

Minnesota EMS Honor Guard Charter

This instrument constitutes the Charter of the **Minnesota EMS Honor Guard**. Adopted for the purposes of regulating and managing the internal affairs of this organization.

Article 1: NAME

Section 1: This organization shall be known as the **Minnesota EMS Honor Guard**. A division of the Minnesota Emergency Care Association d.b.a. Minnesota Ambulance Association (MAA), which operates under Section 501 of the Internal Revenue Code. Herein referred to as the **MN EMS HG**.

Article 2: Objectives:

Section 1: An objective of the organization is to provide support to the survivors of EMS Providers who have given their life in the Line Of Duty. To deliver a variety of services, and focus on the current and future needs of the survivors. Furthermore to preserve the memory of those providers who have sacrificed their lives for the health and wellness of all Minnesota citizens.

Section 2: An objective of the organization is to maintain a corps group of trained personnel who will be able to provide a Line of Duty Death ceremonial funeral. Assist in the funeral planning to all Minnesota EMS providers and/or family members for an EMS provider who has died as a result of injury or illness sustained in the line of duty.

Section 3: An objective of the organization is to maintain a corps group of trained personnel who will be able to assist and instruct personnel who are interested in forming an Honor Guard, upon the approval of the Executive Board.

Article 3: Regions

Section 1: The State of Minnesota shall be divided into organizational units called regions. The Executive Board shall determine the number and boundaries of the regions.

Section 2: Within these regions. A Regional Officer will be assigned to review and be a point of contact. He/She will further assist that region with training.

Article 4: Membership

Section 1: Membership: Any person of good moral character who provides Pre-Hospital Emergency Medical Services in Minnesota is eligible for membership. Membership in the MN EMS HG will not be based on race, color, creed, national origin, religion, faith, gender, sexual preference or age. A completed membership application must be submitted to the Operations Officer. The Operations Officer shall forward the application to the Honor Guard members eligible to vote. Upon a majority vote accepting the applicant. The Executive Board shall notify the applicant of his/her acceptance. MN EMS HG members are required to be Individual Members of the MAA.

Section 2: Promotion to Full Member: An active member nominee shall begin as a Probationary Member for a period of twelve (12) months. During this time, he/she must maintain a minimum of fifty (50) percent attendance of ALL drills held. He/She must also complete a close order drill performance check list as determined by the Training Officer or designee. Upon completion of both the 12 months

and successful completion of the performance check the Training Officer will then recommend to the Executive Board that the individual be promoted to a Full Member.

Section 3: Privileges and obligations: ALL members shall fall into only one of the following categories, and shall abide by the privileges and obligations accorded their respective position.

A) Probationary: Are personnel who express an interest in joining the MN EMS HG and pursue the development required to maintain their required 50% attendance of all drills. They are also required to complete a Close Order Drill check. Probationary members shall not have the use of any part of class A uniforms. They shall neither have a voice nor a vote in MN EMS HG affairs, and maybe promoted or dismissed upon review of the Executive Board.

B) Full Member: Are personnel who have completed their Probationary duties and have been approved by the Executive Board. Full Members shall be issued a full MN EMS HG uniform and all of the accessories associated with it. All Full Members shall maintain a 50% attendance of ALL drills held. Full Members shall only be considered for attending conferences, National Memorial and any other functions if they maintain their training as per training policy.

C) Retired Member: Any active member of the MN EMS HG with greater than five (5) years of membership who retires from a Minnesota Pre-Hospital EMS Service with greater than ten (10) years of service, may submit a request to the Executive Board to continue to be a Full Member of the MN EMS HG for a period of time till the member resigns his/her membership or position. A person who has been approved as a retired person, will keep ALL their privileges and obligations of a Full Member.

D) Honorary Member: The Executive Board can consider and appoint a past member of the MN EMS HG or a person currently in good standing with us an Honorary Member status. The Honorary Member will have no voting rights, but may be able to represent him/her self as a MN EMS HG representative when called upon by the Executive Board.

