



Bylaws of the  
**Red Rose Veterans Honor Guard, Inc.**

Adopted: 10 May 2004, Amended: 21 February 2006  
Revised: 16 January 2007, Amended: 20 May 2008  
Amended: 21 September 2010, Amended: 21 June 2011  
Amended: 17 April 2012, Amended: 15 April 2014  
**Amended: 17 December 2016**

**ARTICLE I  
NAME**

1.1 The official name of the organization shall be **Red Rose Veterans Honor Guard, Inc.** The acronym **RRVHG** has the same force as the spelled out official name. The official artist's work of the RRVHG and its logo 'Honos Officio Fideli' are the property of said organization.

**ARTICLE II  
PURPOSE**

2.1 The purpose of the RRVHG is to provide funeral military honors to the Lancaster County and adjacent areas. Color Guards may be provided for special/civic events to honor veterans and active members of the United States Armed Forces, as long as said participation does not conflict with the apolitical nature of the RRVHG.

2.2 Deceased Military/Veterans: To provide military honors, upon request, to deceased veterans of the Armed Forces of the United States of America (Army, Navy, Air Force, Marines) and Coast Guard and Merchant Marines, as entitled by Congressional Mandate.

**ARTICLE III  
RESTRICTED MEMBERSHIP**

3.1 Membership request will be by written application in a form approved by the Executive Board.

3.2 Membership is open to:

- a. Veterans of the Armed Forces of the United States, Coast Guard, and Merchant Marines who have received an Honorable Discharge.
- b. All active duty members of the Armed Forces, including Reserve Components, National Guard, Coast Guard, and Merchant Marines members.
- c. Civilian personnel (buglers) that can provide Taps, in accordance to military standards.

### 3.3 Requirements:

- a. Must have good character and interested in promoting the purpose of the RRVHG.
- b. Veterans shall provide proof of an Honorable or General Discharge (under Honorable Conditions), DoD documents, or Form DD-214.
- c. Active Duty members must provide proof of military service, i.e., Military Identification, and their chain of command immediate supervisor recommendation.
- d. Civilian buglers shall provide two character references. One must be an active member of RRVHG.
- e. The organization retains the right to decline membership or dismiss a member for conduct unbecoming to military standards.

3.4 Active Membership: Active members of the RRVHG are those members who perform a minimum of six (6) funeral honors per calendar year, and attend meetings/training. An "Active Member" may be dropped from the rolls when he/she has not met the requirements to maintain "Active" status. See paragraph 3.9 for further actions.

3.5 Emeritus Membership: These are individuals who become physically unable to perform military honors after having been active members for at least one year, and approved by the majority of regular members in attendance at the meeting when proposed.

3.6 Honorary Membership: An active member of the organization may recommend someone for honorary membership. The recommendation shall be submitted to the Executive Board. Upon approval by the Executive Board, acceptance to honorary membership shall then be by two-thirds voice vote. An honorary member must be an individual or organization that provides a tangible support to functions of military honors or special events. Honorary Members are not required to attend meetings. They do not make motions, vote on motions, make nominations for elected officers, or vote during elections.

3.7 The Founder: Kelle R. Lainhoff will also be listed as "Honorary Member," as an exception to the definition, due to her "Founder" Status. Tenure for this position shall be the lifetime of the RRVHG.

3.8 Conduct and Appearance: All members are expected to conduct themselves in a military fashion at all official functions of the RRVHG. When in service uniform, the grooming standards of the service will be observed. When in generic uniform, buglers and new members who are pending the receipt of their military uniforms, general standards of smart military appearance will apply.

### 3.9 Membership Roster:

- a. The membership roster will be reviewed every January by the Membership Committee: Membership Chair, Scheduling Coordinators, and Vice-Chairman; to identify the members that no longer participate in the organization's stated purpose.
- b. Members determined to be inactive will be contacted by the Membership Chair and informed that they are being dropped from the rolls due to their inactivity. It is the dropped member's responsibility to provide extenuating circumstances to be kept on the rolls.
- c. Those individuals desiring to be reinstated to the active list will be required to write a Letter of Reinstatement to the Executive Board. The Executive Board will review the Letter of Reinstatement and make a determination.
- d. A list of all dropped names will be maintained by the Membership Chair and provided to the Secretary in order to update and maintain the roster.

## **ARTICLE IV EXECUTIVE BOARD**

4.1 The Executive Board shall consist of six (6) annually elected positions, and the Past Chairman for a total of seven (7) voting regular or emeritus members. The Executive Board annually elected positions are: Chairman, Vice-Chairman, Secretary, Treasurer, Membership, and Member at Large. The Chairman will only vote when there is a tie on the voted issue. Members nominated for these positions must have been an active member for two (2) years and performed a minimum of twenty-five (25) funeral honors at the time of nominations.

