



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Welcome Letter

Thank you for choosing to be part of an organization that has its roots in numerous Veterans Service Organizations over the years. Your decision to serve as a volunteer to honor Veterans who have passed is much appreciated by the families that have been left behind.

IMMHG is a direct descendant of Marion County Veterans Burial Team which was started over twenty-five years ago to supplement the honors that the Veterans Administration mandates that each honorably discharged or retired military member deserves. The active duty component of the military, due to staffing issues, was and is often hard pressed to provide complete honors (Rifle Team Salute and Taps).

The goal was to work in conjunction with Marion County funeral homes and directors to provide a team consisting of at least five members to provide a non-denominational prayer at the head of the casket, a rifle salute which will fire a three round volley and a bugler to play taps. Additionally, if the military cannot be present, the folding of the casket flag and presentation to the family member is performed. We also present the spent cartridges to the designated family member as a token of respect to the Veteran. Recently we have minted an Honor Coin bearing the logo of IMMHG which is presented to the family as well.

You have become part of an organization that strives to bring honor and respect to our comrades in arms who have given their lives in service to the United States of America. We are a volunteer organization and always welcome our fellow veteran's to become part of an honored tradition, please consider that although volunteer we emphasize the practice of military protocol and through training always strive to be the best we can be in rendering military honors.

Thank you for being part of Indy Metropolitan Military Honor Guard.

Walt Sherman

Commander

Indy Metropolitan Military Honor Guard



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Officer's Responsibilities

BACKGROUND:

There are several positions within the organization designated in the By-Laws which are designed to ensure the smooth working of the team and to enable a "Chain-of-Command". Each of the positions listed below are elected officers and chosen by the members of the team at the General Meeting every two years. Should there be a vacancy; the Commander (or Deputy Commander) shall appoint an interim officer with formal ratification at the next Quarterly Meeting.

Commander
Deputy Commander
Adjutant
Treasurer
Trustees
Quartermaster

Additionally, there are two appointed positions: Chaplain and Training Instructor. Each position is selected by the Commander based on his or her evaluation of the skills each of them have demonstrated using the guidelines and duties listed below

The following is a recap of the individual officer's responsibilities. Each officer is encouraged to do his/her best to perform these and additional duties as they arise. The position is not a static one and needs to be modified as circumstances dictate. The overall goal is to make sure the team is operating within the By-Laws and to promote the morale and welfare of the IMMHG. (Taken from the By-Laws dated Oct 27, 2016 rev 3). Terms of Office are detailed in the By-Laws.

1. **Commander** — The Commander shall be the chief volunteer officer of the corporation. The Commander shall lead the Board of Officers in performing its duties and responsibilities, including, if present, presiding at all meetings of the

Board of Officers, and shall perform all other duties incidental to the office or properly required by the Board of Officers. The Commander shall schedule or appoint a member to schedule all services/events and coordinate with team IMMHG members and the requester of services to ensure that the appropriate members are available and willing to participate and insure that local officials are aware of our bringing and possibly discharging weapons.

2. **Deputy Commander** — In the absence or disability of the Commander, the Deputy Commander or Deputy Commander designated by the Board of Officers shall perform the duties of the Commander. When so acting, the Deputy Commander shall have all the powers of and be subject to all the restrictions upon the Commander. The Deputy Commander shall have such other powers and perform such other duties prescribed for them by the Board of Officers or the Commander. The Deputy Commander shall normally accede to the office of Commander upon the completion of the Commanders term of office.
3. **Adjutant** — The Adjutant shall keep, or cause to be kept, a book of minutes of all meetings and actions of the officers and committees of officers. The minutes of each meeting shall state the date, time and place that it was held, and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance of these Bylaws. The Adjutant shall cause notice to be given of all meetings of officers and committees as required by these Bylaws. The Adjutant shall keep a complete record to include date, time, place, type of event/service, members present and military affiliation, of all services and events performed by IMMHG. The Adjutant shall have such other powers and perform such other duties as may be prescribed by the Board of Officers or the Commander. The Adjutant may appoint, with the approval of the board, an officer to assist in performance of all or part of their duties as Adjutant.
4. **Treasurer** — The Treasurer shall be the lead officer for oversight of the financial condition and inventory affairs of IMMHG. The Treasurer shall oversee and keep the board informed of the financial condition and financial review results. In conjunction with the Trustees the Treasurer shall oversee budget preparation and shall insure that appropriate financial reports, including an account of major financial transactions and the financial condition of IMMHG, are made available to the Board of Officers on a timely basis or as may be required by the Board of Officers. The Treasurer shall perform all duties properly required by the Board of Officers or the Commander. The Treasurer may appoint, with the approval of the Board of Officers, a qualified fiscal agent of member to IMMHG to assist in the performance of all or part of the duties of the Treasurer. The Treasurer shall have a surety bond for an amount equal to two times the current amounts on hand.
5. **Trustees** — A total of three trustees which will include a senior trustee who shall insure that a minimum of two financial and inventory audits occur in each year (May and November). A written record of this audit will be submitted to the

Board of Officers at the next called meeting. Should discrepancies be found, the Commander and Deputy Commander are to be notified immediately for appropriate action to be taken. The position is to be filled and subsequently elected on a rotating basis to ensure a sitting Trustee is in position at all times.

