



## **Bylaws of the Muskegon Area Nurse Honor Guard**

### **Article I. Name**

The name of this organization shall be the Muskegon Area Nurse Honor Guard (MANHG).

### **Article II. Mission and Vision**

1. **Mission:** The Muskegon Area Nurse Honor Guard celebrates the life and work of each nurse in the Muskegon area by offering tribute at the funeral or memorial service for area nurses who have died, or at a living tribute.
2. **Vision:** Active and retired nurses volunteer their time to honor the professional community of nursing and to present the Nightingale Tribute (Appendix A) for every nurse who passes in the Muskegon area.

### **Article III. Purpose**

The Muskegon Area Nurse Honor Guard recognizes those individuals who have dedicated their lives to the profession of nursing. The purpose of this organization is to provide comfort to the family while letting them and the community know the value of each nurse we honor.

### **Article IV. Jurisdiction**

The Board of Directors for the MANHG shall maintain complete jurisdiction over this organization.

### **Article V. Membership**

1. Membership shall be open to all nurse, active or retired in the State of Michigan. If a member does not remain in good standing, it will be at the Leadership Team's discretion to dismiss the member from this organization.
2. Members will attend any funeral, memorial, or graveside service per their availability and follow the established order of service.
3. There will be no membership fees.
4. Members must review the Orientation Information packet and bylaws upon admission to the honor guard.
5. Members shall not create a separate organization with the same mission or purpose and will be held to a non-compete status in order to protect our membership, bylaws, information, and organization.

## **Article VI. Leadership Team**

1. The MANHG Leadership Team shall consist of appointed officers as follows: Chairman, Vice-Chairman, Treasurer, and secretary. There is no established term limit for members of the Leadership Team. All members of the Leadership Team serve as preceptors for new members.
2. The primary duty of the Leadership Team is to control, oversee, and ensure success of the MANHG. The Leadership Team will establish and approve standard operating procedures, and all members will abide by and enforce the directives of these bylaws and established procedures.
3. In the event an officer of the Leadership Team is unable to complete his or her term, an interim officer will be appointed by the Leadership Team until the next appointment.
4. A quorum shall consist of three voting members of the Leadership Team.

## **Article VII. Duties of Officers**

1. **Chairman:** The Chairman shall be the Chief Executive Officer of the MANHG and shall have general supervision over its operations and affairs. Additionally, he or she shall preside at all Leadership Team meetings. The Chairman is the only other designated Leadership Team member who is authorized to make disbursements and sign checks on behalf of the MANHG, as further discussed in (VII)(4)(c) below. The Chairman shall be responsible for the scheduling of all ceremonies, which includes, but is not limited to, communication with MANHG members, funeral home staff, and/or family members to coordinate ceremony activities. Applications for membership will be submitted to the Chairman, who will keep a record of all active members, their contact information and services attended, and preserve all letters, papers, and transactions of the MANHG. The Chairman serves as the social media lead.
2. The Vice-Chairman shall support the Chairman in the operations and affairs of the MANHG and serve as interim Chairman in the absence of the official Chairman. The Vice-Chairman serves as an additional social media lead.
3. **Secretary:** The Secretary shall keep the minutes of the MANHG and Leadership Team meetings.
4. **Treasurer:** The Treasurer shall be in charge of all books and records of account of the MANHG. In addition,
  - (a) He or she shall collect, receive, and have charge of all funds of the organization.
  - (b) He or she shall have deposited such funds in a bank as directed by the Chairman or Leadership Team.
  - (c) He or she shall make disbursements and sign checks on behalf of the MANHG upon approval of the Chairman.
  - (d) He or she shall be responsible for the purchase of ceremony items to be presented during MANHG Ceremonies.
  - (e) He or she shall be responsible for maintaining all government licensing and tax requirements for the organization and the records thereof.
  - (f) He or she will present an annual budget to the Leadership Team for approval.
  - (g) He or she shall maintain detailed records of all transactions, donations (both to and from the MANHG), and any other monetary or item transactions.