E) Inactive Member: A member in good standing, can request a leave of absence from the guard, and be placed on inactive status of membership. A member can request a total of twelve (12) months of leave. The member must submit their request in writing to a member of the Executive Board prior to leave. In order to return to the guard, a letter to re-activate their membership must also be submitted to a member of the Executive Board. If a letter to re-activate is not submitted by the end of their leave request, the member will be dismissed/terminated.

Section 4: Resignation

Any member may resign at anytime by submitting a written notice to the Executive Board of the MN EMS HG. Such resignation shall take effect on the date of receipt of such notice or at any later time specified therein. And unless specified therein, and acceptance of such resignation shall not be necessary to make it effective.

Section 5: Reinstatement / Reactivation of Member

Any member who separates in good standing, may be reinstated by submitting a letter of reinstatement/reactivation to the Executive Board for reinstatement/reactivation to Full Membership status.

Section 6: Minnesota EMS Honor Guard Property

Any member leaving the MN EMS HG must notify the Executive Board in writing and surrender ALL MN EMS HG equipment, property and ALL uniform items to an Executive Board Member within one week of their leaving the MN EMS HG.

Section 7: Discipline/Suspension/Termination

1) Any member maybe disciplined/suspended by the Executive Board by providing the member with no less than 15 days written notice of the proposed discipline/suspension, and the reason for it. The member will have the opportunity to be heard either orally or in writing by requesting such a hearing to the Executive Board no less than 5 business days from receipt of their written notification to the member. A suspended member may attend meetings, but will not have a vote at any meeting

2) A member maybe terminated from the MN EMS HG for the following reasons.

- a) Conduct unbecoming a member, as per current policy.
- b) Failure to meet training or any other requirements as set forth in the Charter or Policy & Procedures Manual.
- c) Failure to provide a reactivation letter to the Executive Board after a leave of absence.

3) In order for a member to be terminated, the Executive Board must notify the individual of their recommendation to terminate the member thirty (30) days in advance. The notification must be in writing, and sent by certified mail. A special meeting must then be set prior to that date of termination for the Full Members to attend. At that time, the member will have the opportunity to explain why they should not be terminated. A representative from the Executive Board will speak on behalf of the Executive Board explaining their view for termination of the member. After both sides have made their opinions noted, a two thirds majority. Sixty Seven (67%) percent of the Full Members present at the meeting will be needed to terminate the member. If there is not a simple majority vote to terminate, than the member will remain a Full Member. The vote will be final, and no other appeals allowed.

4) All disciplinary actions will be reported to the MAA Executive Committee.

Article 5: Meetings and Drills

Section 1: Meetings

The Annual meeting of the MN EMS HG will be held with the membership in the month of or prior to the National EMS Memorial Service. The presentation of reports on activities and the financial condition of the Honor Guard, along with all other transactions and business will be reported. The meetings shall be held within the State of Minnesota set by the Executive Board. A minimum of fifty one (51%) percent of the Full members present is considered a quorum to conduct official business. The meeting will follow the Roberts Rule's of order.

Section 2: Written/Email ballots

Any action that may be taken at an annual or special meeting of the membership may be taken by a written or emailed ballot without a meeting in accordance set forth by Minnesota Statues.

Section 3: Special Meetings

Special meetings maybe called by the Commander or the Executive Board whenever in their judgment it is necessary. Special meetings may be called for when petitioned in writing by two-thirds or more of full

members, excluding Executive Board Members. Notices announcing the meetings and the reasons for said meeting will be sent out and posted to all members ten (10) days prior to the meetings.

Section 4: Executive Board Meetings

The Executive Board shall meet on a quarterly basis. The Commander or Executive Officer shall notify the Executive Board when the date and times of meeting will be held not less than ten (10) days prior to the date of said meeting. The Commander or Executive Officer shall notify the membership of the date and time of this meeting and allow them the opportunity to attend, or submit a written request to the Board to review. The secretary shall keep minutes of all meetings of the Executive Board, and will upon request of any member, provide them a copy of the minutes of the Board meeting. Meeting minutes will be forwarded the MAA.