6. **Quartermaster** — shall be the lead officer overseeing all properties owned, rented, or on loan to IMMHG and shall provide a written report quarterly at the business meeting on the current status of all inventory and property. The Quartermaster shall also provide an Arms Inventory to the appropriate government agencies on their required schedule. The Quartermaster shall maintain sufficient inventory levels of all expendables to insure continued operation of IMMHG activities. The Quartermaster shall provide to the Treasurer a report including the total monetary value of, all assets in his charge two (2) weeks prior to each scheduled Business Meeting. The Quartermaster shall perform all duties properly required by the Board of Officers or the Commander.
7. **Chaplain** — This individual is selected by the Commander and approved by the board for his or her demonstrated ability to provide spiritual guidance to team members which will include but not limited to invocations at gatherings and meetings of IMMHG. He or she will be tasked to (when made aware of the situation) inform the team at large of any hospitalization or other events where spiritual guidance or support may be required such as the mailing of cards appropriate to the actual incident. Monies for supplies can be requested from the treasurer as needed.
8. **Training Instructor** — This individual is selected by the Commander and approved by the board for his or her ability to model and teach military style protocols pertaining to the performance of IMMHG duties as highlighted in appropriate policy guidelines / letters which are part of this package. Each individual will maintain a high standard of uniform and personal grooming as an example to the rank and file. He or she will develop training procedures in partnership with the Commander and other officers pertaining to the different tasks IMMHG will perform for each of the assigned tasks required of the team, both funerals and color guards. Monies for supplies can be requested from the treasurer as needed.

All powers shall be exercised by or under the authority of the Board of Officers and the affairs of the IMMHG shall be managed under the direction of the Commander, except as otherwise provided by law.

This policy is effective April 15, 2019.

Walt Sherman

Commander

Indy Metropolitan Military Honor Guard



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Mission Commander Guidelines

BACKGROUND

1. Since the IMMHG Commander and/or Deputy Commander cannot be at every funeral, the position designated as the Mission Commander (MC) was formally created by the Board of Officers to be the onsite commander during funerals. Select individuals are designated to be responsible for interaction with the funeral director at the veteran's funeral. Certain guidelines as delineated below are in place to ensure the funeral director has one point of contact at each service.
2. The IMMHG team is in place at the service to provide military honors for the deceased veteran and have minimal contact with the family members. The team is to provide the honors, answer direct questions of the family and limit themselves from other interactions. Common sense is always recommended.
3. The Tasking Authority (Scheduler) is the individual assigned the task of designating the MC. Once assigned to a mission, team members should address any questions they have to the MC directly, not to the Tasking Authority.

GUIDELINES FOR THE MISSION COMMANDER (MC)

1. The MC is responsible to ensure all required Weapons, Bugles, flags (as required), and other appropriate supplies are on site.
 - a. If the MC is authorized to store weapons in their designated storage facility or cabinet, he/she will make sure they are transported to the funeral on time by approved methods as outlined in the accompanying Weapons Policy Letter.
 - b. If not so authorized, he/she will make sure the weapons are picked up from the main storage facility at Never Enough Storage, 10309 East 56th Street, Lawrence, IN. (or other designated facility) in time to arrive at the funeral location.

2. The MC will arrive at least fifteen minutes prior to the designated show time to contact the cemetery staff to learn the location of the service. Each cemetery and funeral home has a standard meet location (designated by tradition) and the team personnel should be assembled at that meet location. The MC will join up with the team and proceed to the service location.
3. Once onsite the MC will contact the corresponding Active, Reserve or National Guard personnel to confirm current protocols and ensure procedures are the same for each member.
4. The MC will appoint individual team duties, as applicable:
 - a. Tent Commander (usually this will be the MC).
 - b. Chaplain (if applicable).
 - c. Rifle Team Commander (RTC) – also coordinate with the RTC on the initial staging of the rifle team to allow viewing by the family members and ease of spent cartridge retrieval.
 - d. Rifle Team Members.
 - e. Bugler (ideally this will be a sole duty; however, due to team number constraints, may be a Rifle Team Member).
 - f. Flag folder (if the military is not present).
 - g. Shell presenter (preferably a member of the same branch of service as the deceased).
5. The MC will perform a cursory inspection of the team and correct discrepancies as needed. Should the uniform not conform to standards listed in the Uniform Policy Letter the MC has the authority to request the team member to stand down from the service and the stipend revoked.
6. Training should be conducted as time and need dictates and allows:
 - a. The RTC should run through the Rifle Team procedures to confirm commands and cadence.
 - b. Flag folding training (if time permits).
 - c. Please note that the funeral party may arrive early and that team placement before their arrival is paramount.
7. The MC (and Chaplain – if assigned) will line up with the military upon arrival of the coach. Usually the military will provide appropriate commands in a loud enough voice for all to hear. If not, use established protocols.
8. The MC, along with the military, will greet the funeral director after coach arrival.
 - a. The funeral director should provide guidance on who should receive the flag.
 - b. The funeral director may provide a donation. It can be a good idea to hand the funeral director a business card in case they have forgotten the donation and would like to mail it at a later time. It is the funeral director's responsibility to provide the donation; the MC should not to ask for one.

