

Memorial Rifle Squad Constitution and By-Laws

Jan 2019 update

January 2019 Changes in Red

Constitution

Memorial Rifle Squad, Fort Snelling National Cemetery Constitution 8-Apr-13

© 2013 Memorial Rifle Squad, Fort Snelling National Cemetery Page 1 of 2

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 service 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.

Section 2. Hours of Service - 10:00 a.m. to 2:00 p.m.

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.

ARTICLE IV - MEMBERSHIP

Section 1. 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 V - OFFICERS

Section I (a). The elected officers of the Memorial Rifle Squad shall be Commander, Vice Commander, Finance Officer, Quartermaster, three (3) Trustees, Chaplain and Ordinance Officer.

Section 1 (b). The appointed officers of the Memorial Rifle Squad shall be Adjutant, Historian, and Officer of the Day.

Section 2. Squad Leader and Assistant Squad Leader 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 offices.

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

Section 4.2 The Commander on the day of election or as soon thereafter as possible, shall appoint the Adjutant, Historian and Officer of the Day and such other officers as may be required by vote of the membership. Memorial Rifle Squad, Fort Snelling National

Memorial Rifle Squad Constitution and By-Laws **Constitution**

Jan 2019 update

ARTICLE VI - FINANCE

Section I. 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 VII – CHARTER & CO-FOUNDERS

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

ARTICLE VIII - ADMENDMENTS

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

Special Meeting may be called at request by two or more Squad Leaders.

Special Meeting may be called by Commander.

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.

Section 2.1 Proposed By-Law amendments must be posted on bulletin board at least 15 days before officers meetings..

Memorial Rifle Squad
Constitution and By-Laws
January 12, 2019

Jan 2019 update

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.

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. (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

Memorial Rifle Squad

Constitution and By-Laws

Jan 2019 update

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

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, and to count all ballots for the election of Officers at the Annual meeting.

Memorial Rifle Squad Constitution and By-Laws

Jan 2019 update

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 of incident to the office.

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

Section 12. 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 IV - MEETINGS

Section 1. Officers, Squad Leader, and their Assistants shall **meet at least three times each year; one meeting to be held in the month of February**, one meeting to be held in the month of June, and one meeting to be held in the month of September.

Memorial Rifle Squad Constitution and By-Laws

Jan 2019 update

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

** Five 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.

**Ten members shall constitute a quorum.

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

a.) Term of Office;

1. 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.

2. The election of Officers in the odd years (for a 2 year term, starting in January 2019) shall be for;
Commander
Vice Commander

3. 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.

4. 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 anytime of the year) for any Officer not performing his/her duties.

ARTICLE V – NOTICES

Memorial Rifle Squad Constitution and By-Laws

Jan 2019 update

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 to **be held in January.**

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 VIII – 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, who submits a form DD214 to his/her Squad Leader, **who obtains an approval identification badge from The Veterans Administration Medical Center, Volunteer Services, and obtains a background check.**

ARTICLE IX – TRAINING

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

ARTICLE X – CO-FOUNDERS & CHARTER MEMBERS

CO-FOUNDERS

1. George Weiss
2. Lawrence Pluta

Memorial Rifle Squad Constitution and By-Laws

Jan 2019 update

3. Frank DeMay
5. Jim Stewart
7. Ray Frisvold

4. Bob Anderson
6. Joe Nicosia
8. Glenn O'Malley

Memorial Rifle Squad
Constitution and By-Laws
CHATER MEMBERS

Jan 2019 update

- | | |
|--------------------|--------------------|
| 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 |
| 23. 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.

Harry Braaten – Memorial Rifle Squad - Adjutant
January 12, 2019