

Constitution

ARTICLE I – NAME

Section 1. The name of the organization shall be Memorial Rifle Squad, Fort Snelling National Cemetery.

ARTICLE II – OBJECTS

Section 1. Provides ceremonial burial services free of charge for an Honorably Discharged Veteran from the Armed Forces of the United States, if requested by the next of kin or funeral home.

ARTICLE III – MEMBERSHIP

Section 1. This is a civilian organization and membership therein does not affect or increase liability for military or police service.

Section 2. It represents all eligible Veterans and all Branches of the Armed forces and performs ceremonial burial services.

Section 3. Membership in the Memorial Rifle Squad is open to any Veteran, Honorably Discharged from the Armed Forces of the United States, and who is also a member of a Veterans Service Organization.

ARTICLE IV – OFFICERS

Section 1. (a) The Elected Officers of the Memorial Rifle Squad shall be; Commander, Vice Commander, Finance Officer, Quartermaster, (3) Three Trustees, Ordinance Officer, and Judge Advocate.

(b). The appointed Officers of the Memorial Rifle Squad shall be; Adjutant, Historian, Officer of the Day, Chaplain and, Medical Officer.

Section 2. Squad Leaders and Assistant Squad Leaders to be elected by daily squads Annually in December.

Section 3. Each member of the Memorial Rifle Squad is eligible to hold office, provided he or she has been a member for one year and has completed two hundred (200) or more volunteer hours with the Memorial Rifle Squad.

Section 4. Elected Officers shall be nominated and elected during the annual meeting and immediately assume duties of the office.

4.1 A formal officer installation ceremony will be held annually in April.

4.2 The Commander of the day of election, or as soon thereafter as possible, shall appoint the Adjutant, Historian, Officer of the Day, Medical Officer, and such officers as may be required by vote of the membership.

ARTICLE V – FINANCES

Section 1. All money from donations, services provided or the sale of equipment or merchandise, under the name or use of the name Memorial Rifle Squad, shall be transmitted promptly to the Finance Officer. Finance Officer will deposit all funds, in the name of the Memorial Rifle Squad, in a Financial Institution approved by rifle Squad Officers.

ARTICLE VI – CHARTER & CO-FOUNDERS

Section 1. Charter Members are those who joined the Memorial Rifle Squad before January 23, 1980.

ARTICLE VII – ADMENDMENTS

Section 1. By-Laws may be amended, or changed, at an annual meeting or special meeting.

- a). Special meeting may be called at the request of two or more Squad Leaders
- b). The Commander may call a Special Meeting.
- c). Special meeting date must be posted on bulletin board 15 days prior to meeting.

Section 2. By-Law amendments, or changes, to be read and approved by two-thirds of Officers present at an Officers meeting to be convened prior to annual meeting.

a). Proposed By-Law amendments must be posted on bulletin board at least 15 days before Officers meeting.

Memorial Rifle Squad, Fort Snelling National Cemetery

By-Laws

ARTICLE I - NAME

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

ARTICLE II – OPERATION

Section 1. The Memorial Rifle Squad Shall operate Monday through Friday, with the option of Saturday, if cemetery schedules so require.

Section 2. The Duty Day shall be from 0900hrs to 1400hrs, with the possibility of a 1430hrs service should it be necessary.

ARTICLE III - 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 IV – 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** ensure the confidentiality of membership registrations and demographics; and to record and preserve an accurate record of the minutes of all meetings. (This will be an appointed position by the Commander).

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. (This will be an appointed position by the Commander).

Section 6. 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. (This will be an appointed position by the Commander).

Section 7. 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 8. 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 9. 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 10. Duties of the Officer of the Day are to perform such duties as may be incident to the office. (This will be an appointed position by the Commander).

Section 11. Duties of the Chief Medical Officer are to update the personal medical files of members of the Memorial Rifle Squad's daily Squads, to monitor the performance of the medical devices in the possession of the Memorial Rifle Squad and to update squad medical officers about health-related issues that may be encountered while on duty at Fort Snelling National Cemetery. (This will be an appointed position by the Commander).

Section 13. Duties of the Judge Advocate are to provide advice to the Memorial Rifle Squad Officers regarding contracts, protocol during official meetings and be familiar with "Roberts Rules of Order", and the "Articles of Corporation", "Constitution", "By-Laws" and the "Manual of Procedures" of the Memorial Rifle Squad, Fort Snelling National Cemetery.

ARTICLE V - 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.

** 51% of Active membership 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.

Section 5. Term of Office

a. Officers elected by the membership shall serve a term of two (2) years. The term of office shall begin at the end of the annual meetings held in January and will continue until his/her successor has been elected. An elected Officer shall NOT serve more than two (2) consecutive two-year terms.

b. The election of Officers in the odd years (for a 2-year term, starting in January 2019) shall be for:

Commander

Vice Commander

Trustee - a 3-year term.

c. The election of Officers in the even years (for a 2-year term, starting in January 2020) shall be for:

Finance Officer

Ordinance Officer

Quartermaster

Chaplain

Trustee - a 3-year term.

d. Review of Officers;

A review of the Officers shall be called by the Commander, Squad Leaders, or a quorum of 1/3 of the Memorial Rifle Squad membership, deemed necessary (or at any time of the year) for any Officer not performing his/her duties.

ARTICLE VI - NOTICES

Section 1. Each member shall have his or her name, U.S. postal address, email 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 VII – RULES OF ORDER

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

ARTICLE VIII - 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 IX – 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 and obtains approval and obtains a background check from Voluntary Services at the Veterans Administration Medical Center,

ARTICLE X - TRAINING

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

ARTICLE XI – 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

- | | | |
|--------------------|-------------------|------------------|
| 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.

Robert Selden – Memorial Rifle Squad - Commander
January 8, 2022

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