- c. In coordination with the funeral director and the military, confirm the timing of the military honors; before or after any minister service. Certain situations may exist (conflicting service times and/or a need to be somewhere else in short order) that may dictate a need for the military honors to be first; but the funeral director will have the last say as to the timing of the military honors.
9. The MC (and Chaplain, if applicable) will follow the casket/urn to the gravesite and proceed as required. At the end of the flag folding and presentations of the flag, shells and challenge coin, the team members under the tent will salute the casket/urn and proceed to exit the area in a military fashion.
10. If the service is at the funeral home or site other than the cemetery graveside additional protocols may be required. While IMMHG has some traditional methods we often follow, the Funeral Director will be solely responsible for the needs of the family and how the service is to be performed. Doors held open, the staging area for the Rifle Team, Bugler, and Military positioning are to be determined in conjunction with the Funeral Director during the initial contact.
11. Once the service is finished, the weapons and bugle should be stored properly. The MC should then release the team members. Remember that in some situations sound can carry a long distance and any discussion away from the family needs to be kept to a minimum. If conditions and timing allow, an after mission a praise or a critique is suggested. At such time, a review of actions of the team can be discussed. Everyone should respond in a positive manner as the goal is to correct discrepancies not to criticize fault.
12. The MC is further responsible to file an After Action Report and to make applicable bank deposits of any donations received.

SUMMARY:

The entire team has a responsibility to provide professional military honors to a deceased veteran and the family. How we present ourselves is extremely important and will leave a lasting impression on all who are in attendance. Remember to maintain a military bearing and to act accordingly.

This policy is effective April 15, 2019.

Walt Sherman

Commander

Indy Metropolitan Military Honor Guard



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Uniform Policy/Standards

PURPOSE OF DIRECTIVE:

The primary purpose of this policy is to standardize and enhance the image and appearance of our team members at funerals and community events as we honor our fellow Veterans and their family members. We owe it to all in attendance to present a uniform military style.

1. The standard uniform allotment will consist of:
 - a. Two white military pleated long sleeve and two short sleeve shirts with the following accoutrements:
 1. U.S. American Flag placed on the right sleeve with the field of blue forward - one inch down.
 2. POW/MIA patch placed on the left sleeve - one inch down.
 3. Black personalized name tag at the center of the right breast pocket flap.
 4. Nothing will be worn on the right or left collar.
 5. A black mourning band will be worn on each epaulet.
 6. A black single loop shoulder braid will be worn on the left shoulder.
 7. Wearing of individually awarded Military Service Ribbons and Badges to be centered on the left pocket and approximately 1/4 inch above the pocket and their wear is optional and encouraged. The wearing of our military service ribbons denotes individual military experiences and awards.
 8. The wearing of the Military Veterans Funeral Honor Ribbon and the Indiana National Guard Funeral Honors Ribbon (when earned after fifty missions) is Mandatory and will be included in its proper relationship to the individual's service ribbons or centered on the left breast pocket above seam.
 9. The wearing of the Field Training Certification Badge (when earned) will be worn centered on the Left Breast pocket flap.
 - b. Two black, non-pleated trousers and non-cuffed purchased at the Uniform House, Inc. (1927 N. Capitol Ave, Indianapolis) using the approved style that is on file. The purchase requires a receipt for reimbursement.

- c. One Black (U.S. Navy) Garrison Cover. (Provided by the team with appropriate and properly placed emblems).
 - d. One Black (U.S. Army) Beret Cover (Provided by the team with appropriate and properly placed emblems).
 - e. One Enlisted Bi-Swing Jacket with properly placed Indiana Military Funeral Honors patch provided by IMMHG with American flag pin placed on left collar as per example and provided POW Remembrance Pin placed on right collar as per example. (Provided by the team with appropriate and properly placed emblems).
 - f. DLATS Style Overcoat with Liner provided by the team if available. Should that not be possible a similar style coat may be purchased at Burlington Coat Factory for around \$125.00. Receipt is required for reimbursement. There are no pins on the collar. Confirm with the Quartermaster prior to purchase.
2. General items provided by the team:
- a. Black military web belt with silver tab and buckle.
 - b. Black ascot.
 - c. Black gloves for fall/winter use as needed.
 - d. White gloves for spring/summer use.
 - e. DLATS or similar US Military Men's Corfam Glossy Uniform Dress Shoes which can be purchased through the Uniform Shop or military exchange system. Until these shoes are made available - Black plain toe shoes or boots. Shoes and boots should be freshly polished to a high gloss.
3. Team members are responsible for purchasing at their own expense
- a. Black socks.
 - b. Winter wear: thermal undergarments, black. A long sleeve, mock turtleneck, black, to be worn in lieu of the black ascot when wearing the long sleeve shirt.
 - c. Summer wear: White V-neck T-Shirt which will be worn over the black ascot when wearing the short sleeve shirt.
4. Reissue of uniforms:
- a. After three years of service or as deemed necessary by the Commander members will be reissued uniform items as necessary due to wear and tear. Should an item become unserviceable due to negligence, the member (at the Quartermaster's discretion) may ask for reimbursement of funds.