Section 5: Who Can Attend

Any member shall have the right to attend any meeting of the MN EMS HG and to participate in such meeting in accordance with recognized rules as set forth in the manual of Parliamentary Procedures adopted by the MN EMS HG. Members shall conduct themselves in such a matter as not to interfere with the obligations of the MN EMS HG.

Section 6: Divulging MN EMS HG Business

No member of the MN EMS HG unless authorized, shall divulge any business transacted in a meeting of the MN EMS HG. MN EMS HG members will sign the MAA Code of Conduct.

Section 7: Roberts Rules

The rules contained in "Roberts Rule's for meetings" shall govern the meetings of the MN EMS HG in all cases not in conflict with the Charter of this Honor Guard.

Section 8: Training

Training drills and locations will be scheduled as set forth in the Policy and Procedures manual. The Commander, Training Officer or their designated person shall notify all members of said training dates and times.

Article 6: Executive Board Officers and Organization

Section 1: Officers:

The following members shall make up the Executive Board. Commander, Executive Officer, Secretary/Treasurer, Training Officer and the Operations Officer.

- The Executive Board shall ensure that accurate records are kept of all business conducted on behalf of the Honor Guard.
- The Executive Board shall set forth a Policy and Procedures Manual not contrary to this Charter or the Bylaws of the MAA, for the good of the MN EMS HG. This policy manual shall be the guide for day to day operations, and shall be reviewed on an annual basis.
- The Executive Board shall also carry out duties which pertain to maintaining long range goals and the financial well being of the MN EMS HG.
- The Executive Board shall meet quarterly, or at the discretion of the Commander. Three (3) members of the Executive Board shall constitute a quorum and business can continue and votes counted.
- The Executive Board shall act as a review board in such cases as needed.

-Any member may submit a written request for a special Executive Board meeting. Only the Commander or Executive Officer can call for a special Executive Board Meeting and must do so in two (2) weeks of notification.

-All business, property and affairs of the MN EMS HG shall be managed by the Executive Board in accordance to this Charter.

Section 2: The Commander, Executive Officer and Secretary/Treasurer shall each be authorized to have a debit card for the MN EMS HG. They will also be authorized a purchase authority of up to a maximum of \$500.00. Anything exceeding this amount will require a majority vote of the Full Members.

Section 3: Terms of Office

The Officers shall serve three (3) years or until their successors are elected and qualified for office. The five Executive Board members will be elected to three (3) year terms. Each election year the Officers will be elected at the annual meeting in groups as follows: The Commander, Secretary/Treasurer and the Training Officer. The Executive Officer and Operations Officer will be elected the following year.

Section 4: Eligibility for Nomination – Meeting Attendance

A member to be eligible for nomination to officer must meet the following qualifications. For the position of Commander and Executive Officer, member must be in good standing and has served for a minimum of five (5) years on the MN EMS HG. Must have met his/her training requirements, have performed in at least one funeral, must have attended and participated in at least one conference and participated in the National EMS Memorial Service.

A member to be eligible for Secretary/Treasurer, Training Officer or Operations Officer, must be a member in good standing and has served for a minimum of four (4) years on the MN EMS HG. Must have made his/her training requirements, must have attended at least one funeral, must have participated in at least one conference and participated in the National EMS Memorial Service.

Section 5: Distribution of Campaign Literature

Candidates for office in the MN EMS HG shall have the right to distribute campaign information by mail or otherwise to all members in good standing, and who will be eligible to vote on the date of elections. There shall be no discrimination in favor of or against any candidate with regard to the use of membership list.

Section 6: Nomination to Office

Nominations for office will open 60 days prior to the annual meeting. The Secretary will post for all members announcing which positions are open for nominations, and any member desiring and is eligible to become a candidate shall submit their name to the Secretary indicating the position for which they want to be nominated to, and the nomination must be dated and signed by the nominee.

The Secretary shall post a listing of all nominees 45 days prior to annual meeting. Any nominee desiring to withdraw as a candidate must submit a written statement to the Secretary announcing their intention to withdraw within ten (10) days following the posting of nominees.