4.2 Chairman: The Chairman shall preside over all official assemblies of the RRVHG. The Chairman will assign at least two (2) members to audit the treasury accounts annually. The Chairman shall be the appointing official of chairs of standing committees and other committees and chairs as needed. The Chairman shall appoint a Nominating Committee annually in the month of September for the purpose of establishing a slate of officers to be elected for the following calendar year. Tenure for this position is twelve (12) months.

4.3 Vice-Chairman: The Vice-Chairman shall assume the duties of the Chairman and perform is/her duties whenever the Chairman is absent, unable to act, as in the case of disability, or other disqualification of the Chairman. He/she shall conduct a periodic review of the By-Laws, no more than every five (5) years, and recommend to the Chairman whether or not a committee needs to be formed to propose revisions to the Bylaws. He/she will be responsible for 'Awards and Recognition Program.' Tenure for this position is twelve (12) months.

4.4 Treasurer: The Treasurer shall maintain all financial records, receive and disburse funds as approved by the Executive Board of the RRVHG in accordance with the generally accepted practice and report to the general membership at each regular meeting. The Treasurer shall maintain a checking account and deal in all matters with the IRS. In the event the Chairman and Vice-Chairman shall be absent or unable to act, the Treasurer shall assume the duties of Chairman until the return or recovery of the Chairman or Vice-Chairman. The Treasurer shall be bonded. A Treasurer Assistant will be appointed to assist as necessary in the absence of the Treasurer, and will be required to also be bonded. Tenure for this position is twelve (12) months.

4.4.1 Disbursement of Organizational Funds: Funds received, i.e., donations from families and stipend from the National Guard will be used to aid in the performance of the funeral honors and provide for a Scholarship to Veteran's children belonging to the organization or a member that performs duties in compliance to the purpose of this organization. A policy for this Scholarship will be written to ensure fair review of all intended applicants. These funds will be tracked by the Treasurer, and budgeted and disbursed as approved by the board and the general membership.

- a. Payment in the form of a gift, loan, or grant, cannot be made to any individual.
- b. Payment in the form of a gift, loan, or grant, cannot be made to any organization, except for those in the annual budget, unless it is presented to, and voted and approved by the majority present.
- c. All requests for reimbursement must be accompanied by a receipt.
- d. Any unbudgeted expenses that exceed or are in addition to the budgeted amount must be presented to the general membership at a regular scheduled meeting as a motion, voted on, and approved by the majority present.

4.5 Secretary: The Secretary shall maintain the minutes of all general membership meetings and shall maintain archives of all documents related to the proceedings of the RRVHG. An individual assigned by

the Executive Board when the Secretary is not available may fill the position of the Secretary. All records of the organization maintained by the Secretary shall remain the property of the organization and shall be turned over to the successor at the end of his term of office. The tenure for this position is twelve (12) months.

4.6 Member at Large: The Member at Large shall serve on the Executive Board as a representative of the general membership. The tenure for this position is twelve (12) months.

4.7 Membership: Membership will receive and process applications of prospective members in accordance with ARTICLE III, paragraphs 3.1-3.3 and submit to the RRVHG Board for approval/disapproval.

- a. Provides new members' name, address, phone numbers, e-mail address (if available) to the Secretary upon approval by the Executive Board.
- b. Maintains all applications. He/she ensure that there are application forms available at meetings.
- c. Assists the Special Events Coordinator with recruiting events, whenever possible.

4.8 Past Chairman: The Past Chairman shall serve on the Executive Board as a support person to maintain continuity of the RRVHG. Tenure for this position shall be until a new Chairman is elected.

## **ARTICLE V NOMINATIONS**

5.1 Nominations for Chairman, Vice-Chairman, Secretary, Treasurer, Membership and Member at Large shall be accepted and seconded by the general membership at the October meeting. The Secretary shall publish nominations in the October minutes.

5.2 Election: Election for Chairman, Vice-Chairman, Secretary, Treasurer, Membership and Member at Large shall be by a majority vote to be held at the November general membership meeting. The Secretary will publish the results of the election in the November minutes. Terms begin the following January.

## **ARTICLE VI APPOINTED POSITIONS/CHAIRS**

6.1 Special positions and committee chairs shall be made up from general membership. These are: Procurement, Scheduling Coordinator(s), special Events Coordinator, Scholarship, Historian, Chaplain, PA Army National Guard Liaison, Treasurer and Secretary Assistants, and Web Administrator.