5. As a rule, the above uniform items are issued after the individual is in attendance as an observer at five military funerals. This policy can be waived at the discretion of the Commander. The uniform items will be signed for and properly maintained. Each member is accountable for all issued items and if items are lost or damaged, they must be replaced at their own expense.
6. Uniforms are to be worn only to official burials or functions. Optional private events where the good of IMMHG is promoted are authorized with approval by the Commander.
7. No visible cell phones, keys, chains, bulky wallets or other items will be carried in pants pockets or worn from belts. Above items will be stored in the vehicle during the funeral.
8. The overcoat should be carried in your vehicle in the Spring, and always in the Fall and Winter in case of changing weather conditions. The light jacket should be carried in the Spring and Fall to ensure uniformity of team members.
9. Care of the uniform items are to be as follows:
 - a. All items are to be clean and serviceable at all times. Pants should be pressed and shirts ironed.
 - b. The overcoat should be dry cleaned and waterproofed at least once a year and more often as required. Waterproofing will be reimbursed with presentation of a receipt.
 - c. The light jacket should be dry cleaned at least once a year at personal expense.
 - d. All outer wear is to be carried on a wooden hanger to help prevent creases. They will be transported inside the vehicle and not in the trunk. A garment bag will help ensure cleanliness.
10. Uniform change over date from long sleeve shirts to short sleeve is April 15th. October 15th is the changeover date for long sleeve shirts from short sleeves. Ascots will be worn at all times unless countermanded by the on-site commander.

This policy is effective April 15, 2019.

Walt Sherman

Commander

Indy Metropolitan Military Honor Guard



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Weapons Security Policy

APPLICABILITY

1. The IMMHG Commander is ultimately responsible for all weapons, security and maintenance. Partial responsibility has been delegated to certain individuals as outlined in the following policy letter.
2. In the absence of the Commander the Deputy Commander or designated individual will assume responsibility.

BACKGROUND

1. On March 15, 2015 the IMMHG formally requested replacement ceremonial rifles (M-1 30 Caliber Garand Rifle) and on March 10, 2016. The IMMHG Commander received and signed for thirteen M-1 ceremonial rifles from the USA TACOM (Life Cycle Management Command) Warren MI. Subsequently two additional weapons were received in April 2016 bringing the total to fifteen. These weapons belong to the United States Government not IMMHG.
2. In order to receive these weapons, the IMMHG had to make prior arrangements for a designated storage area. A gun safe had to be purchased and moved into an individual storage unit within a secured gated storage facility. The designated unit is located at Never Enough Storage, 10309 East 56th Street, Lawrence, IN. On March 13, 2015 the IMMHG formally signed a notarized "**Certificate of Arms Storage**" and returned it to TACOM.
3. Additionally, four privately owned weapons were received from Marion County Veterans Burial team when that organization was disbanded in January 2016. These weapons were renovated and used as serviceable weapons at the discretion of the IMMHG Commander. Additionally, there are two replica, non-firing M1 Garand Rifles for Honor Guard purposes. All weapons will be accounted for and maintained as listed in this document.

AUTHORIZED REMOVALS

1. All twenty-one weapons must be stored in the facility listed above (or authorized sub locations as authorized below) except when removed for Military Honors or Color Guard duties.
2. All weapons are to be returned to the gun safe in the storage unit (or authorized sub location) on the same day after the specific duties are accomplished when possible.
3. Whenever a weapon is removed from the safe at Never Enough Storage they must be logged out by name, S/N, date and event location. At the discretion and direction of the IMMHG Commander, weapons may be removed from the storage unit the day before following the above guidelines. However, and under no circumstances will they be kept in a vehicle overnight. Weapons are to be returned to the storage area and logged in on the same day after the burial or ceremony is completed.
4. Per instructions provided by TACOM in a letter dated May 5, 2016, designated weapons may be stored in a locked container at an alternate location provided that the location and appropriate weapon serial numbers are listed on the "Certificate of Arms Storage" form, properly notarized and sent to TACOM.