Section 7: Election and Voting Procedures

The Secretary shall have obtained a complete list of all Full Members eligible to vote. The election ballot shall be mailed to all eligible members at their last address on file with the Secretary Thirty (30) days, prior to the date of the annual meeting. The double envelope system shall be used. An external envelope identifying the eligible member and an internal envelope only containing the executed ballot without any markings identifying the voter, the eligible member shall mail said ballot back to the addressee on the return envelope provided. All mailed or delivered return ballots received before the actual count shall be placed, unopened, in a secured ballot box until the day of the count.

The Commander at the annual shall appoint an election committee of at least three (3) counters. The counters shall be responsible for opening returned ballots, and all ballots brought to the meeting that were not mailed, and counting them. Each candidate for Office shall be entitled to appoint one (1) observer who will be permitted to witness the counting of the ballots. Upon validation of the election results by the election committee, the three (3) members will appoint one member to be the spokesperson and notify the chair of the meeting that they are ready to announce the results of the election. That spokesperson will then announce the results.

A member must have received a majority vote of all eligible returned ballots. In the event a candidate did not receive a majority vote, or there is a tie, the eligible members present at the meeting will write their vote for their candidate again and place it in the ballot box. The assigned counters will then count those ballots and announce said winner.

Section 8: Effective date of New Officers

All newly elected officers of the MN EMS HG shall assume their respective office effective thirty days following their election.

Section 9: Ballots Preserved by the Secretary

The secretary shall preserve all ballots and all other records related to the Election of Officers for a period of one (1) year following the date of election.

Section 10: Vacancy and Filling of Officers

Any Officer who shall absent him/her self from three (3) consecutive Executive Board Meetings without a reasonable or lawful excuse shall be declared vacant, and it shall be the duty of the Commander to order an election to fill the vacancy. The Commander may appoint a member to fill the vacancy during the interim with the consent of the Executive Board. No member shall hold or be nominated for more than one (1) office at any one time.

Section 11: Recall (removal) Provision of Elected Officers

In order to have a recall, a petition must be signed by more than fifty (50%) percent of the members of the MN EMS HG. The petition must specify which officer/officers of the Honor Guard are to be recalled. Upon receipt of a valid petition (validity of the officer/officers charged with incompetence, gross negligence or corruption in the performance of his/her duties be determined within three (3) days of receiving the petition) the Executive Board will then make the determination whether to terminate the term of the elected officer/officers so designated in the petition, or to call a special meeting and discuss said petition and allow the membership to vote. A two thirds (67%) of members present at special meeting is required to recall/terminate said officer/officers position.

Nominations will be announced and open for ten (10) days following the day the petition was voted on and validated. All eligible members including any officer who was recalled and who meet the qualification for the office being sought, must submit their name in writing to the Secretary by then. A special election will be called for and completed within twenty (20) days following the nomination process.

Once the member has been elected to fill the vacancy, the member shall fill out the remaining time in that position, and must re-submit if he/her which to continue in that position when the term comes up for re-election.

Article 8: Succession of Officers

Section 1: Succession of Officers

Succession to the Commander will be as follows:

- 1) Executive Officer
- 2) Secretary/Treasurer
- 3) Operations Officer
- 4) Training Officer
- 5) Regional Officer with longest time in rank

Article 9: Duties of Officers

Section 1: Duties of the Commander

It shall be the duty of the Commander to: Preside at all regular and special meetings of the Honor Guard, and to sign all papers requiring his/her signature. The Commander shall discharge on behalf of this organization such duties imposed upon him/her by applicable law including the execution and filing of any reports to the Federal or State Authorities, and shall cause to be maintained by this organization, such records as the law requires to be kept in support of the report filed by it.

- a) The Commander is charged to act as official spokesperson for the Honor Guard.
- b) The Commander is responsible for oversight of all matters and concerns of the Honor Guard.
- c) The Commander is obligated to completely and impartially report to the membership all facts and information pertaining to Honor Guard business, except as provided by these By-Laws.
- d) The Commander may be present as a participating member at any official Honor Guard event.
- e) The Commander may be a signatory or co-signatory on checks written with Honor Guard monies. Before assuming such responsibilities, he/she shall obtain an insurance bond for an amount to be determined by the Minnesota Ambulance Association.
- f) The Commander shall appoint all committees and shall be a member of said committees and shall perform such other duties pertaining to the office of Commander.
- g) In the event of a vacancy of a member of the Executive Board for any reason. It shall be the duty of the Commander to order an election for said vacancy in accordance to the Charter. The Commander may appoint a member in good standing to fill the vacancy on the Executive Board in the interim with the consent of the Executive Board.
- h) The Commander's other duties as described in the Policy and Procedures manual.