## **Article VIII. Fiscal Responsibility**

The fiscal year shall commence on the first day of January and shall end on the last day of December within the same year.

1. It is required that we maintain records of all fiscal documents, including accounts, records, books, papers, and receipts of all monetary transactions.

2. It is required by law to maintain records regarding the organization's financial transactions to maintain the organization's status and application for recognition of exemption under section 501 (c) 3 of the Internal Revenue Code.
3. It is required that we manage a budget annually for the organization.
4. It is required that we keep a record of bank statements annually.
5. All documents will be presented to the Leadership Team at the end of the fiscal year.

### **Article IX. Uniform Dress**

1. Female members should wear the preferred traditional white dress, white stockings, white nurse cap, white duty shoes, and a navy blue cape lined in red. Male members will wear white pants with a white belt, and a white short-sleeved button-down shirt that is tucked in. They should wear white duty shoes and white socks. Female members who prefer pants will have the same uniform requirements as male members. This uniform will be worn to all service ceremonies.
2. Hair must be off the collar.
3. Jewelry must be simple and appropriate to the image of a professional nurse. Nursing school pins can be worn on the right side of the cape collar as you face the cape. The MANHG pin can be worn on the left side of the collar as you face the cape.
4. Members shall be expected to maintain the highest standards with concern to hygiene, dress, and appearance.

### **Article X. Reimbursement**

Membership activities are voluntary. No reimbursements will be made for mileage, uniforms, or any other expenses.

### **Article XI. Participation in Events**

1. Participation in MANHG duties and activities is voluntary and highly encouraged.
2. No fundraising is permitted without prior approval of the MANHG Leadership Team.
3. Members shall provide to the MANHG Chairman current contact information, including name, address, phone number, and email address.

### **Article XII. Meetings and Reports**

1. Meetings may be in person or through remote access and will be held as needed.
2. Attendance is not required at general membership meetings.
3. The members of the Leadership Team should attend the team meetings.

### **Article XIII. Order of Service**

The tribute begins with the Nightingale Tribute (Appendix A). The lamp-bearer will present the lamp to the family. A white rose will be placed at the coffin or near the urn if possible. The tribute may be personalized and/or edited at the discretion of the Leadership Team, to meet the requests of the family for

a provided service. The tribute may be performed at the visitation, funeral or memorial service or at a graveside service at the family's request. During a living tribute, the nurse being honored will receive a lamp, a white rose, and a blanket embroidered with the MANHG logo.

### Article XIV. Contributions

All contributions made to the MANHG will be classified as unrestricted. Allowances can be made if donors request their donation be earmarked for specific items.

### Article XV. Amendments


1. Amendments to these bylaws may be proposed by any member of the Leadership Team.
2. Amendments to the bylaws proposed by a member of the Leadership Team shall be decided on by the vote of all members of the Leadership Team. Voting can take place by email, ballot, or during a regular or special Leadership Team meeting.
3. Upon approval by the Leadership Team, the proposed amendment shall be sent in writing to every member of the Leadership Team.
4. When an amendment is adapted to the bylaws, the organization shall automatically amend its bylaws to conform via written notice from the Chairman.
5. Notification of amendments to the bylaws will be distributed to the general membership via the MANHG Facebook page or email.

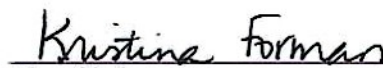
### Article XVI. Dissolution

The MANHG will use its funds only to accomplish the objectives and purposes specified in these bylaws. No part of said funds shall be distributed to the members. Upon dissolution of the MANHG chapter, any funds remaining shall be distributed to the National Nurses Honor Guard Coalition.

These bylaws are hereby adopted this 23rd day of April, 2025.