WEAPONS TRANSPORT

1. Unloaded weapons and ammunition removed from the storage facility or sub location are to be placed in the vehicle trunk and immediately transported to the burial/ceremony location. The trunk should always be kept locked. If a trunk is not available suitable concealment is mandatory.
2. The safety switch must be in the 'Engaged' position (rearward into the trigger guard).
3. Weapons must be transported in the black rifle cases.

INVENTORIES

1. Weapons inventory by serial number will be conducted and signed on a quarterly basis by the IMMHG Commander, Adjutant and Senior Trustee and results will be incorporated in the IMMHG quarterly meeting notes. Completed inventory records will retained by the Adjutant.
2. A "Triennial Certification Ceremonial Rifles: form which lists maintenance and inventory records will be properly filled out every three years starting in April 2019. This inventory is to be accomplished by the Commander in person and properly documented, notarized and sent to TACOM.
3. Blank ammunition is to be ordered, as needed, by the Commander from Rock Island, IL

WEAPONS MAINTENANCE

1. Weapons that are signed out by the Mission Commanders or designated representative must make sure the "flash adapters" and "gas cylinder plug" are secure.
2. Everyone on the rifle team will also inspect the weapon to ensure each weapon is in good operating condition and properly loaded when he/she is given possession of the weapon.
3. Routine monthly cleaning will be done by the IMMHG designated team member, normally the Mission Commander. The breech area shall be wiped down after each mission.
4. Any major repairs must be completed by a licensed gunsmith and/or TACOM.

WEAPONS SAFETY

1. If you are not sure as to the operation of the weapon, ensure that you have received proper training prior to handling. Failure to use proper procedures can result in personal injury to yourself or others.
2. Treat every weapon as if it is always loaded. Never point your weapon at a person or object.
3. Ensure the Safety is on and make sure the Blank Firing Adapter and the Gas Cylinder Lock Screw is tight. MANDATORY.
4. When loading ammunition keep the weapons pointed away from the team members or other people or objects.
5. Keep your weapon in "Safe Mode" until the rifle team commander gives the command "Safety's Off".
6. Keep your finger straight and outside the trigger housing until directed to "Ready, Fire" by the Rifle Team Commander.

The above weapons policy is designed for accountability, maintenance, safety and is in compliance with IMMHG liability insurance company requirements and our agreement with US Army TACOM Management Command, Warren, MI.

All team members will comply with the policy.

This policy is effective April 15, 2011.

Walt Sherman

Commander

Indy Metropolitan Military Honor Guard



Indy Metropolitan Military Honor Guard (IMMHG)

DATE: April 15, 2019

SUBJECT: IMMHG Service Participants Responsibilities

TENT COMMANDER:

TENT CHAPLAIN:

RIFLE TEAM COMMANDER:

RIFLE TEAM:

BUGLER:

SPENT CARTRIDGE PRESENTER:

SUMMARY:

The entire team has a responsibility to provide military honors to a deceased veteran and the family. How we present ourselves is extremely important and will leave a lasting impression on all who are in attendance. Remember to maintain a military bearing and to act accordingly.

This policy is effective April 15, 2019.

Walt Sherman

Commander
Indy Metropolitan Military Honor Guard

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ARTICLE I

NAME

The name of this organization shall be the Indy Metropolitan Military Honor Guard Inc. The business of the corporation may be conducted as Indy Metropolitan Military Honor Guard or Indy Metro Military Honor Guard or Indy Metropolitan Honor Guard or IMMHG or IMMHG Corp. or IMMHG Inc. or IMMHG.ORG each hereinafter referred to as IMMHG.

ARTICLE II

PURPOSES AND POWERS

PURPOSE: The IMMHG is organized exclusively for charitable, religious, educational, and scientific purposes including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or (b) by a corporation, contributions to which are deductible under section 170(c)(2) of the Internal Revenue Code, or corresponding section of any future federal tax code.

POWERS: This organization has been formed to:

- Conduct, free of charge, Full Military Burial Honors within the Metropolitan Indianapolis, IN and surrounding areas for Honorably Discharged/Retired Military Veterans of all branches of the Military Services in accordance with Department of Defense protocols.
- Perform Color Guard services at events as requested by and in coordination with event sponsors.
- Perform patriotic educational services.
- Support local and national veterans organizations.
- Volunteer recruiting and fund raising activities to support our mission.
- Provide support to local community organizations by providing volunteer manpower that aides them in fulfilling their charters.

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- Any other works that supports our local community that the Board of Officers deems appropriate.

Our primary mission is to render Military Honors at honorably discharged or retired veterans' funerals throughout the Indianapolis metropolitan area and as such we shall be listed with an SIC code of 7261 which designates us as Funeral Services. This shall be coordinated with and at the direction of the various funeral directors in the Indianapolis area. We also render Military Honors funerals in conjunction with the U.S. Army National Guard and active duty Military Services when called upon to do so.

Our burial services include military rites and nondenominational prayers at the head and foot of the casket, rifle squad who fires a three-round volley, taps, folding and presentation of our nation colors and presentation of fired cartridge casings.

