

Highland Lakes Honor Guard (HLHG)

Administrative Guide for Unit Operations

The following Guidelines were approved by a quorum of the current HLHG Board of Directors as installed via the existing Bylaws. They govern the affairs of the HLHG as outlined below.

MISSION Honoring the memory of deceased veterans and members of the US Armed Forces by the rendering of full military honors at no cost to their family, aiding and comforting the survivors of those members, encouraging patriotism, furthering Comradeship among persons who are, or have been members of the Armed Forces, sponsoring or participating in patriotic programs and activities in the local community where appropriate.

Membership Primary membership of the HLHG will consist of at least 75 percent veterans who served in the US Armed Forces. The remaining members up to 97.5 percent, can be ROTC/Service Academy Cadets, Widows and Widowers of Veterans, as well as Ancestors and Lineal Descendants of same. The last 2.5 percent must be voting age US Citizens who have high standards of moral character, citizenship, patriotism, service, and love of country. Dishonorable discharges and felons are not eligible. Membership in the HLHG is not transferable or assignable.

Removal, Resignation and Reinstatement Admission to, removal from, and reinstatement of membership will only be official with an affirmative vote of the majority of the Officers. Any member may resign from the HLHG by submitting a written resignation to the Commander, which need not be accepted to be effective. A former member may submit a written request for reinstatement for consideration by the Officers.

Uniforms All members are required to provide and maintain their own uniform in accordance with the guidelines maintained in the membership section of the Web Page. When funds and supplies are available, the Treasurer at his discretion, may choose to loan the uniforms to new members, provided they agree to be returned when the member leaves the organization.

Meetings of Members Regularly scheduled meetings will occur on the first Saturday of each month (except July and January) at 1000 at the First Methodist Church of Marble Falls. The December meeting will be reserved for election of Officers. This may be postponed by the Commander for due cause and will automatically extend all officer's terms until an election at the following meeting is held. Notice of Meetings will be delivered by text, email, and posting on the web page.

Voting Rights are held only by members in attendance who are in good standing (primarily consisting of regular attendance to Services). Final determination of this will be made by the majority of the Officers which will constitute a quorum.

Officers and Responsibilities In order of seniority, or “Chain of Command”. Uniform designation is via Shoulder Boards, 4 Bars for Commander, 3 for Vice Commander, 2 for remaining Officers, 1 for Duly Appointed Deputies.

Commander - Chief Executive Officer of the HLHG who supervises and controls all business and affairs. He will preside over all meetings of the membership, to include elections. He may not execute any contract or other instruments without approval of the remaining officers. The Commander may designate subordinate positions to any of the primary Officers as Deputies, such as Scheduler, Web Manager, Armorer, Transportation, Training, or any other duties he feels necessary to further the Mission’s success.

Vice Commander - Assume all duties and authority of the Commander in his absence, and is restricted to all the conditions of the Commander. He will handle all service requests from Funeral Homes, Churches, Families or any other sources. This will include verification of eligibility and proper documentation. He will supervise all communications to ensure maximum attendance. He will also oversee the training of new members IAW the HLHG Training plan in Attachment 1.

Treasurer-Quartermaster - Will be in charge, have custody of, and be responsible for all funds and securities of the HLHG. Receive and give receipts for all moneys due and payable to the HLHG. Deposit same in the name of the HLHG in our bank accounts, and manage the credit card account.

Write checks and disburse funds to discharge obligations. Funds may not be drawn from the HLHG accounts for amounts greater than \$50 without the approval of the Commander or Vice Commander in addition to the Treasurer, all 3 of which will have signatures on file with the bank for Checking, Savings, and Credit Card privileges.

Only reasonable expenses of members will be reimbursed, and only when justified as a necessary function for our mission. There will be no compensation for position or labor.

Maintain the financial books and records of the HLHG. Prepare financial reports for each membership meeting. Order and purchase all uniforms and other required clothing, insignias, attachments etc., all equipment and supplies, including those needed for rifle maintenance and repair.

Inventory and secure all property including, but not limited to, ceremonial rifles. Prepare and maintain all documents related to the issuance, care and safe keeping of rifles, as may be required by governmental authorities.

Supervise the Armory to ensure all required rifle maintenance, cleaning and repairs are performed as required, and all rifle operations performed during and after services.

Secretary - Take minutes of the meetings of the members. Keep a roster of all contact information for each member.

Supervise the upkeep and updating of all data for the Web Page to include record of memorial services, community events, testimonials, donations, team photos, schedule, and rifle status. Make sure domain name and web hosting contracts are paid on time.

Elections The Commander will be nominated and elected by majority vote of the active membership each year at the Annual Meeting. After elected, he will individually nominate the remaining officers for a majority vote of the membership.

If any officer vote fails to muster a majority, successive nominations and voting will continue from the floor until all officer posts are duly elected. In the event there are not enough members nominated, or willing to serve, the remaining Officers will decide the assignment of unelected duties, with consent of the Commander.

Removal-Reinstatement The Commander can only be removed by resignation or with a super majority (75%) vote of the membership. This is to protect our leadership, secure it in the hands of the members and keep it from falling under outside pressures or influences.