Section 2: Duties of the Executive Officer

It shall be the duty of the Executive Officer to: The Executive Officer in order named, shall perform the duties of the Commander in his/her absence and shall become Commander upon the death, removal and or resignation of the Commander. The Executive Officer shall render all such assistance to the Commander as may be required of them to conduct the business of this Honor Guard.

- a) The Executive Officer is charged to assist the Commander in the administration of his/her duties and responsibilities.
- b) The Executive Officer, along with the Commander, is an officer of account for the membership, with the power to direct the activities of the membership and to assemble the membership in a group meeting.
- c) The Executive Officer may be present as a participating member of any official function of the Honor Guard.
- d) The Executive Officer may be a signatory or co-signatory on checks written with Honor Guard monies. Before assuming such responsibilities, he/she shall obtain an insurance bond for an amount determined by the Minnesota Ambulance Association.
- e) Any other duties assigned to the Executive Officer by the Commander.
- f) The Executive Officers other duties as described in the Policy and Procedures manual.

Section 3: Duties of the Secretary/Treasurer

It shall be the duty of the Secretary/Treasurer to:

- a) Keep true, correct and comprehensive minutes of ALL regular and Executive Board meetings of this organization and have copies available to each meeting of this organization for approval by the membership.
- b) Keep the minutes of ALL regular meetings, Executive Board meetings and any amendments to the Charter in books provided for that purpose. Such books will be kept up to date and available to any member at all times. All minutes of the regular meetings and Executive Board meetings of this Honor Guard are to be kept secure by the Secretary/Treasurer and will be made available to any member in good standings upon request by said member.
- c) The Secretary/Treasurer shall keep a current roster listing the names, addresses and phone numbers of all Honor Guard Members, together with the date each member became a full voting member or ceased to be a full voting member.
- d) Shall have a current count of Full Performing (voting) members, and how many members are required to form a quorum in order to conduct official business at said meetings.
- e) The Secretary/Treasurer shall act as the custodian of the seal, records of the Honor Guard, sign its official papers, give notices as may be required, and to perform any other duties as assigned by the Executive Board in the performance of his/her duties.
- f) To discharge on behalf of the Honor Guard all duties imposed on the Secretary/Treasurer by law. To work with the MAA representative in filing all necessary paperwork required by law for this organization.
- g) It shall be the duty of the Secretary/Treasurer to attend ALL meetings of this organization, or assign a designate to attend. And to work with the MAA Secretary/Treasure, or designee, in all financial transactions of this organization, and to ensure all financial records are current and reported to the MAA Board of Directors and all required state and federal agencies, as required by the laws of this State.
- h) The Commander, Executive Officer and the Secretary/Treasurer shall be allowed to use a credit card in the Honor Guards name to make purchases and reservations for all business conducted by this Honor Guard. This amount shall not exceed five hundred (\$500.00) dollars without the approval of the voting members of this Organization.
- i) The Secretary/Treasurer may be a signatory or co-signatory on checks written with Honor Guard monies. Before assuming such responsibility, he/she shall obtain an insurance bond for an amount to be determined by the Minnesota Ambulance Association (MAA).
- j) The Secretary/Treasurer shall assume other duties as set forth in the Policy and Procedures manual.

Section 4: Duties of the Operations Officer:

It shall be the duties of the Operational Officer to:

- a) He/she shall be in charge of all recruiting and membership requests for joining the Honor Guard.
- b) The Operations Officer shall be the Public Relations contact for this organization. He/She will handle any and all press releases of this Honor Guard regarding Line of Duty Deaths, and all other press releases as assigned by the Commander.
- c) Shall be in charge of keeping a running inventory of ALL MN EMS HG property.
- d) Will be the point of contact for the other Honor Guards in this State. Will handle all requests for information from this Honor Guard.
- e) Shall handle all other duties as assigned by the Commander or that are assigned in the Policy and Procedures manual.

