meetings:

(a). BOD meetings shall be conducted under and pursuant to Roberts' Rules of Order, (Newly Revised), except as herein otherwise provided.

(b). A Quorum consisting of a majority of existing BOD members is required to conduct Honor Guard business.

(c). Face to face BOD meetings are preferred, but because BOD member participation is paramount, the Chairman is given wide discretion in suggesting alternative ways BOD members may participate and vote at meetings. Without objection from any other BOD member, the method selected by the Chairman will be utilized for a BOD meeting in question. Thus, meetings may be held by teleconference and the BOD may also approve matters by email, with unanimous consent of all BOD members to that approval method and to the proposed actions.

(d). All business activity of and for the Honor Guard shall be conducted by the BOD during BOD meetings.

(e). All BOD members will have 1 vote. In the event of a tie vote on the BOD, the issue will be reopened for further discussion, re-voted, tabled, or dropped from consideration.

(f). Non-BOD members may attend BOD meetings if they first receive permission from a BOD member to do so. If a non-BOD member wishes to conduct business at the BOD meeting, he or she must first receive permission to do so. In this case, the BOD member who granted permission to attend, must coordinate in advance to ensure that an additional agenda item is provided for.

Article IV Command Establishment and Authority

Section 1. The Honor Guard Commander is selected: The BOD selects the Honor Guard Commander.

Section 2. Remaining Honor Guard Officers are selected: The newly selected Commander selects his or her list of Honor Guard officers, and submits this list to the BOD for approval. Remaining Honor Guard officers may be named when needed, but all positions should be filled once the Honor Guard is fully staffed.

Section 3. Terms of Office: Honor Guard officers' terms of office are for a period of up to 2 years. Each officer's term of office coincides with that of the Commander who selected the officer, and when that Commander leaves office, all other officers terms of office expire. This does not preclude the newly named incoming Commander from selecting, subject to BOD approval, one or more of the otherwise outgoing officers to continue in his or her position or to fill some other position.

Section 4. Responsibility for the Operation of the Honor Guard: The Honor Guard Commander and Honor Guard Chain of Command will command and operate the Honor Guard.

Article V Officers and Officer Duties

Section 1. All Honor Guard Officers have Shared Duties:

(a). All Honor Guard officers shall abide by and enforce all of the principles and concepts established in the Constitution, these Bylaws, the Honor Guard SOPs, the Honor Guard policies, agreements, and/or directives.

(b). All Honor Guard officers shall abide by and enforce the following concept within the Honor Guard. Except for the "*authority, title, and position*" members have resulting from appointments and/or elections, the Honor Guard is "*RANK FREE*". This term is not to be construed that one member is any more or less respected and accepted than any other member. All eligible Veterans and members will be warmly accepted, treated with respect equally, given the same opportunities, and utilized to the fullest extent of their abilities and desires.

(c). All Honor Guard officers shall attempt to become qualified in all functions of the Honor Guard as soon as possible.

Section 2. Officers and their Duties: The officers of the Honor Guard are listed below. Following each officer's title are the duties and responsibilities which include, but are not limited to those provided:

(a). **Commander:** This officer commands the Honor Guard, and is responsible for its operation. In coordination with the BOD, he or she is responsible for all Honor Guard staffing, the overall success of the Honor Guard, and is responsible to ensure that everything that needs to be done, gets done. He or she selects the other Honor Guard officers based on his or her evaluation of all Honor Guard member's capability, availability, and suitability. He or she is responsible for building and maintaining "*Espirit de Corps*" within the Honor Guard. He or she will lead by example, by being "*fully qualified*" to perform all functions of the Honor Guard.

(b). **Vice Commander:** It is the duty and responsibility of the Vice Commander to assist the Commander and be available to assume the duties of the Commander when called upon and/or when needed. He or she will ~~be~~ become "*fully qualified*" to perform all functions of the Honor Guard. He or she shall staff & participate in all Honor Guard Committees. He or she shall be the coordinator between these committees, the Commander, & the BOD.

(c). **Adjutant:** The Adjutant is responsible for managing and maintaining Army Rifles and Ammunition. He or she is responsible for the preparation and distribution of these items prior to Honor Guard services and the securing of them following these services.

(d). **Sgt-at-Arms:** The Sgt-at-Arms is responsible for all Honor Guard training and training records.

(e). **Quartermaster:** The Quartermaster will develop and maintain a listing of all uniform and other items used by the Honor Guard and its members. He or she will coordinate the acquisition & purchase of these items for the Honor Guard and its members.