Our Color Guard services include parading the colors, posting and retiring the colors, and an informational/educational 13-fold of our national flag.

To maximize our impact on our current efforts, we may seek to collaborate with other non-profit organizations which fall under the 501(c) (3) and (19) sections of the Internal Revenue Code and are operated exclusively as Veterans groups throughout the Indianapolis Metropolitan area.

At times, per the discretion of the Board of Officers, we may provide internship opportunities which shall provide educational opportunities for involvement in said veteran activities and programs, i.e. Indianapolis area high school ROTC, Coast Guard and Boy Scout cadets as observers and coordinators.

The corporation shall have the power, directly or indirectly, alone or in conjunction or cooperation with others, to do any and all lawful acts which may be necessary or convenient to affect the charitable veteran's purposes, for which the corporation is organized, and to aid or assist other organizations or persons whose activities further accomplish, foster, or attain such purposes.

The powers of IMMHG may include, but not be limited to, the acceptance of volunteer contributions from funeral homes, and deceased family members, private sector organizations, whether financial or in-kind contributions.

IMMHG shall have no paid employees and we do not charge for our services. Donations and honorariums are accepted to cover team logistics e.g. uniforms, logistic transportation, and maintenance and storage of or equipment, internet, CPA, legal fees, etc.

Nonprofit Status and Exempt Activities Limitation

- a) Non-profit Legal Status. IMMHG is filing to become an Indiana non-profit public benefit organization, recognized as tax exempt under Section 501(c)(3) of the United States Internal Revenue Code.
- b) Distribution annually. IMMHG shall distribute monies held in excess of \$25,000.00

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annually on 15 December to 501(c)(3) veterans organizations to be used for the sole purpose of veterans rehabilitation and assistance. These funds once donated cannot be used by the receiver for any other purpose.

- c) **Distribution Upon Dissolution.** Upon the dissolution of IMMHG, any assets lawfully available for distribution shall be distributed for one or more exempt purposes within the meaning of Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future federal tax code, or shall be distributed to any organization or organizations having a charitable purpose which, at least generally, includes a purpose similar to the terminating or dissolving corporation or to the State of Indiana, or to the Federal Government, for a public purposes.

In the event that the court of a competent jurisdiction in Marion County, Indiana shall find that this section is applicable but that there is no qualifying organization known to it which has a charitable veterans purpose, which, at least generally, includes a purpose similar to the IMMHG, then the court shall direct the distribution of its assets lawfully available for distribution to the Treasurer of the State of Indiana to be added to the general fund.

ARTICLE III

MEMBERSHIP

All members are volunteers. Members shall be Honorably Discharged or Retired members of the United States Department of Defense Military Services as witnessed by their form DD 214 or are currently serving in the military. Members of the IMMHG are men and women veterans regardless of race, creed or color.

Each volunteer shall be issued a uniform consistent with the currently in effect "Uniform Policy". All articles issued to a volunteer shall remain the property of IMMHG. All issued uniform items are to be worn only to official IMMHG events and are to be returned to IMMHG in a clean and re-issuable condition upon removal/resignation from IMMHG.

Each volunteer who participates in an event is eligible to receive a per-event stipend to cover their costs of transportation, uniform maintenance and cleaning, shoes, socks, and incidentals.

Removal and resignation. The Commander may remove any member of IMMHG at any time, with or without cause subject to appeal.

ARTICLE IV

BOARD OF OFFICERS

Indy Metropolitan Military Honor Guard

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IMMHG shall have a board consisting of at least seven elected officers with elections held annually during the month of December with newly elected officers to take office on January 1. The board may increase or decrease the number of officers serving on the board, including for the purpose of staggering the terms of officers.

- A. **Commander** — The Commander shall be the chief volunteer officer of the corporation. The Commander shall lead the Board of Officers in performing its duties and responsibilities, including, if present, presiding at all meetings of the Board of Officers, and shall perform all other duties incidental to the office or properly required by the Board of Officers. The Commander shall schedule or appoint a member to schedule all services/events and coordinate with team IMMHG members and the requester of services to insure that the appropriate members are available and willing to participate and insure that local officials are aware of our bringing and possibly discharging weapons.
- B. **Deputy Commander** — In the absence or disability of the Commander, the Deputy Commander or Deputy Commander designated by the Board of Officers shall perform the duties of the Commander. When so acting, the Deputy Commander shall have all the powers of and be subject to all the restrictions upon the Commander. The Deputy Commander shall have such other powers and perform such other duties prescribed for them by the Board of Officers or the Commander. The Deputy Commander shall normally accede to the office of Commander upon the completion of the Commanders term of office.
- C. **Adjutant** — The Adjutant shall keep or cause to be kept a book of minutes of all meetings and actions of the officers and committees of officers. The minutes of each meeting shall state the date, time and place that it was held and such other information as shall be necessary to determine the actions taken and whether the meeting was held in accordance of these Bylaws. The Adjutant shall cause notice to be given of all meetings of officers and committees as required by these Bylaws. The Adjutant shall keep a complete record to include: date, time, place, type of event/service, members present and military affiliation, of all services and events performed by IMMHG. The Adjutant shall have such other powers and perform such other duties as may be prescribed by the Board of Officers or the Commander. The Adjutant may appoint, with the approval of the board, an officer to assist in performance of all or part of their duties as Adjutant.
- D. **Treasurer** — The Treasurer hereinafter T, shall be the lead officer for oversight of the financial condition and inventory affairs of IMMHG. The T shall oversee and keep the board informed of the financial condition and financial review results. In conjunction with the Trustees the T shall oversee budget preparation and shall insure that appropriate financial reports, including an account of major financial transactions and the financial condition of IMMHG, are made available to the Board of Officers on a timely basis or as may be required by the Board of Officers. The T shall perform all duties properly required by the Board of Officers or the Commander. The T may appoint, with the approval of the Board of Officers, a qualified fiscal agent of member to IMMHG to assist in the performance of all or part of the duties of the T. The T shall have a surety bond for an amount equal to two times the current amounts on hand.