Any Officer may be asked to resign by the Commander without prejudice, for failure to properly perform their duties, as determined by his judgement and these guidelines. Failure to resign will result in a membership vote of confidence which will determine the outcome.

Vacancies Any Office left open after an election, or one who resigns, will result in a repeat of the election process (above) to replace them at the next membership meeting.

Tie Votes Any tie votes occurring during any meeting of the membership, shall be broken by the most senior officer present.

Training and Advancements – All training beginning with new recruits, and subsequent advancement will be supervised by the Vice Commander IAW the Training Plan in Attachment 1. All selections for advancement will be approved by the Commander. Officers need to be trained in every position to step in as on-site Supervisor.

Amendments to this Guide Any member can submit suggested changes to be discussed and/or voted on by the membership at the Annual Meeting. Approval will require a majority vote of the members present. All changes are subject to veto by any Officer present. This veto can only be overturned by a vote of two thirds of members present at the following meeting after prior notice to all active members of the upcoming vote.

Certification and Transfer of Authority

We certify the following actions were approved effective the date of signatures by a quorum (3) of the current Board of Directors (below) duly installed under authority of the original HLHG Bylaws, previously approved on Mar 3, 2007. Final signed copy will remain on file with the HLHG Secretary:

1. The Domestic Non-Profit Corporation named Highland Lakes Honor Guard filed with the Texas Secretary of State under filing number **800784305 on 6 Mar 2007**, was terminated. This action removes the current Bylaws and Board of Directors as our governing body and authority.

2. We approve and certify the above "**Administrative Guide for Unit Operations**" as our new Governing Authority lead by the current officers listed below until which time a new election is conducted IAW the new guidelines.

3. This document dissolves any and all contracts which were signed in the name of the HLHG Corporation, and removes any claim of liability or ownership of any HLHG assets, including any property rights that may be claimed by previous officers, members, or signature parties of said contracts.

4. The official name of our organization is still the HLHG but instead of a corporation, we are a **Non-Profit Charitable Community Service Organization approved by the DOD** serving Veterans and their Families in the Greater Llano and Burnet County Area.

Charles Taylor 23 MAY 23
Charles Taylor, Commander Date

Max E Lantz 23 MAY 23
Max Lantz, Sec-Treas-QtrMast Date

Karl Provost 23 MAY 23
Karl Provost, Vice Comm. Date

David Seal 23 MAY 23
David Seal, Chaplain Date

Alan Jensen 3 JUN 23
Alan Jensen, Director Date

Attachment 1 - Training Plan

The 2 primary sources of training information will be as documented in Review Notes and Guides, and HLHG Handbook, both posted on the Web Page.

New Member Preparation:

1. Minimum 2 Services to observe, including one with complete uniform.
2. Rifle checkout before first Volley. Minimum 1 hour dry fire, 1 hour live, both including all manual of arms commands.

Progression of new member advancement

3. Door Security – For Chapel Services to assist Bugler and minimize noise.
4. Flag Middle – 1 hour review showing folding and holding, then live service.
5. **Bugler** – 1 hour instruction, take one home, first live service will form up with the rifle commander for dry run and oversight during service.
6. **Rifle Commander** (RC) – same as rifle checkout only commanding, and adding the procedure for inserting the brass. First few live services with an experienced Commander shooting under them, and for coaching during dry runs.
 - 6a. RC while shooting
 - 6b. RC single shooter (with spare, safety off)
 - 6c. RC single shooter AND Bugle (when short, only 4 total)

Front Three

7. Flag Holder same as flag middle
8. **Chaplain** – dry run off site (with podium and mic)
9. **Flag Folder** – Demo, training, practice, dry run before live.
10. **Present Flag** – same as fold, speak the part (able to kneel)