Signed:

  
\_\_\_\_\_  
Chairman

  
\_\_\_\_\_  
Vice-Chairman

  
\_\_\_\_\_  
Secretary

  
\_\_\_\_\_  
Treasurer

## Appendix A

*(Read as lamp is being lit)* The lamp is a symbol of everything for which Florence Nightingale stood . . . comfort, kindness, gentleness, courage and unwavering devotion to duty. May *(first name)*'s light shine endlessly, just as the light of the lamp has in the past, does in the present, and will continue to do into the future through all those that have known and loved her (or him).

Nursing requires giving oneself to enhance the lives of others. As we join together today, it is apparent that *(first name)*'s lifetime of commitment, of caring, has touched countless lives.

Nursing is a calling, a lifestyle, a way of living. Nurses here today honor *(full name)* and her (or his) life as a nurse. *(First name)* is not remembered by her (or his) years as a nurse, but by the difference she (or he) made during those years, by stepping into people's lives . . . by special moments.

- ◆ When a calming, quiet presence was all that was needed,  
    **All in unison:** *(First name)* was there.
- ◆ In the excitement and miracle of birth or in the mystery and loss of life,  
    **All in unison:** *(First name)* was there.
- ◆ When a silent glance could uplift a patient, family member or friend,  
    **All in unison:** *(First name)* was there.
- ◆ At those times when the unexplainable needed to be explained,  
    **All in unison:** *(First name)* was there.
- ◆ When the situation demanded a swift foot and a sharp mind,  
    **All in unison:** *(First name)* was there.
- ◆ When a gentle touch, a firm push, or an encouraging word was needed,  
    **All in unison:** *(First name)* was there.
- ◆ In choosing the BEST one from a family's "thank you" box of chocolates,  
    **All in unison:** *(First name)* was there.
- ◆ To witness humanity — it's beauty — in good times and bad, without judgement,  
    **All in unison:** *(First name)* was there.
- ◆ To embrace the woes of the world, willingly, and offer hope,  
    **All in unison:** *(First name)* was there.
- ◆ And now that it is time to be at the Heavenly Father's side,  
    **All in unison:** *(First name)* IS there.

*(First name)* we honor you this day and give you a white rose to symbolize our honor and appreciation for being our colleague. *(Rose bearer places rose on casket or near urn)*

*Reader reads full name*  
*(ring chime)*

*Reader reads full name*  
*(ring chime)*

*Reader reads full name*  
*(ring chime)*

We officially release you of your nursing duties.

We present this nurse's lamp to the family of *(full name)*. This lamp is a symbol of everything for which Florence Nightingale stood - comfort and kindness, gentleness and courage, and an unwavering devotion to duty.

## Appendix B

We are here today to celebrate you and your nursing journey, as well as to offer you our wishes and hope for comfort and peace in the days ahead.

The Muskegon Area Nurse Honor Guard is privileged to present this tribute to you, Nurse *(full name)*.

Nursing is a calling, a lifestyle, a way of living. Nurses here today pay tribute to our colleague, *(first name)*, and honor your life as a nurse. Your caring heart, compassion, guidance, support, and knowledge have been a blessing to both your patients and your colleagues. You gave comfort where there was pain, courage where there was fear, hope where there was despair, and acceptance when the end was near; always with a gentle touch and tenderness, patience and love. This is your nursing legacy.

This white rose symbolizes your devotion to the nursing profession. Nurse *(first name)*, we honor you this day and give you this white rose to symbolize our respect and appreciation for being our nursing colleague.

We honor you today for your \_\_\_\_ years of service. *(Ring chime once)*

Nurse *(first name)*, we present you with this blanket to cover you with our love and gratitude for being a part of the nursing profession, and to recognize those lives that you covered with your love and devotion. *(Several nurses spread blanket onto the lap of the nurse)*

Though your nursing tasks are complete, they will never be forgotten.

It has been our privilege to express our respect for you as a nurse and our gratitude for the care you have given to others.

Thank you for allowing us to honor your nursing career.