



**SARATOGA NATIONAL CEMETERY
HONOR GUARD ASSOCIATION INC.**
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SCHUYLERVILLE, NEW YORK 12871
www.snchga.com

Saratoga National Cemetery Honor Guard Association Inc. By-Laws

Rev 8,

As submitted for approval by Executive Committee

The Executive Committee feels the changes entailed in this version of the By-Laws brings the By-Laws into agreement with the changes made to the Constitution that were approved by the General membership on May 22 2024.

Rev 8 approved by General Membership 18 March 2025

Officers Approval

Commander:	<i>Robert J Sellar</i>	Date:	<i>5/20/25</i>
Vice Commander:	<i>Gary B. Squires</i>	Date:	<i>5/20/25</i>
Adjutant:	<i>Mark W. Joly</i>	Date:	<i>5/20/25</i>
Finance Officer:	<i>J. Ogden</i>	Date:	<i>5/22/25</i>

Committee: Robert Sellar, Gary Squires, Mark Joly, Jay Ogden, Glenn Duffy, Frank Merrill, Richard Noonan, Ted Mosher

Saratoga National Cemetery Honor Guard BY-LAWS

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Article I - Name and Authority

Section 1. The organization of these By-Laws shall be known as the Saratoga National Cemetery Honor Guard Association Incorporated. Abbreviated to SNCHGA for simplification throughout this document hereafter.

Section 2. The SNCHGA is registered as a Type B corporation under section 201 of the not-for-profit corporate laws of the State of New York and the County of Saratoga. Further recognized as a 501 ©19 organization under the US Federal tax code.

2.1 The corporation shall not be conducted or operated for profit and no part of any remainder of donations or other income to SNCHGA shall benefit any member or individual.

Section 3. The SNCHGA shall provide Military Funeral Honors as directed by the Gerald B Solomon Saratoga National Cemetery administration.

3.1. When Active-Duty personnel are present, the SNCHGA will augment the Active-Duty services as needed.

3.2. Services at private cemeteries may only be provided for deceased members of this organization. SNCHGA will provide similar Military Funeral Honors as those provided at the Gerald B H Solomon Saratoga National Cemetery, as manpower permits, and local cemetery policies allow.

Section 4. Hours of Service are dictated by the cemetery administration as stated in Section 3.

Section 5. Statement of Indemnification: Nothing herein shall constitute members of the association as partners for any purpose. No member, officer, or agent of the association shall be liable for the acts or failures to act on the part of any other member, officer, or agent. Nor shall any member, officer, or agent be liable for the acts or failures to act arising out of that person's willful misfeasance.

Section 6. Statement of Conflict of Interest: No person shall be a member of the association if there is any chance that they might have a conflict of interest in such membership. Examples of such conflicts include but are not limited to receiving compensation or assets a worth monetary amount from any company, agency, or organization that provides any goods or services used in the conduct of this association's operation.

Article II - Management and Membership

Section 1. The management of this organization shall be entrusted to the Commander, Vice Commander, Adjutant, Finance Officer, and Squad Leaders, which shall be known as the Executive Committee. The Executive Committee shall be responsible to the General Membership and present issues and potential options to the membership for vote when

necessary. Assistants to Executive committee positions can attend the Executive Committee but only vote in the absence of their executive member.

Section 2. Membership Status:

2.1 Member: filed and approved membership packet and issued a uniform.

2.2 Voting Member: An individual who meets the squad requirements of forty (40) accumulated hours of service, with in the previous 12 months or attends at least one half (1/2) of the general membership meetings as verified by the Adjutant records, Squad Leaders, and the VA volunteer attendance roster at the Saratoga National Cemetery. This member shall have full voting rights.

2.3 Honorary Life Member: An active member who must leave the organization for any reason, may be accorded this designation by having their name placed in nomination to the Executive Committee for acceptance as an honorary member. This person shall no longer have voting privileges.

2.4 Charter Member: An individual who was an active member of the organization on 9 July, 1999 and carried on the rolls as a charter member/co-founder. Charter members must also be active members to have voting privileges.

Section 3. Service hours shall be a measurement of time an individual serves the organization as approved by the executive committee. All service hours shall be tracked on the monthly attendance report (Duty Day, Color Guard, Parade/Public Functions, Committees, etc.)

Article III - Officers and Duties of Officers

Section 1. Every member of the SNCHGA shall be eligible to hold an association wide office provided:

- (a) They have been a member for one year.
- (b) Have at least 50 hours (within the previous 12 months) or more of service to SNCHGA.
- (c) Have attended 2 general membership meetings within the previous calendar year.

