



POLICY 2

Leadership and Membership

The Wisconsin EMS Honor Guard Association is a 501(c)(3) not for profit corporation registered with the State of Wisconsin functioning as a organization representing EMS providers in the state of Wisconsin at events and functions and providing assistance to EMS services and families of EMS providers whom die in the line of duty.

The State Association executive board is comprised of a commander, executive officer, training officer and secretary/treasurer. The full board includes the executive board and a district director from each district in the state and provides oversight, policies, standards and procedures to assure a professional representation of our profession and unity in all districts.

State Commander: Responsible for the overall operations of the WI EMS HG.

Calls for and preside at all meetings. Sign and deliver in the name of the corporation; all deeds, bonds, contracts, or any other instruments pertaining to the business of the Wisconsin EMS Honor Guard

Assign additional duties to the Executive Board Members. The Commander is responsible for oversight of all of the matters and concerns of the Honor Guard.

Shall appoint all Committees and shall be a member of said committees, and shall perform such other duties pertaining to his office. The Commander shall be the Official Spokesperson for any Media releases pertaining to the Honor Guard. In the event of a vacancy of a member of the Executive Board by reason of death, removal and/or resignation, it shall be the duty of the Commander to order an election to fill the vacancy. The Commander may appoint an officer during the interim with the consent of the Executive Board.

Executive Officer: The Executive Officer, in order named, shall perform the duties of the Commander in his absence and shall become Commander. They shall render all such assistance to the Commander as may be required of them to conduct the meetings of this Honor Guard.

The Executive Officer may be present as a participating member of any official assembly of the Honor Guard.

Duties will include keeping up to date on all benefits concerning a LODD. Contact with other organizations such as WI EMS Association (WEMSA) Wisconsin Professional Ambulance Association (PAAW). WI State Firefighter and EMS Memorial Board, other EMS Stakeholders and National EMS Memorial.

Shall serve as the lead point of contact for membership services and other duties as assigned by the Commander or designee. Shall maintain regular contact with all districts and Assure all District Directors are maintaining appropriate membership levels, recruitment efforts, demographic information is collected for state, work to assist District Directors with training, fund raising, and scheduling of events within a district.

Other duties assigned by the commander.

Note: See constitution and bylaws for full policy.



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Secretary / Treasurer: To keep the minutes of all regular meetings, executive board meetings, and amendments to the constitution and by-laws in books provided for that purpose. The minutes of all regular and Executive Board meetings of this honor guard are to be kept on site at the secretary-treasurer and are to be available for inspection by any Honor Guard member in good standing.

The Secretary / Treasurer shall keep a current roster listing the names and addresses of all Honor Guard members together with the date when each full voting became or ceased to be such.

It shall be the duty of the Secretary / Treasurer to attend all meetings of the Honor Guard, the Executive Board, and Full Board meetings; receive all money due the organization and give receipt for same.

Duties of the State Training Officer

To establish and maintain a training program for the WI EMS HG. Plan the activities of district drill(s) and assure district training officers are following and training guidelines to their members. Plan a statewide drill/camp twice annually.

Ensures that all members are being properly trained to perform at a LODD. Assures accurate district training attendance records and statewide drill attendance records are kept, and forwarded to the Secretary/Treasurer for record keeping.

Notifies Commander of any member whose training delinquent. To have a complete and updated funeral drill preparations and manual. Maintain equipment inventory and condition of each district and state equipment. Other duties as assigned by the Commander or designee,

District Director The District Director is in charge of the district, shall keep all records for the district, be the main point of contact for State Commander. Arrange for fundraising within the district or state functions, keep member records, assign and track district/state equipment, appoint and assist training officer, be a point of contact for events/functions within the district, and other duties as assigned by the State Commander, as well as assure adherence to WI EMS HG standards. In charge of a District. The District Director will cast a single vote for the district at Full Board meetings.

