

## **ARTICLE I - NAME**

Section 1. These are the By-Laws of the Memorial Rifle Squad, Fort Snelling National Cemetery Minnesota.

## **ARTICLE II - MANAGEMENT**

Section 1. The management of the organization shall be entrusted to the officers, Squad Leaders and their Assistants.

Section 2. The Squad Leader of each day shall have total command of Squad activities.

## **ARTICLE III – DUTIES OF OFFICERS**

Section 1. Duties of the Commander are to preside over all meetings of the Memorial Rifle Squad; to be the Chief Executive Officer; to approve all orders directing the disbursement of funds and to submit a report to be read at the annual meeting

Section 2. Duties of the Vice Commander are; in the absence or disability of, or when called upon by the Commander, to assume and discharge his or her duties.

Section 3. Duties of the Adjutant are; to maintain, and insure the confidentiality of membership registrations and demographics; and to record and preserve an accurate record of the minutes of all meetings.

Section 4. Duties of the Finance Officer are; to be responsible for all Squad finances; to deposit all funds, promptly, in an approved financial institution; to sign all checks; to submit a quarterly report to the Trustees and the Commander and to purchase a personal surety bond.

Section 5. Duties of the Chaplain are to provide the Memorial Rifle Squad with Spiritual guidance and direction; and, when requested, to tender non-denominational supplications for dedications, funerals and public functions; to bring to the attention of all Memorial Rifle Squad members, the sickness or death of a member; and to dispatch a memorial to the family of the deceased; and with the approval of the Commander, appoint an Assistant Chaplain.

Section 6. Duties of the assistant Chaplain are; to assist in the execution of the Chaplain duties and when called upon, to assume and discharge the duties of the Chaplain.

Section 7. Duties of the Historian are; to be responsible for maintaining the history of all events of the current year, to maintain a copy of all printed and electronic material concerning the Memorial Rifle Squad and, upon retirement, to transfer all material to the appointed successor.

Section 8. Duties of the Ordinance Officer are; to oversee and inspect all weapons annually; to verify, once each calendar quarter, that weapons are working and clean; to maintain a record of the make, model, and serial number of all weapons; to purchase weapon replacement parts as needed; to submit an invoice to the Finance Officer for prompt reimbursement; and, with Commander's approval, appoint an assistant to facilitate the completion of these duties.

Section 9. Duties of the Three Trustees are; to complete a quarterly audit of financial accounts; and to report results at the Memorial Rifle Squad annual January meeting.

Section 10. Duties of the Quartermaster are; to assure that each member of the Memorial Rifle Squad is supplied with a complete uniform; to maintain a record of all uniforms purchased; to buy reasonably priced quality uniforms; to initiate and enforce a purchase order system for the acquisition of uniforms; to supply adequate quantities of foul weather gear; to appropriately dispose of used brass; and, with Commander's approval, appoint an assistant to facilitate the completion of these duties

Section 11. Duties of the Officer of the Day are; to perform such duties as may be incident to the office.

#### **ARTICLE IV - MEETINGS**

Section 1. Officers, squad leaders and their assistants shall meet at least twice each year; one meeting to be held in the month of June and one meeting in the month of September.

\*\*Five members shall constitute a quorum.

Section 2. An annual meeting, call by the Commander, will be held on the first or second Saturday of January.

\*\* Ten members shall constitute a quorum.

Section 3. Commander shall call a special meeting upon written request of one third of the members of the Memorial Rifle Squad.

Section 4. All ballots for the annual election of officers will be cast in person. No absentee ballots permitted.

#### **ARTICLE V - NOTICES**

Section 1. Each member shall have his or her name, U.S. postal address, e-mail address, and telephone number written on a card and submitted to the Adjutant.

Section 2. The Adjutant shall notify the membership at least 15 days prior to the annual election of officers.

Section 3. All ballots for the annual election of officers will be cast in person. No absentee ballots permitted.

## **ARTICLE VI – RULES OF ORDER**

Section 1. All meetings and proceedings shall be governed by the rules and By-Laws of the Memorial Rifle Squad and those incorporated in the most recent edition of "Roberts Rules of Order".

## **ARTICLE VII - AMENDMENTS**

Section 1. By-Laws may be amended or changed at an annual meeting, or at a special meeting called by the Commander, if Squad membership is notified 15 days before the meeting.

## **ARTICLE III – MEMBERSHIP ELIGIBILITY**

Section 1. Membership in the Memorial Rifle Squad is open to any veteran honorably discharged from United States Military Service, and who is a member of a Veterans Service Organization, and who submits a form DD214, to his/her Squad Leader.

## **ARTICLE IX - TRAINING**

Section 1. All training is to conform to the Operations and Procedures Manual of the Memorial Rifle Squad.

## **ARTICLE X – COFOUNDERS & CHARTER MEMBERS**

### **CO-FOUNDERS**

- |                 |                   |                |
|-----------------|-------------------|----------------|
| 1. George Weis  | 2. Lawrence Pluta | 3. Frank DeMay |
| 4. Bob Anderson | 5. Jim Stewart    | 6. Joe Nicosia |

### **CHARTER MEMBERS**

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|--------------------|-------------------|------------------|
| 7. Ray Frisvold    | 8. Glenn O'Malley | 9. Bill Weber    |
| 10. Dennis Christy | 11. Dick Clancy   | 12. Tony Cuff    |
| 13. Carl Falkowski | 14. Dean Hamre    | 15. Wally Herron |
| 16. Lloyd Isaacson | 17. Lloyd Jackson | 18. Joe Jasper   |
| 19. Jim Lang       | 20. Al Schaeppi   | 21. Bob Swanson  |
| 22. Mel Schofield  | 26. Russel Green  |                  |

These men joined the Memorial Rifle Squad on or before January 23, 1980 and are eligible as Charter Members as stated in the Memorial Rifle Squad Constitution, Article VII– Charter & Co-founders.