Section 2. Terms of office. All elected officers shall serve for a two-year term, except for the Trustee position. Per the SNCHGA Constitution the officers elected by the general membership include the Commander, Vice Commander, Adjutant, Finance, Quartermaster, and Three (3) Trustees

2.1 The Commander and Vice Commander positions shall be elected for two (2) year terms with a maximum of two (2) consecutive terms. If no other candidate shall be available at the

end of the second term the individual shall be allowed to serve for an additional one-year term maximum.

2.2 Three trustees shall be elected (one per year) by the general membership, each serving a three-year term.

Sections 3. Chain of Command:

3.1 A Chain of command shall be established for the SNCHGA and shall include the commander as the senior member in charge of all activities of the SNCHGA with all officers and members reporting to and following the direction of the commander or their designee. This structure shall include command leadership within and external to the SNCHGA.

3.2 Appendix B Includes an illustration of the chain of command for the executive Committee and the Organization.

Section 4. Duties of the Commander shall include:

4.1 Shall preside at all meetings of the SNCHGA and shall be the Chief Executive Officer of the organization.

4.2 Shall appoint all Committees except for the Nominating Committee which shall be appointed by the Vice Commander. The Commander may be present at committee meetings in an Ex Officio status and may provide input or objections where he/she feels they are necessary.

4.3 In the event that an elected or appointed officer is unable or unwilling to complete his/her term of office or fails to perform his/her assigned duties in the prescribed manner, the Commander shall appoint a temporary replacement. Whereas the position is an elected officer, the Commander shall call for a special election within sixty (60) days of the appointment to fill the remainder of the term for the office.

4.4 Shall be responsible for requisitioning blank ammunition from the Cemetery/Veterans Affairs System.

4.5 Shall appoint the: Chaplin, Sergeant at Arms, Public Relations Officer, AED Program Coordinator, Judge Advocate General, Historian and Ordinance Officer. All appointments are subject to General Membership approval.

4.6 Discipline issues shall be brought to the attention of the commander for investigation and recommended action as deemed appropriate. The results of such an investigation and recommended actions shall be presented and approved by the Executive Committee.

Section 5. Duties of the Vice Commander shall include:

5.1 Shall assume the duties of the office of the Commander in the absence of or inability of the

Commander to act on his/her own behalf, or when called upon by the Commander.

5.2 Shall appoint a nominating committee in January of each election year.

5.3 Shall be responsible for coordinating all ceremonial events conducted inside and outside of the cemetery.

Section 6. The Duties of the Adjutant shall include:

6.1 Shall serve as third in succession and will assume the duties of the Commander in the absence of or inability of the Commander or Vice Commander to fulfill the role, or when called upon by the Commander.

6.2 Shall be responsible for the security and maintenance of all membership records.

6.3 Shall verify all documentation received from new members.

6.4 Shall be responsible for keeping full and accurate records of all meetings and other communications as required.

6.5 Shall, in conjunction with the Commander, prepare and publish the annual schedule of duties of honor guard members at the cemetery.

6.6 Shall be responsible for ensuring that all members have a current identification card.

6.7 Shall ensure that a current membership roster is accurate, and updates are published and distributed as necessary.

6.8 Shall maintain a copy of the Robert's Rule of Order and serve as the in-house authority on the subject.

6.9 The Adjutant may appoint an assistant, to be approved by the General Membership.

The Assistant Adjutant shall assume the roles and responsibilities of the Adjutant should they be unable to attend meetings. The assistant adjutant shall not have voting rights (executive meetings) of the Adjutant unless filling in for the Adjutant.

Section 7. The Duties of the Finance Officer shall include:

7.1 Shall serve fourth in succession and will assume the duties of the Commander in the absence of or inability of the Commander, Vice Commander, or Adjutant to fulfill the role, or when called upon by the Commander.

7.2 Shall take charge of all finances for the organization and make sure they are safely deposited in a local bank and provide a financial report at each general meeting or quarterly.

7.3 Shall sign all checks disbursing monies of the SNCHGA and shall have a surety bond in an amount the organization may deem as necessary.

7.4 Shall ensure that all bills and financial obligations are paid in a timely manner and all taxes and financial reports are filed by the required deadlines.

7.5 An annual financial statement shall be prepared and presented to the membership within thirty (30) days of the end of the calendar year.