6.2 Procurement Chair: Responsible for procuring uniforms and other necessary items for the active members in order to conduct military honors. The RRVHG treasury will fund monies for procurement. Any items purchased by the RRVHG are the property of the RRVHG, unless otherwise stated by policy.

6.3 Scheduling Coordinator(s) Chair: Responsible for providing funeral information to all schedulers for the purpose of calling the RRVHG members to render honors as listed in items 2.1.

- a. Reports at the monthly general membership meetings the total services provided since the last meeting.
- b. Provides the total number of funeral honors provided by the individual members to the Membership Committee in January for the purpose of updating the membership roster.

6.4 Special Events Coordinator: The responsibility of the Special Events Coordinator is to evaluate the appropriateness of services requested as it applies to the purpose and function of the RRVHG.

- a. Upon acceptance of a request, contacts the necessary members of the RRVHG to fulfill the service.
- b. Keeps records of the special services and those members who participated.
- c. Reports at the monthly general membership meeting the total services provided since the last meeting.
- d. Provides the total of special events for the year by individual names to the Membership Committee in January for recognition of the members.

6.5 Scholarship Committee/Chair: The Scholarship Chair will receive, process, and screen all applications in accordance with the Scholarship Policy.

- a. Reviews the applications along with the Committee, a minimum of two (2) other members, and presents the prospective recipient to the general membership for approval.
- b. Coordinates with the Treasurer, the applicant and the chosen institute of higher learning for disbursement of funds.

6.6 Historian Chair: The Historian Chair will update yearly or as needed, information about the evolution of the organization.

6.7 Chaplain: The Chaplain will lead into prayer the RRVHG at each official gathering, and provide spiritual comfort to ill members by visitation and/or mailings of get-well cards.

6.8 National Guard (NG) Liaison: The RRVHG will appoint a Liaison to the National Guard who shall provide steady communication between the two organizations with periodic updates as needed on either organization.

- a. Coordinates with the NG for training and certification of the RRVHG members for proper flag folding.
- b. Monitors any changes to the procedures designated by the NG on request of funeral honors and confirmation of attendance by the RRVHG.

6.9 Web Administrator: The Web Administrator will maintain the RRVHG website, review and update the site for content and accuracy as it pertains to the organization and the website purpose of general information and recruitment. Ensures that members' personal information is maintained secured and the site is not used for personal purposes. The Web Administrator will not make changes to the website unless consent has been given by the Executive Board.

6.10 Assistant Positions: The Assistant Positions for the Secretary, Treasurer, and Web Administrator are required to have knowledge of the duties of the primary member in order to assume their responsibilities as needed to maintain continuity and the efficient running of the organization.

## **ARTICLE VII ASSEMBLY**

7.1 Meetings: General membership meetings shall be held monthly on the third Tuesday of the month, unless otherwise designated. The Chairman may call special meetings and board meetings as necessary to discuss issues prior to presentation to general membership. Meetings will be conducted in accordance with Robert's Rules of Order, latest edition. Thirty (30) percent of the voting members are required to constitute a quorum.

7.2 Training: Training will consist of flag folding protocols and drill calls. Honors training shall be announced in advance at the general membership meetings. Training will normally be held quarterly.

- a. All new members are required to observe a minimum of two (2) funeral services.
- b. All new members will participate in the first available training session on flag folding, flag retrieval, and casket guarding.

## **ARTICLE VIII BYLAWS AMENDMENTS**

8.1 Proposal: Any member of the RRVHG may initiate proposed amendments to the Bylaws.

8.2 Adoption: A proposed amendment to the Bylaws may be introduced at a membership meeting and may be discussed. The proposed amendment shall be published in the distributed minutes of that meeting. The amendments shall be voted on at the meeting following publication of the minutes. Amendments shall be adopted by a two-thirds vote of the membership present at the meeting.

## **ARTICLE IX DISBANDMENT**

9.1 Method: The RRVHG shall be disbanded only upon two-thirds vote of the remaining members of the organization.

9.2 Disposition:

- a. Funds: Monies remaining after all debts are paid shall be disbursed to a veterans' organization as directed by the Executive Board.
- b. Property: Any property of the organization shall be offered for sale to remaining members of the RRVHG.
- c. Records: The Secretary shall retain all records, including financial records, in the office at the time of disbandment. Such records shall be kept for five (5) years, unless applicable law shall require longer retention.

## **CERTIFICATE OF SECRETARY**

I hereby certify that I am the duly elected Secretary of the Red Rose Veterans Honor Guard, Inc., and that the foregoing Bylaws constitute the Bylaws of the Red Rose Veterans Honor Guard, Inc., as duly adopted at a meeting of the members of the said organization, held on 17 December 2016.

Attest:

*Clay Brubaker*

Clay Brubaker  
Secretary for the Year 2016