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- E. **Trustees** — a total of three trustees which will include a senior trustee who shall insure that a minimum of two financial and inventory audits occur in each year (May and November). A written record of this audit will be submitted to the Board of Officers at the next called meeting. Should discrepancies be found, the Commander and Deputy Commander are to be notified immediately for appropriate action to be taken.
- F. **Quartermaster** — shall be the lead officer overseeing all properties owned, rented, or on loan to IMMHG and shall provide a written report quarterly at the business meeting on the current status of all inventory and property. The Quartermaster shall also provide an Arms Inventory to the appropriate government agencies on their required schedule. The Quartermaster shall maintain sufficient inventory levels of all expendables to insure continued operation of IMMHG activities. The Quartermaster shall provide to the Treasurer a report including the total monetary value of, all assets in his charge two (2) weeks prior to each scheduled Business Meeting. The Quartermaster shall perform all duties properly required by the Board of Officers or the Commander.

All powers shall be exercised by or under the authority of the Board of Officers and the affairs of the IMMHG shall be managed under the direction of the Commander, except as otherwise provided by law.

Terms

The Commander, Deputy Commander, Adjutant, Treasurer/Quartermaster shall be elected to serve a two-year term and the Trustees shall serve a three-year term, however the term may be extended until a successor has been elected.

(a) Officers may serve terms in succession.

(b) The term of office shall be considered to begin January 1 and end December 31 of the last year in office, unless the term is extended until such time as a successor has been elected.

Qualifications and Election of Officers

In order to be eligible to serve as a officer on the Board of Officers, the individual must be at least 21 years of age and have served a minimum of one year with IMMHG. The election of Officers to replace those who have fulfilled their term of office shall take place in a meeting of the general membership during December of each year.

Vacancies

The Board of Officers may fill vacancies due to resignation, death, or removal of an officer or may appoint new officers to fill a previously unfilled board positions, subject to the maximum number of directors under these Bylaws.

Removal of Officers

An Officer may be removed by two-thirds vote of the board of officers then in office, if:

(a) the officer is absent and unexcused from two or more meetings of the Board of Officers in a twelve-month period. The Commander is empowered to excuse officers from attendance for a reason deemed adequate by the Commander. The Commander shall not have the power to excuse

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him/herself from the board meeting attendance, and in that case, the board Deputy Commander shall excuse the Commander. or:

(b) for cause or no cause, if before any meeting of the board at which a vote on removal will be made, the Officer in question is given electronic or written notification of the board's intention to discuss her/his case and is given the opportunity to be heard at a meeting of the board.

(c) Each member, by accepting any elective or appointive office, promises and agrees to perform the duties of such office or appointment to the best of his or her ability; to act and conduct himself or herself in such a manner, at all times and places, as will only reflect the good of IMMHG; to enforce and sustain these Bylaws and when his or her successor has been duly elected or appointed, to surrender to him or her without notice or demand, all the records and other property of IMMHG in his or her possession or under his or her control.

Article V

PARLIAMENTARY AUTHORITY AND MEETINGS

Parliamentary Authority — The rules contained in the current edition of *Robert's Rules of Order Newly Revised* shall govern IMMHG in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order IMMHG may adopt.

Meetings — The Commander shall have a minimum of four regular meetings each calendar year at times and places fixed by the board. Board meetings shall be held upon four (4) days' notice by first-class mail, electronic mail, or facsimile transmission or forty-eight (48) hours' notice delivered personally or by telephone. If sent by mail, facsimile transmission, or electronic mail, the notice shall be deemed to be delivered upon its deposit in the mail or transmission system. Notice of meetings shall specify the place, day, and hour of meeting. The purpose of the meeting need not be specified.

Special Meetings — Special meetings of the board may be called by the Commander, Treasurer, or any two (2) other officers of the Board of Officers. A special meeting must be preceded by at least 2 days' notice to each director of the date, time, and place, but not the purpose, of the meeting.