7.6 Shall obtain electronic signatures/approval on all expenditures/checks, the electronic approval shall serve as the secondary signature as described in the SNCHGA Constitution. In the absence of the Finance Officer, the Commander or Vice Commander shall also have check signing privileges.

7.7 With the exception of Uniform requirements, all expenditures over one Thousand dollars (\$1000.00) must be voted on and approved by the General Membership, before funds are committed to or spent. Large expenditures may not be separated into smaller amounts to circumvent the One Thousand-dollar (\$1000) limit.

7.8 As this organization relies heavily upon donations from outside sources for its continued operations, it shall not authorize organizational donations to other individuals, organizations, or charities.

7.9 Members who wish to make reimbursable purchases on behalf of the SNCHGA, must get written pre-approval from the Commander or Finance Officer, in accordance with Article III, Section 7.6 through 7.7.

7.10 The organization shall have a semi-annual financial review by the SNCHGA Trustees. Trustee audits will be performed for the periods Jan1-June 30 and July 1 through Dec 31st.

7.11 A financial review will be conducted by the SNCHGA Trustee whenever there is a change in finance officers.

7.12 All financial reviews will be performed within 30 days of the close of the audit period.

7.13 Shall be responsible to read and direct all mail to the Commander and appropriate officers for review, discussion, and response. He/ she shall maintain a correspondence file on all mail received and all responses sent out.

7.14 The Finance Officer may appoint an assistant, to be approved by the General Membership. The Assistant Finance Officer shall assume the roles and responsibilities of the Finance Officer should they be unable to attend meetings. The Assistant Finance Officer shall not have voting rights (executive meetings) of the Finance Officer unless filling in for the Finance Officer. The assistant Finance officer shall not sign/approve expenditure in the absence of the Finance officer, refer to section 7.6, in the absence of the Finance Officer.

Section 8. The duties of the Historian shall include:

8.1 Shall be responsible for maintaining the history of the organization from its inception, 9, July 1999

8.2 Shall coordinate with the Adjutant, public relations, and webmaster to collect and catalog all organizational materials to include articles, images, and other memorabilia in the media.

8.3 Shall develop protocols and recommendations to the Executive Committee for the safe storage of artifacts and records in accordance with current archival standards, providing inventories of historical records and artifacts to the Executive Committee annually.

8.4 May appoint an assistant, to be approved by the General Membership. The Assistant Historian shall assume the roles and responsibilities of the Historian should they be unable to attend meetings.

Section 9 The duties of the Ordnance Officer shall include:

9.1 Shall be responsible for the accountability, security, cleaning, and maintenance of all weapons assigned to this organization.

9.2 Shall ensure the maintenance and cleaning supplies are available and in sufficient quantities in the squad room.

9.3 The Commander is responsible for ordering blank ammunition, upon notification from the Ordnance officer. The Ordnance officer shall ensure adequate inventory of blank ammunition is always maintained on site. The Ordnance officer shall direct the receipt and transfer of the ammunition to the squad room storage safe. The Ordnance officer shall ensure an adequate inventory is always maintained on site.

9.4 May appoint an assistant, to be approved by the General Membership. The Assistant Ordnance Officer shall assume the roles and responsibilities of the Ordnance Officer should they be unable to attend meetings.

Section 10. The duties of the Trustees shall include:

10.1 The Trustees shall be comprised of a group of three people whose duties shall be to oversee the management and financial operations of the organization.

10.2 The Trustees shall meet semi-annually. At that time, they will perform an inspection of the financial records with the Finance Officer and the Commander and then provide a written report of their findings to those officers within ten working days after their inspection, for review, prior to presentation at the general membership for that reporting period. A completed copy will also be provided to the Adjutant to be placed in the organization files.

10.3 The Trustees shall perform an additional financial review every time there is a change in Finance officer.

Section 11. The duties of the Quartermaster shall include:

11.1 Shall ensure that all members of the SNCHGA are supplied with a complete uniform and shall maintain properly completed records for all clothing and equipment issued.

11.2 Shall make every effort to purchase quality clothing and equipment at a reasonable price and maintain a current and accurate inventory of all clothing and equipment on hand.

11.3 The Quartermaster may appoint an assistant subject to General membership approval. The assistant Quartermaster shall assume the duties of the quartermaster when he is unable to attend meetings.

Section 12. The duties of the Squad Leader shall include:

12.1 Squad Leaders are a key position in the smooth running of this organization. These positions are elected by and from within each individual squad on an annual basis. The result of the vote shall be submitted in writing to the Adjutant prior to the start of the annual meeting in July. Squad leaders are considered officers of the SNCHGA.