(f). **Chaplain:** The Chaplain is responsible for the preparation of the Veteran's Folder prior to Military Funeral Honors services and Military Chaplain Duties. He or she will assist in the burial and memorial services for departed Veterans, will offer comfort to the bereaved families, will encourage good fellowship among the organization, will report on the needs of our Veterans, and will give suggestions in offering help. He or she will open and close all meetings with prayer when called upon. He or she will coordinate with and assist the Sgt-at-Arms, in the training of other Honor Guard members in Military Chaplain Duties.

(g). **Historian:** The Historian is responsible for the recording and safeguarding of Honor Guard event records both in written and photograph form.

Article VI Dismissal from Office or Membership

After due process, officers and/or members may be dismissed from his or her office, or have his or her membership revoked by a vote of 2/3 of the Honor Guard BOD. If the member is dismissed due to conduct, such dismissal will be temporary until it is reaffirmed by a review vote of 2/3 of the Honor Guard BOD, or reversed by a unanimous review vote of the Honor Guard BOD.

Reasons for dismissal from office and/or revocation of membership include, but are not limited to the following:

- (a). If an officer and/or member fails to perform his or her duties.
- (b). If an officer and/or member fails to abide by the Rules of Conduct and Order.
- (c). If an officer and/or member fails to abide by any other provisions of the Honor Guard Constitution and Bylaws, Honor Guard SOPs, the Honor Guard policies, agreements, and/or directives.

Article VII Filling an Unscheduled Vacancy of a BOD Member or Honor Guard Officer

Following an unscheduled vacancy on the BOD or among one of the Honor Guard officers, replacements should be made with the same amount of thoughtful consideration that was made in the first place. For this reason, discretion is given to the remaining BOD members and the Honor Guard Commander concerning when a replacement should be named. The procedures to make replacements are listed below:

(a). Vacancy of a BOD member: If an unscheduled vacancy occurs on the Honor Guard BOD, a replacement will be appointed by the remaining members of the BOD, and shall serve the unexpired term of the BOD position which was vacated.

(b). Vacancy of an Honor Guard officer: If an unscheduled vacancy occurs among one of the Honor Guard officers, the Honor Guard Commander will submit his or her proposed replacement to the BOD for approval who shall serve the unexpired term of the Honor Guard officer position which was vacated.

Article VIII
Financial: Fiscal Year, Budget Process, and Expenditures

Section 1. Fiscal Year Defined: The fiscal year for the *Veteran's Military Honor Guard of Pigeon Forge* ends at 2400 on December 31st and begins at 0000 on January 1st.

Section 2. Annual Budget: The Treasurer will submit an operating budget to the BOD for approval for the upcoming fiscal year at a scheduled Annual Budget Meeting each year at least sixty (60) calendar days prior to the end of the current fiscal year. The only agenda item on the annual budget meeting will be the approval, approval in part, or rejection of the proposed budget. The budgeting steps are described below:

(a). If it is approved, the requirements of Article VIII will be satisfied.

(b). If it is approved in part or rejected, a second Annual Budget Meeting will be scheduled within thirty (30) calendar days, and the revised budget will be submitted for approval. If it is approved, the requirements Article IX will be satisfied.

(c). If it still remains approved in part or rejected, a third and final Annual Budget Meeting will be called within seven (7) calendar days, and that revised budget submitted for approval.

(d). In no case, shall the BOD allow the Honor Guard to enter the new fiscal year without having approved a budget.

Section 3. Expenditures of the Honor Guard: Only the Honor Guard BOD may authorize expenditures for the Honor Guard, as previously described in Article III, Section 5, (c) and (e) above.

Article IX
Amendments to these Bylaws

Any member of the Honor Guard may submit a proposed amendment to the Bylaws to the BOD. Following a vote by 2/3 of the current BOD members to recommend approval of the proposed amendment, a recommendation by the BOD to amend the Honor Guard Bylaws will proceed. The following process is established which will take place prior to and during a Combined BOD and Membership Meeting:

(a). Prior to the meeting, all members will be provided access to copy of the proposed amendment.

(b). At the meeting, those present will be briefed on the proposed amendment, and given the opportunity to question and discuss the proposed amendment.

(c). Following discussion, the eligible voters present will vote to approve or not approve the proposed amendment. A simple majority of those voting is required for approval.

(d). If the proposed amendment is approved, it will be deemed "*in force*" at that time, and all members will be notified as soon as possible.

End of the Bylaws