

Character By-Laws

The Harlan Honor Guard is established for the following purposes:

- For God and Country
- To uphold and defend the Constitution of the United States of America
- To safeguard the principles of Justice, Freedom and Democracy
- To Honor and Preserve the memory of America's fallen
- To give Comforts to their families
- To be devoted to the mutual helpfulness of our fellow veterans

ARTICLE I - Name

Name of organization "Harlan Honor Guard" established as a non-stock, non-profit organization. The Harlan Honor Guard hereafter will be referred to as the organization.

ARTICLE II - Purpose

The objectives and purposes for which the organization was organized are as follows:

- A:** To Honor deceased Veterans who received Honorable Discharges from any Branch of the United States Armed forces with full Military rites.
- B:** To participate in parades or other celebrations that may bring attention and Honor to Veterans who have served their country honorably. To assist other Veteran organizations, and if representing the Harlan Honor Guard, be in full uniform. Each is strictly voluntary.
- C:** To Voluntarily assist other organizations place flags o graves or other such duties each Memorial Day or other times deemed appropriate.

ARTICLE III - Membership

- A:** Membership shall be limited to Honorably Discharged Veterans of any Branch of the United States Armed Forces.
- B:** New members must present current commander with a copy of Discharge Certificate or DD-214 discharge form. Agree to participate in at least 50% of all squad activities.
- C:** No member shall display any rank or insignia or rank on his uniform that is not stated on his DD-214 at time of discharge.
- D:** Members shall at all times keep his or her uniform and person in a clean, pressed orderly fashion.
- E:** New members shall be added by majority vote. Attend no less than two funerals. Attend no

less than one monthly meeting.

F: Uniforms shall be issued to new members. Anyone quitting guard for any reason shall be expected to return said uniform or reimburse the Harlan Honor Guard its cost. New members shall be required to sign a contract upon reception and return of his or her uniform and shall reimburse the Harlan honor Guard for any missing or purposefully damage parts.

ARTICLE IV - Meetings

A: Meeting dates and times shall be determined by a majority vote of the membership.

B: Special meetings or emergency meetings shall be called by the present Commander or Senor Officer available and decisions made by majority.

C: Meetings falling on Holiday will be postponed one week.

ARTICLE V – Rights and Duties

Rights

A: Each member shall have voting rights and shall be entitled to one vote or all voting matters.

B: Any member of the organization shall be eligible for election to any office inside the organization.

C: Officers and officer duties shall be voted annually by secret ballot, other than if for any reason an officer resigns his position. In which case a vote to elect a replacement officer must be taken at the next squad meeting.

D: No member can be eligible to hold more than one current office. If for any reason an officer cannot fulfill his or her duties, or must resign his or her current office. The current commander must appoint a temporary or assistant officer until the next meeting of the squad when a new officer can be elected. In the case of sickness or any other reason an officer cannot fulfill his or her duties temporarily, The current commander must appoint a temporary officer until said officer can resume his or her duties.

Duties

A: Members shall perform his or her duties in a ethical and professional manner.

B: Uphold the objectives and purposes of the organization.

C: Abide by the rules and regulations of the organization.

ARTICLE VI – Voting and Proxies

- A:** The number of members presents at a meeting shall constitute Quorum sufficient for the transaction of whatever business may come before the organization.
- B:** The minimum number of embers of constitute a Quorum shall be seven.
- C:** No proxy shall be allowed with the exception that a letter be presented to the commander or adjutant stating the proxy choice and reason for absence, one day prior to any meeting.

ARTICLE VII – Conduct and Behavior

- A:** All meetings shall be conducted in accordance with Roberts Rule of Order.
- B:** The Commander of the organization or his or her designee shall preside at all meetings.
- C:** The Sergeant at Arms shall maintain the decorum of all meetings and regulate the conduct of members present.
- D:** All organizational meetings, Funerals, special appearances etc: shall be conducted in a conduct of members present.
- E:** Alcoholic beverages or other intoxicants are strictly prohibited at any meeting, Funeral, special appearance etc. Any member with adverse actions or odor of alcohol about his or her person shall not be permitted to participate in any of these functions.
- F:** Continued misbehavior or bad conduct shall be voted on b all members as to whether to terminate membership.
- G:** This organization shall b absolutely nonpolitical and shall not be used for dissemination of partisan principles or for the promotion of the candidacy of any person seeking public office or preferment.

ARTICLE VIII - Administration

- A:** The administrative affairs of the organization shall, (except as may be otherwise provided by the By-Laws) be under the supervision of the officers which shall consist of (7) members. Commander, Vice Commander, Adjutant, Finance officer, Chaplin, Quartermaster and Sgt. at Arms.
- B:** The organization, by majority vote, may provide such other standing committees as the business of the organization may require.

ARTICLE IX - Finance

The finances of this organization shall be obtained from public or private donations or from institutions such as the National Burial Honors Programs. (KDVA)

ARTICLE X - Amendments

This By-Law Charter may be amended at any regular monthly meeting by majority vote providing the proposed amendment shall have been submitted in writing and read at the previous monthly meeting, and providing further that written notice be given at least 10 days in advance of the meeting when the deciding vote is to be cast.

ARTICLE XI- Auxiliary

A: The organization auxiliary shall consist of squad family members or relatives of family members.

B: The organization auxiliary shall establish their own charter while subsequently and ultimately abiding by original organization charter by-laws.