Section 5: Duties of the Training Officer:

It shall be the duty of the Training Officer to:

- a) To assign all training requirements for the MN EMS HG.
- b) To plan the dates and locations where drills will be conducted. And to make sure that all members are notified at least thirty (30) days in advance of said drills.
- c) To keep accurate records of all drills and to ensure all members are making their required attendance at drills, as set forth in the Policy and Procedures Manual.
- d) To have a training manual up to date and available to all members to see.
- e) To set a minimum guideline of performance for new members to accomplish before they are allowed to become Full Members. To be the one to make the recommendation to the Executive Board when a member has made those requirements and is ready for promotion.
- f) To make sure that Full Members are maintaining their training levels.
- g) To have a complete and updated funeral drill preparation and manual. To review this manual annually and to submit any changes to the Executive Board for review.
- h) And any other duties assigned by the Commander or as set forth in the Policy and Procedures manual.

Section 6: Duties of the Benefits Representative:

The Benefits Representative shall be appointed by the Executive Board. They will be a member in good standing. They will not be a member of the Executive Board. And it shall be the duty of the Benefits Representative to:

- a) To compile a manual of all applicable laws both federal and state pertaining to benefits available to those family members of an EMS provider killed in the Line of Duty.
- b) To have available all pertinent forms needed to fill out and all appendages needed to file for both federal and state benefits.
- c) To assist the family in filling out all forms. To make sure to follow up with the family and to ensure they are receiving their benefits.
- d) Will check the amount(s) available to family members by knowing what the federal and state amounts are annually.
- e) Shall report to the Executive Board immediately of any changes to death benefits at both the federal and state level. Will report annually to the general membership of benefits afforded to families.
- f) Any other duties assigned by the Commander or as stated in the policy and procedures manual.

Section 7: Duties of the Regional Officer:

The Minnesota Ambulance Association (MAA) is divided into eight (8) regions. The MN EMS HG shall assign one (1) member to cover two (2) of those regions for the purpose of recruiting, and informing all of the EMS providers in those regions what the Honor Guard can provide their service in the event of a Line of Duty Death. It shall be the duty of the Regional Officer to:

- a) To work with the MAA representative from the region and compile an updated roster of all EMS providers in that area.
- b) To make contact with those EMS providers annually, and to see if there is anything we can do for them or if they have any members who may be interested in joining.
- c) To attempt to make it to as many EMS providers meetings in their region at least once every two (2) years. May ask for any member in good standing on the Honor Guard to assist in going to these meetings if the Regional Officer is unable to attend.
- d) Once a region has enough members in their area. The Regional Officer will arrange training for those members on a quarterly basis if said members are unable to travel to training as assigned by the Training Officer.
- e) Shall report to the Operations Officer of all EMS providers interested in joining and work with him/her in getting the person to join the MN EMS HG.
- f) Any other duties as assigned by the Commander or that are outlined in the Policy and Procedures manual.

Article 10: Misconduct, Trials and Appeals

Section 1: How to Serve Charges:

A member's good standing status maybe revoked for just cause subject to examination by Executive Board at which appropriate sanction or discipline shall be defined. In order to terminate a member a two-thirds majority vote of the Honor Guard voting eligible membership is required to terminate member in dispute. The member not of good standing may appeal for reinstatement of his/her performing standing status in accordance with Article 10, section 2 of the Charter, or as may be stated in the policy and procedures manual.

Section 2: Appeal of Charges

Appeals may be made in accordance to this article; such appeal must be filed with the Commander of the Honor Guard, and reviewed by the Executive Board within thirty (30) calendar days of the action to be appealed. The Executive Board will then inform the Secretary to call for a Special meeting of the general voting membership. Said member shall be heard on his/her appeal. A two-thirds majority will be needed to override any discipline the member has appealed, in accordance to this article of the Charter, or as set forth in the policy and procedures manual.