Quorum — A majority of officers in office immediately before a meeting shall constitute a quorum for the transaction of business at that meeting of the board. No business shall be considered by the board at any meeting at which a quorum is not present.

Majority Vote — Except as otherwise required by law or by the articles of incorporation, the act of the majority of the directors present at a meeting at which a quorum is present shall be the act of the board.

Hung Board Decisions — On the occasion that officers of the board are unable to make a decision based on a tied number of votes, the Commander or Treasurer in the order of presence shall have the power to swing the vote based on his/her discretion.

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Participation — Except as required otherwise by law, the Articles of Incorporation, or these Bylaws, directors may participate in a regular or special meeting through the use of any means of communication by which all officers participating may simultaneously hear each other during the meeting, including in person, internet video meeting or by telephonic conference call.

Compensation for Board Service — None.

Article VI

MISCELLANEOUS

Fiscal Year

The fiscal year of the corporation shall be from January 1 to December 31 of each year.

Non-Discrimination Policy

IMMHG members who serve as volunteers and potential new members shall be selected entirely on a non-discriminatory basis with respect to age, sex, race, religion, national origin, or sexual orientation. It is the policy of IMMHG that members not discriminate on the basis of race, creed, ancestry, marital status, gender, sexual orientation, age, physical disability, political service or affiliation, color, religion, or national origin.

Bylaw Amendment

These Bylaws may be amended, altered, repealed, or restated by a vote of the majority of the membership, however,

- (a) that no amendment shall be made to these Bylaws which would cause the corporation to cease to qualify as an exempt corporation under Section 501 (c)(3) of the Internal Revenue Code of 1986, or the corresponding section of any future Federal tax code.
- (b) that an amendment does not affect the voting rights of directors. An amendment that does affect the voting rights of officers further requires ratification by a two-thirds vote of a quorum of officers at a Board meeting.
- (c) that all amendments be consistent with the Articles of Incorporation.

ARTICLE VII

TRANSPARENCY AND ACCOUNTABILITY

DISCLOSURE OF FINANCIAL INFORMATION WITH THE GENERAL PUBLIC

Purpose: By making full and accurate information about its mission, activities, finances, and governance publicly available, IMMHG Corp. practices and encourages transparency and accountability to the general public and other government agencies. This policy will:

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- (a) Indicate which documents and materials produced by IMMHG are presumptively open to staff and/or the public.
- (b) Specify the procedures whereby the open/closed status of documents and materials can be altered.

The details of this policy are as follows:

- (a) Financial and IRS documents
- (b) IMMHG shall provide Bylaws to the general public for inspection free of charge.

Means and Conditions of Disclosure:

- (a) The documents shall be posted in a format that allows an individual using the Internet to access, download, view and print them (except information exempt from public disclosure requirements, such as contributor lists).
- (b) The website shall clearly inform readers that the document is available and provide instructions for downloading it.
- (c) IMMHG shall not charge a fee for downloading the information. Documents shall not be posted in a format that would require special computer hardware or software (other than software readily available to the public free of charge).
- (d) IMMHG shall inform anyone requesting the information where this information can be found, including the web address. This information must be provided immediately for in-person requests and within 7 days for mailed requests.

IRS Annual Information Returns (Form 990 or 990EZ)

IMMHG shall submit the Form 990 to its Board of Officers prior to the filing of the Form 990. While neither the approval of the Form 990 or a review of the 990 or 990EZ is required under Federal law, the corporation's Form 990 or 990EZ shall be submitted to each member of the Board of Officers via (hard copy) at least 10 days before the Form 990 or 990EZ is filed with the IRS.

Board of Officers:

- (a) All board deliberations shall be open to the public except where the board passes a motion to make any specific portion confidential.
- (b) All board minutes shall be open to the public once accepted by the board, except where the board passes a motion to make any specific portion confidential.
- (c) All papers and materials considered by the board shall be open to the public following the meeting at which they are considered, except where the board passes a motion to make any specific paper or material confidential.

Member Records

- (a) All member records shall be available for consultation by the member concerned or by their legal representatives.

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- (b) No member records shall be made available to any person outside the corporation except the authorized governmental agencies.
- (c) Within the corporation, member records shall be made available only to those persons with managerial or personnel responsibilities for that member.
- (d) Member records shall be made available to the board when requested

Donor Records

- (a) All donor records shall be available for consultation by the members and donors concerned or by their legal representatives.
- (b) No donor records shall be made available to any other person outside the corporation except the authorized governmental agencies.
- (c) Donor records shall be made available to the board when requested.

ARTICLE VIII

CERTIFICATE OF ADOPTION OF BYLAWS

I do hereby certify that the above stated Bylaws of IMMHG were approved by IMMHG's Board of Officers on December 11, 2018 and constitute a complete copy of the corporation.

Signature on file
Deputy Commander

12/11/2018
Date

Signature on file
Adjutant

12/11/2018
Date