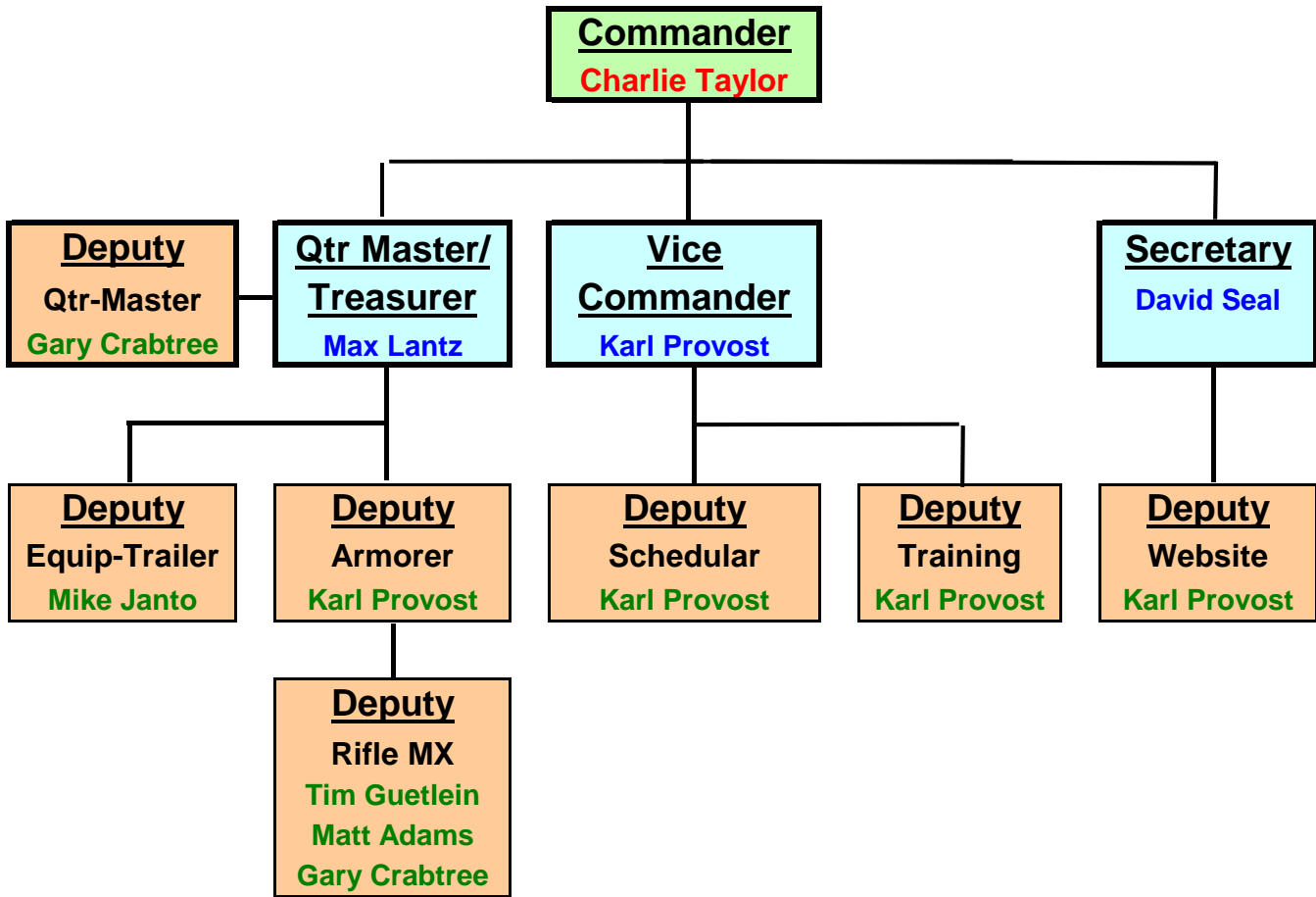
Supervisors

11. Scheduler - Email, Texting, Archive (Web Page)
12. Trailer - Setting up Flags-banner, podium switches and charging
13. On-Site Planner-Supervisor – Funeral Director, Family, Flag, Recipient

Bold Face Positons are the minimum. When only 4 members attend, the RC must shoot [1 Rifle+spare at the ready], play taps, then bring the brass up front for flag insertion.

FIVE	See 4 + add Bugler	[1 Rifle +spare]
SIX	See 5 + add Rifle	[2 Rifles]
SEVEN	See 6 + add Rifle (RC not shooting)	[2 Rifles]
EIGHT	See 7 + add Rifle (or Middle/Door)	[2 or 3 Rifles]
NINE	See 8 + add Rifle	[2, 3 or 4 Rifles]
TEN	See 9 + add Rifle	[3, 4, or 5 Rifles]

AMENDMENT 2 - Organizational Chart



AMENDMENT 3 - HG Election Procedures

Commander - Turns over the floor to the Vice Commander

Vice Commander - Open's floor to nominations for Commander

Nomination 2nd, nominee - accepts or declines.

Other nominations ? Motion to close nominations, 2nd ?, all in favor ?

Show of hands to elect, 1 nominee at a time, most votes wins.

Ties will generate a second vote of tied nominees only.

A second tie will be decided by the Vice Commander.

Vice Commander - Administers the Oath to the new Commander

"I _____, pledge my dedication to execute the duties of my Office to the best of my ability, as specified in the HLHG Administrative Guide for Unit Operations.

I will join my fellow officers as we lead the entire organization in the pursuit of our mission to provide outstanding support to the Veteran Families we serve.

I will seek to maintain the highest standards of conduct as an example to other members, and to our Community.

My priorities will be: the Chain of Command, the Mission and Creed, our Membership, and our Community.

I take this oath freely and without reservation, so help me God"

Vice Commander - Turns over the floor to the Commander

Commander – Nominates first choice of remaining Officers, 1 at a time

Nomination of first officer, 2nd ?, accepts or declines.

All in favor ?, opposed ?, Commander's discretion if it is a majority.

If not accepted, floor is open for alternates, one at a time. If the 2nd nominee fails a majority of "Yes" votes, position reverts to incumbent.

Rules for ties are same as Commander.

If no nomination is accepted or elected, Commander delegates those duties among remaining Officers, awaiting volunteer for "Special Election"

Commander - Administers Oath to Remaining Officers

Officer Deputy Appointments – accept or decline, approval by Commander

New Insignia