Article 11: Financial Review

It shall be the right of any member in good standing to ask for a financial review of the MN EMS HG financial status. Since the MN EMS HG does not directly handle the financial records of this organization, a request must be submitted in writing to the Commander. He/she will than forward said request to the MAA representative handling our financial records asking for an explanation of the request.

It shall be the duty of the Secretary/Treasurer to provide an annual breakdown of the Honor Guards financial status at the annual meeting of the MN EMS HG.

The Honor Guard is subject to review of all its financial records as required by all local, state and federal agencies that are required by law. The MAA representative shall prepare all records and submit them to all the appropriate local, state and federal agencies as required by law and inform the Secretary/Treasurer once all records have been submitted.

Article 12: Receipts and disbursements:

Section 1: Receipt of money to General Fund

All money received by this Honor Guard from fund raisers, donations or from any other source shall be deposited into the General Funds of this organization.

Section 2: Reimbursement of funds

No reimbursement of funds shall be made without proper documentation of such purchases and the approval of the Commander.

Section 3: Expenditures Approved by Members

The funds of the MN EMS HG shall be used for defraying the necessary expenses of this organization. The Commander, Executive Officer and the Secretary/Treasurer are authorized to allow purchase for the Honor Guard as maybe needed for the day to day operations. However, the amount shall not exceed five hundred (\$500.00) dollars. Anything above this amount shall require a simple majority vote of all members eligible to vote on such matters.

Section 4: Classes, Seminars or Conferences

It shall be the policy of the Honor Guard to provide no more than two (2) motel rooms for members attending any approved class, seminar or conference approved by the Executive Board, with the exception of the National EMS Memorial Weekend. The Executive Board will submit each year a dollar amount request to the voting membership for expenditures to the annual National EMS Memorial. A simple majority vote will be needed to authorize said amount each year.

Section 5: Public Hearing and Public or Private Meeting

The attendance by members of the Executive Board or their designate at committee meetings, hearings held by the Minnesota Senate, House of Representatives, any County Board of Commissioners, or any other governmental agency and local EMS provider that concerns legislation, rules or policy that directly affects the Honor Guard, will be uncompensated, unless authorized by a simple majority vote of the general membership.

Article 13: Committees

It shall be they duty of the Commander to decide if a committee is needed to review, or to suggest changes to a policy or procedure to the Executive Board for changes. Any member in good standing maybe asked to serve, or be appointed to a committee by the Commander. Each committee shall appoint a chairperson who will oversee the committee, and to make sure the committee meets as often as maybe needed to fulfill their duties. The chairperson will be responsible for keeping the Executive Board up to date on how their committee is doing, and if they need any guidance.

Section 1: Standing Committees

a) It shall be the responsibility of the Executive Board to write all policies and procedures. They shall review them annually, or upon request of a member in good standing. The Executive Board shall have final say on what policy and procedures will be for the MN EMS HG. All policies will be forwarded to the MAA Board of Directors for review.

b) Training/drill/funeral committee. The Training Officer will be in charge of assigning two (2) members in good standing to serve on this committee with him/her. They will review at least annually, or when needed the policy/procedure for the training manual, the drill manual, and the funeral procedures. Any changes made to the above must be approved by the Executive Board at their quarterly meeting.

Section 2: Charter Committee/Alterations and Amendments

a) The Commander will assign three (3) members to review the Charter on a biannual basis, or when a proposed alteration or amendment has been submitted to the Secretary in writing from a member in good standing. The committee will be charged with reviewing and making recommendations to be presented at the first available meeting after their biannual review or if any changes have been submitted by a member in good standing, and the committee feels it must be acted upon, the committee chair will submit a written notice to the Secretary asking for a special meeting, so that the proposed alteration/amendment can be acted upon by the membership.

b) If any member raises a point of clarification regarding the interpretation of these Charter, the resolution of that point of clarification shall first be presented to the Charter Committee for interpretation. The Charter Committee's interpretation shall be submitted to the general membership for a decision at the next meeting. If a further dispute continues concerning the clarification, then legal advice shall be sought in writing and presented to the membership. The MAA Executive Committee shall be informed of all disputes requiring actions outlined in this subsection.