

**CONSTITUTION AND BY-LAWS**  
**SOUTH DAKOTA NATIONAL GUARD ENLISTED ASSOCIATION**  
**(UPDATED 2009)**

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CONSTITUTION  
FOR THE  
SOUTH DAKOTA NATIONAL GUARD ENLISTED ASSOCIATION  
(Revised 2009)

ARTICLE I: NAME – PURPOSE

Section 1: The name of this organization shall be known as the South Dakota National Guard Enlisted Association.

Section 2: The purpose of this organization shall be to perpetuate the National Guard; to hold all enlisted personnel of the South Dakota National Guard in proximity with each other; to promote and maintain adequate educational instruction which will endeavor to advance the status, welfare, and professionalism of the enrolled members and to maintain adequate national security through the endeavors of the enlisted members of the South Dakota National Guard.

ARTICLE II: MEMBERSHIP

Section 1: Membership in this organization shall be granted only to enlisted personnel to all enlisted pay grades who are members of a federally recognized unit to the Army National Guard and/or Air National Guard in the State of South Dakota.

A. Honorary Membership in this organization may be granted in the following classes.

1. Honorary memberships may be granted to distinguished citizens for activities, which support and honor the South Dakota National Guard. Such membership shall be granted by the Executive Council of this Association when it deems appropriate.

2. Enlisted personnel of the South Dakota National Guard who become commissioned officers or warrant officers, active members of the Armed Services of the United States, or who become disabled and are no longer eligible for membership in the National Guard and at the time of such happenings are members of this Association may be granted honorary membership in the Association. Such membership shall be granted upon the written request of the individual concerned or any member and with the approval of the Executive Council in appropriate cases.

3. Enlisted personnel of the Regular Armed Forces, who are assigned to a Federally recognized unit to the Army National Guard and/or Air National Guard in the State of South Dakota, in a support or advisor role in excess of 120 days. Such membership shall be granted for the duration of their assignment to a Federally recognized unit to the Army National Guard and/or Air National Guard upon written request of the member concerned and with approval of the Executive Council in appropriate cases.

4. An Honorary member may NOT be an accredited delegate, hold office, or be entitled to a vote.

B. Retired Membership in this organization shall be granted to enlisted personnel with one (1) of the following requirements:

1. One who has attained the mandatory retirement age, as set by Federal law.

2. One who has completed twenty (20) years of active/or reserve military service and has been honorably discharged.

Note: In accordance with Section 2 and 3 of this Article, such membership shall be granted upon request of the eligible member, from a unit membership chairperson, or from the state membership chairperson of this Association. Retired members shall have the same benefits of this Association as an active National Guard member and shall be known as the “Retired Unit” of either the South Dakota Army National Guard or the South Dakota Air National Guard.

C. Life Membership. Upon application, and payment of the prescribed amount, a person who is qualified to be an annual member, may be issued a life membership. Retention of life membership will be contingent on current membership in the South Dakota National Guard or as a retired member of the South Dakota National Guard. The prescribed dues shall be the difference between 50 and the individual's age – times the annual state and national dues based on E-6 rank, plus application fee for the national association. For those members over age 50, dues shall be \$175, which includes state (\$75.00) and national (\$100.00) life membership. **Effective 1 January 2011, national association portion of the life dues structure will increase to \$250.00. (April 2009)**

D. Associate Membership. Upon application and payment of prescribed dues as follows and approval of the Executive Council of the Association, a person not otherwise qualified for membership may be issued an associate membership. An associate member may not be an accredited delegate, hold office, or be entitled to a vote. DUES: Any military affiliation (non-National Guard), the dues shall be equivalent to state and national dues. Non-Military affiliation shall be \$20.00 per year. This membership status will entitle the associate member to membership status in the state organization only.

Section 2: Membership in this Association shall be **\$12.00 annually for E-1 through E-4, \$20.00 annually for E-5 & E-6, and \$30.00 annually for E-7 through E-9**, which includes the national EANGUS (\$9.00) membership. **(The current dues structure was adopted during the April 2009 annual conference. As noted in Article V, Section 1.A. of this Constitution: effective immediately upon passage during the 2009, 50<sup>th</sup> Annual Conference.)** Any National dues increase will be added to this structure as the situation at the time may dictate. The retired membership dues shall be \$5.00 per year for the Association dues plus the National Association dues in effect at that time.