District Training Officer District training officer shall organize and facilitate training/drill sessions within the district and assure all members maintain minimum standards of all duties they may be asked to perform. The Training officer is second in command within the district, and other duties as assigned by the State Commander. District Director, or designee.

MEMBERSHIP

Joining the membership of a district Any person of good moral character who provides Pre-Hospital Emergency Medical Services in Wisconsin, or who was previously licensed and retired in good standing is eligible for membership in a district. The membership exists within each district. The District Director represents their district to the State Association and has one vote.

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New members shall attend 3 drills, and pass the skills test before being allowed to perform in a class A uniform. The Executive Board may realize previous military or HG experience and grant new members advanced standing. In either case, a member must perform the skills checklist successfully prior to being allowed full performance in a class A uniform.

Retired EMS Personnel may become Members of the WI EMSHG provided they have been a licensed pre-hospital provider in the state and retired in good standing.

If an applicant had a state EMS license revoked, suspended, or is not in good standing with member organizations, that is sufficient reason to deny membership.

Membership the WI 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 District Director, a copy will be maintained by the state Executive Officer.

Active members must maintain a minimum of fifty (60%) attendance of drills and events held within a calendar year. Members may attend drill in any district. A member attending less than 60% attendance in a District will be moved to inactive status until drills are made up in a new year.

Minimum performance skill checks will be conducted at least once per year, and shall be completed by all members of the WI EMS HG annually.

Inactive Members have not met obligations to remain active, shall be made inactive. This purpose of this is to maintain a high level of performance as required at events we participate in. The District Director must assure competency of an inactive member and perform a check off in order to be active again. This status is effective across all districts.

Leave A member of the Wisconsin EMS Honor Guard can request a leave of absence from the guard. A member can request a total of twelve months of leave. The member must give a request in writing to their district director and be good in standing with payment of dues for the period of the leave. A letter of reactivation of membership will need to be presented. If a letter of re-activation is not received within the twelve months the member will be dismissed / terminated.

Resignation. Any member may resign at any time by giving written notice to their District Director. Such resignation shall take effect at the date of receipt of such notice or at any later time specified therein; and unless otherwise specified therein, and acceptance of such resignation shall not be necessary to make it effective. Any member who resigns their membership shall not be entitled to a refund of any dues or other payments made to this Honor Guard.

Reinstatement / Reactivation of Member Any member, who separates in good standing, will be reinstated by submitting a membership reinstatement/reactivation letter to the District Director for full membership within two years or resigning.

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Wisconsin EMS Honor Guard Property Any member leaving the WI EMS Honor Guard must notify the District Director in writing and surrender all WI EMS Honor Guard equipment, property and uniform items in good repair within one week of resignation. Including patches, shoulder cords, cap pin/device, Badge, name bag and ID along with any other equipment in your possession.

Termination. Any member may be terminated by the District Director/State Commander by providing the member with written notice of the termination. Membership may be terminated for the reasons: By severance from official duties, (attendance at trainings/events/failure to communicate); By conduct unbecoming a member; Loss of EMS licensure by the state; Failure to provide a reactivation letter to the Executive Board.

Terminated members may request a hearing from the executive board to reverse the termination and reinstate to member. The request for hearing must be made to the state commander within 20 days of termination date, and a hearing must be set within 20 days of receipt of the request at a date/time convenient for all board members and the hearing requestor.

We are an Equal Employment Opportunity (“EEO”) Organization.

It has been and will continue to be a fundamental policy not to discriminate on the basis of race, color, creed, religion, gender, gender identity, pregnancy, marital status, partnership status, domestic violence victim status, sexual orientation, age, national origin, alienage or citizenship status, veteran or military status, disability, medical condition, genetic information, caregiver status, unemployment status or any other characteristic prohibited by federal, state and/or local laws.

This policy applies to all aspects of employment, including hiring, promotion, demotion, compensation, training, working conditions, transfer, job assignments, benefits, layoff, and termination.”

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