12.2 Eligibility to be elected to the position of squad leader, the member shall have 50 hours of service within the previous 12 months.

12.3 Shall direct the SNCHGA squad in accordance with the existing policies, practices, by-laws, and standard operating procedures with respect to the SNCHGA organizational structure.

12.4 Shall take complete charge of their squads on their assigned duty days at the Saratoga National Cemetery or any other function at which their squad may participate as a complete unit.

12.5 Shall serve as liaison between Program Support Assistant and members of the SNCHGA for the day's services.

12.6 Shall enforce the chain of command.

12.7 Shall ensure the squad is represented at all meetings.

12.8 Should ensure adequate training and opportunity to practice is given to squad members to ensure all roles of the daily services have adequate back up personnel.

12.9 The Assistant Squad Leader (s) position is filled in the same manner as the Squad Leader's and serves as the Squad Leader's assistant, taking charge only in the absence of the Squad Leader. They may be present at all Executive Committee meetings and other Officers' meetings but may only act on behalf of their Squad Leader if the Squad Leader is absent or acting in another officer's capacity at such meetings.

Section 13. The duties of the Chaplain shall include:

13.1 The Chaplain position is an appointment by the Commander at the annual meeting in July. The appointment shall be approved by the general membership.

13.2 Shall be responsible for the offering of the invocation and benediction prayers at all the

general membership meetings.

13.3 Should be present at all wakes of our deceased members to offer prayers.

13.4 Shall send get well and sympathy cards to our ill and to our deceased member's families on behalf of the membership.

13.5 Shall be responsible for the recording of bibles, or other appropriate books for the presentation to the next-of-kin of our deceased members. This function will be coordinated with Quartermaster.

13.6 The Chaplain shall present a sick and distressed report at each general meeting.

13.7 May appoint an assistant, to be approved by the General Membership. The Assistant Chaplain shall assume the roles and responsibilities of the Chaplain should they be unable to attend meetings.

Section 14. The duties of the Sergeant at Arms shall include:

14.1 The Sergeant at Arms position is an appointment by the Commander at the annual meeting in July. The appointment shall be approved by the general membership.

14.2 Shall issue first call for the general membership meetings, five minutes before the designated time for each meeting.

14.3 Shall ensure the meeting hall is properly set up with the Colors and POW tribute prior to all necessary occasions.

14.4 Shall be responsible for maintaining order during meetings and shall ensure there is no smoking or alcoholic beverages served or consumed during meetings.

14.5 Shall be responsible for developing a role of members present at each meeting and giving that role to the Adjutant and Commander at the end of the meeting.

14.6 Shall be responsible for the voting tally process during the annual meeting and special elections ensuring each member only casts one vote, counting and reporting tallies to the commander.

Section 15. The duties of the Judge Advocate General (JAG) shall include: (This position will only be filled when there is an attorney or paralegal as an active member of the organization.)

15.1 The Jag position is an appointment by the Commander at the annual meeting in July. The appointment shall be approved by the general membership.

15.2 The JAG shall review and advise on all legal matters, and contracts for the organization.

Section 16. The duties of the Public Relations Officer (PR) position shall include:

16.1 The Public Relations Officer position is an appointment by the Commander at the annual meeting in July. The appointment shall be approved by the general membership.

16.2 Shall be responsible for communications with the media and for direction to the webmaster to assure the web site is accurate and up to date.

Section 17. The duties of the AED Program Coordinator shall Include:

17.1 The AED Program Coordinator position is an appointment by the Commander at the annual meeting in July. The appointment shall be approved by the general membership.

17.2 Ensuring SNCHGA AED Equipment is operational, maintained to manufacture recommendations, and available for use.

Article IV - Meetings and Authorizations

Section 1. General Membership meetings will be held at a time and location designated by the Commander. At a minimum the organization must meet quarterly. Ten (10) members shall constitute a quorum. The Adjutant will record minutes of these meetings to be distributed to all officers and posted on the squad room bulletin board prior to the next scheduled meeting. The reading of the minutes at the next meeting will be at a member's request only.

Section 2. The Executive Committee shall meet apart from the general membership meetings at the direction of the Commander. The committee must meet at least quarterly. Five (5) such members shall constitute a quorum. The Adjutant will record minutes of these meetings to be distributed to all officers and posted on the squad room bulletin board prior to the next scheduled meeting. The reading of the minutes at the next meeting will be at a member's request only.