Section 3: Eligible personnel will become members of both the State and National Association after depositing the annual membership fee with their unit membership chairperson and upon issuance of the official membership card from the National Association.

Section 4: A Past President's Council shall be established consisting of all past presidents. The current Association President will become an automatic member of this council upon election of his successor. The Past President's Council will serve as Advisory Council to the President and the Executive Council of the South Dakota National Guard Enlisted Association.

Section 5: Members will not endorse, support, or oppose any political candidate or political campaign in the name of (SDNGEA) South Dakota National Guard Enlisted Association. Endorsement or support will be determined at the discretion of the Executive Council. (April 2004)

### ARTICLE III: MEETINGS OR CONFERNCES

Section 1: The annual conference will be held each year in the city determined on the meeting floor of a previous year's conference. In the event no bids are received for the following year's conference, such place will be determined by the Executive Council. The unit or units in the city where the conference is held will be known as the host unit(s) for the conference.

Section 2: At least thirty (30) days before the date of any annual or special meeting or conference, the Secretary shall cause written notice to each member notifying him of such meeting or conference.

Section 3: Special meetings may be called by the President with the concurrence of a majority of the Executive Council.

Section 4: Twenty percent (20%) or more of the members may call a special meeting by petition to the Executive Council.

## ARTICLE IV: OFFICERS

Section 1: Elective Officers: The following officers shall be elected by voice roll call of the units, or by ballot if required, at the annual meeting for a term of one (1) year: (a) President, (b) First Vice-President, (c) Second Vice-President, (d) Treasurer, and (e) Executive Committee Member-At-Large.

- A. The term shall run from the time he is elected at the annual meeting until his successor is elected and qualified.
- B. If ballot is requested, a simple majority of the members in attendance will approve the request.
- C. Above mentioned officers will be nominated by nomination from the conference floor.
- D. All elections will be conducted in accordance with Article III of the By-Laws for the Association.

Section 2: The Executive Council of the Association shall consist of the immediate Past President, President, First Vice-President, Second Vice-President, Treasurer, five (5) Committee Members-At-Large, one (1) Executive Council Member from each Army Battalion and/or Headquarters, three (3) Executive Council Members from the Air National Guard (one per major functional area), two (2) from the Retired Unit (one Army and one Air National Guard), and two (2) Junior Enlisted Council Members (one Army and one Air National Guard).

- A. The Executive Member from each Army Battalion and Higher Headquarters and the three (3) Executive Committee Members from the Air National Guard will be determined by their respective units during annual training or before the first council meeting of the new year.
- B. The Retired Unit Executive Council Members will be selected from those members in attendance at the annual conference.
- C. When, due to reorganization, an Army command has a great number of personnel divided and located in at least two distinct and separate geographic locations that encourage different opinions, that Army command will be allowed two (2) representatives, one from each area.

Section 3: No member shall serve on the Executive Council for more than four (4) consecutive years, as Battalion/Higher Headquarters/Air Guard Squadron Representative or as an Executive Committee Member-At-Large, or both combined with exception. The exception being upward mobility from Battalion/Higher Headquarters/Air Guard Representative to Executive Committee Member-At-Large only, in which case the member's time in both offices would not be more than six (6) years.

## ARTICLE V: AMENDMENTS OF CONSTITUTION

Section 1: Amendments of this Constitution may be adapted by the affirmative vote of a majority at an annual conference or special meeting called for that purpose. The members will be given at least sixty (60) days written for any proposed amendment. Due to special mitigating circumstances, which may arise during an annual meeting, a suspension of this Section of the Constitution may be approved by two thirds (2/3) majority of those members in attendance.

- A. An amendment of the Constitution shall be effective immediately upon passage by the general or special conference, which adopted it.

## ARTICLE VI: NOTICE

Section 1: Whenever notice to members is required, it shall be sufficient that such notice be sent to the unit of the South Dakota National Guard to which such member belongs or printed in the official publication of the South Dakota National Guard Enlisted Association, the Enlisted Echo.

BY-LAWS  
FOR THE  
SOUTH DAKOTA NATIONAL GUARD ENLISTED ASSOCIATION  
(Revised 2009)

ARTICLE I: EXECUTIVE COUNCIL – POWERS AND DUTIES

Section 1: The Executive Council shall have the power to elect and fill a vacancy of officers that may be caused due to death, resignation, or disqualification of such officer. In the event an officer of this Association violates any article of our Constitution and By-Laws, the Executive Council may remove such individual by two-thirds (2/3) vote of the full council (voting members) by presence or proxy at any regular or special council meeting. (April 2004)

A. The Executive Council shall assign duties and responsibilities to all elected and appointed officers. This shall be in compliance with the existing Constitution and By-Laws. These duties and responsibilities shall be assigned by a majority vote of the Executive Council.

Section 2: The President shall preside at all meetings or conferences; he shall sign all payment vouchers or countersign all checks and drafts. The President shall also perform such other duties as are customarily associated with his office.

Section 3: The First Vice-President shall exercise all the powers, authority, and duties of the President during the absence of the latter or his inability to act.

Section 4: The Second Vice-President shall exercise all the power, authority, and duties of the First Vice-President during the absence of the latter or his inability to act.

A: At such time that the Second Vice-President assumes the duties of the First Vice-President on a permanent basis, the office of the Second Vice-President will remain vacant until the election of officers at the next annual conference.

Section 5: The Treasurer will receive and disburse all monies with true diligence. Upon entering his duties as Treasurer he shall give proper bond with good and sufficient surety in an amount to be determined by the Executive Council. Such bond shall be paid for from funds of the Association.

Section 6: The Executive Committee Member shall act with the President, First Vice-President, Second Vice-President, and Treasurer on any expenditures and business that may come before the Association that is not otherwise authorized in the provisions contained herein.

ARTICLE II: APPOINTIVE OFFICERS

Section 1: The following officers shall be appointed by the President with the confirmation of the Executive Council at the close of the annual meeting or within thirty (30) days therefrom: Secretary, Membership Officer, Legislative Officer, and any other committee chairperson as the President deems necessary.

A. Appointive officer shall be appointed for a term of one year and shall serve until their successors are appointed and qualified.

Section 2: Executive Director. This position will be filled by two-thirds (2/3) vote of the Executive Council. The individual filling this position must be bondable in the amount of \$25,000 and the expense of this bond will be assumed by the Association. Termination of the individual filling this position can be accomplished by a two-thirds (2/3) majority vote of the Executive Council.

### Section 3: Duties of Appointive Officers

A. Secretary: Prepare and maintain full and correct records of all meetings called by the President, be custodian of the official copy of the By-Laws, with all amendments, prepare correspondence at the direction of the President, and perform such other duties as the President may assign.

B. Membership Officer: Shall set up and maintain a file and/or roster of all members of both State and National Association. Work in liaison with the President for a good sound membership promotion activity. Shall maintain a roster of honorary members in this and the National Association.

C. Legislative Officer: Will perform the duties of chairperson to a committee set up by himself and the President to study and recommend all resolutions that are of a legislative nature; to set up a mutual meeting with the Legislative Committee of the South Dakota National Guard Association and discuss pertinent legislative programs. Give a report on National legislation that pertains to the National Guard.

D. Executive Director: Will work under the general supervision of the Executive Council, through the office of the President, performing duties in accordance with established policies and procedures as outlined in the Constitution and By-Laws of this Association.

### ARTICLE III: VOTING

Section 1: All members of the Executive Council are allowed one vote at any meeting or conference.

Section 2: Delegates present at an annual conference are allowed one vote per delegate. The member heading up the unit delegation may have the privilege of voting his entire unit delegate strength if so approved through previous caucus.

Section 3: A unit will be allowed one delegate for every ten (10) members or a greater fraction thereof is according to the records of the Secretary, Treasurer, and Membership Officer at the annual meeting or special meeting. If a unit does not have the potential for ten (10) or more members they will have a vote for membership strength.

A. One (1) member of each voting unit must be present to vote the unit strength. A proxy vote may be approved upon written request the first day of the annual conference to the Credentials Committee.

Section 4: A candidate must receive a majority of the votes cast to be elected. If no candidate receives a majority, a run-off election will be held between the two candidates who received the most votes.

Section 5: Delegates to the Annual General and/or Special Conference of (EANGUS) Enlisted Association of the National Guard of the United States shall consist of the following member:

A. Executive Council members defined as:

1. The immediate President of the State Association who will act as Delegation Chairperson.
2. The immediate Past President.
3. The immediate Past First Vice-President.
4. The immediate Past Second Vice-President.
5. The immediate Past Treasurer.
6. The immediate Past-Executive Committee Member-At-Large, five (5) in numbers.