Section 3. There shall be an annual meeting called at the time and location as designated by the Commander in July for the installation of newly elected officers. Ten members shall constitute a quorum.

Section 4. Upon written request of ten (10) members of the SNCHGA, the Commander shall call a special meeting.

Article V - Notice of Annual Elections

Section 1. The Vice Commander shall ensure that notice of positions to be elected in the current calendar year be posted in the squad room of the SNCHGA in March of each year and remain in place until annual elections are held.

Section 2. The Nominating Committee shall be appointed by the Vice Commander, in January of each election year. The nominating committee shall consist of a chairperson and a member from each squad, not to exceed seven members, including the chairperson. The Chairperson of the committee shall be voted in by the committee.

2.1 The nominating committee will nominate at least one individual for each vacant elected position as stated in the organizational by-laws. Members of the nominating committee are not barred from becoming a candidate/nominee for an elected office, themselves.

Section 3. The nominating committee will present a slate of candidates for the elected positions at the March meeting, each year. Nominations from the floor will also be accepted at the March meeting. A list of all open offices and nominees for the election will be posted in the SNCHGA squad room after nominations are closed. Voting will be in May with installation of officers to be held in July.

Section 4. All ballots for the annual election of officers will be cast at the squad level under the supervision of the squad leader. Members will complete a ballot in private and place it into a manila envelope and sign their name on the envelope. When all ballots are cast the Squad Leader shall seal the envelope and forward it to the Sargent at Arms for tabulation. If a member is unable to participate in person, they may request a ballot from their Squad Leader and send it directly to the Sargent at Arms. All ballots shall be received by 15 June. The Sargent at Arms will utilize the Trustees to count and verify ballot results. All challenges to the balloting will be reviewed and resolved by the Sergeant at Arms. Final counts will be given to the Adjutant, who will announce the elected officers.

Section 5. All Special elected positions are temporarily appointed by the Commander and subsequently posted in the squad room for a period of no less than 30 days prior to the scheduled meeting where a special election shall be held. The appointee and other nominations from the floor shall be voted on to fill the position for the remainder of the initial election period.

Article VI – Rules of Order

Section 1. All proceedings shall be conducted under and pursuant to Roberts Rules of Order, latest edition. Per Article III, Section 5.8 the adjutant shall maintain a copy of the latest version of Robert's Rule of Order and serve as the resident authority.

Article VII - Changes and Amendments

Section 1. Proposed changes/amendments to these by-laws may be presented at any general membership meeting. Notice of these proposed changes/amendments must then be posted on the bulletin board and website in the squad room at the Saratoga National Cemetery for a period of thirty (30) days before a vote can be taken. Proposed changes/amendments will then be presented for vote at the next general membership meeting of the Saratoga National Cemetery Honor Guard Association. Changes/amendments must be approved by a two thirds (2/3) vote of the members present at the general membership meeting.

Article VIII - Membership Eligibility

Section 1. Membership in the Saratoga National Cemetery Honor Guard Association will be restricted to active duty, reservists, National Guard members and honorably discharged veterans, upon proof of their eligibility. The Adjutant will be responsible for determining eligibility.

Article IX - Training

Section 1. All training will be in accordance with, as a guide, the Army Field Manual FM 22-5 and the Saratoga National Cemetery Honor Guard Association, Standard Operating Procedures (SOP's). SOP's will be established, modified, and administered by the Executive Committee.

Article X – Dissolution

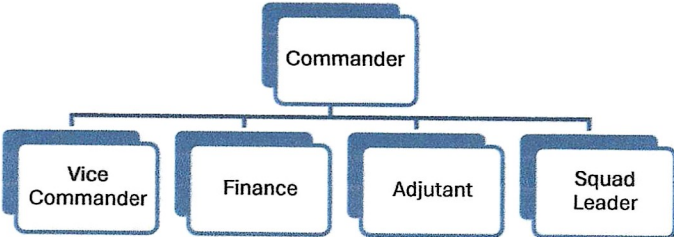
Section 1. Upon dissolution of the Saratoga National Cemetery Honor Guard Association, all assets will be distributed equally among charities selected by the remaining active members.

Appendix A - Definitions

1. **Surety Bond (section 6)** - A surety bond can be defined in its simplest form as a written agreement to guarantee compliance, payment, or performance of an act. Surety is a unique type of insurance because it involves a three-party agreement.

Appendix B – Org Charts

Executive Committee



Organizational Chart

- ① Elected by Full Member
- ② Appointed Position, Approved by Membership