B. Remaining delegates will be selected by lot from the immediate Past Executive Council, excluding those previously named, up to a total not to exceed delegate strength based on one (1) delegate for each two hundred (200) members.

C. The alternate delegates will then consist of the balance of the immediate Past-Executive Council, again selected by lot as Alternate 1, Alternate.

D. In the event the State Association membership ever authorizes more delegates than can be represented by the above noted members, and/or members are unable to attend, additional delegates will be appointed by the immediate President from those attending the conference who are not delegates.

E. The Delegation Chairperson will be responsible for getting copies of all Committee Reports and After-Action Reports from the conference of the Enlisted Association of the National Guard of the United States and forward them to the Executive Director.

#### Section 6: Delegate Voting

1. Delegates will be charged to vote on items of business as directed by the Annual State Conference, on items known to the State Convention at the time.

1.1. The President of the delegation can waive this directive if a change or amendment is made on known items.

2. Voting may be proxy in accordance with the maximum number of delegates authorized the State Association.

2.1. Proxy vote will be presented in writing to the National Credentials Committee, by the authorized delegate.

#### ARTICLE IV: GENERAL DEFINITIONS

Section 1: When used in this Constitution and By-Laws the terms shall mean:

A. SDNG: South Dakota National Guard

B. Unit or Units: Any Federally recognized National Guard unit.

C. Association and/or S.D.N.G.E.A.: South Dakota National Guard Enlisted Association

D. E.A.N.G.U.S. and/or National: Enlisted Association of the National Guard of the United States

E. Member: Any paid member of the South Dakota National Guard Enlisted Association

**F. War Veteran: Defined as persons, whether or not present members of the United States Armed Forces (to include Guard and Reserve), who have served in the Armed Forces of the United States during a period of war including but not limited to the following: Dec. 7<sup>th</sup>, 1941, through Dec. 31<sup>st</sup> 1946; June 27<sup>th</sup>, 1950 through Jan. 31<sup>st</sup> 1955; Feb. 28<sup>th</sup>, 1961 through May 7<sup>th</sup>, 1975, in the case of a veteran who served in the Republic of Vietnam during this period; Aug. 5<sup>th</sup>, 1964 through May 7<sup>th</sup>, 1975 and Aug. 2<sup>nd</sup>, 1990, and ending on a future date prescribed by Presidential Proclamation or by law. (April 2009)**

#### ARTILCE V: GENERAL PROVISIONS

Section 1: The Annual Conference will not be held in any one city for two consecutive years.

Section 2: An Audit Committee of at least three (3) members will be appointed by the Executive Council and account books will be audited at least once annually.

Section 3: Quorum: At least 50% of the executive Council shall be in attendance at any annual or special meeting to constitute a quorum for the conducting of business.

Section 4: In case of partial mobilization of the SDNG, the Association shall remain active. In case of total mobilization of the SDNG, the Association shall become inactive and no business shall be executed except to meet any obligations, which shall have been incurred prior to such mobilization and all remaining funds shall be held in abeyance.

Section 5: The Association shall be reactivated upon reorganization of the SDNG following demobilization.

#### ARTICLE VI: RULES OF ORDER

Section 1: Amendments of these By-Laws may be adopted by the affirmative vote of a majority at an annual meeting or special meeting called for that purpose. Written notice of any proposed amendment will be given at least sixty (60) days prior to the meeting or printed in the official publication of the South Dakota National Guard Enlisted Association, The Enlisted Echo. Such notice shall be sufficient if mailed as prescribed to the unit to which the member belongs. Due to special mitigating circumstances, which may arise during an annual meeting, a suspension of this section may be approved by two-thirds (2/3) of those members in attendance.

A. An amendment of the By-Laws shall be effective immediately upon passage by the general or special conference, which adopted it.

DUTIES AND RESPONSIBILITIES  
PRESIDENT

- 2.1.1.1. To supervise the council.
- 2.1.1.2. To be required to purge his/her files for the past year.
- 2.1.1.3. Retaining only those documents required for record or historic purposes before he/she leaves office.
- 2.1.1.4. Shall enforce a strict observance of parliamentary rules and usage.
- 2.1.1.5. Shall enforce strict compliance with State and National By-Laws.
- 2.1.1.6. Shall see that all orders and memoranda from National Headquarters are properly published and obeyed.
- 2.1.1.7. Shall see that all dues and other moneys due the National Headquarters and received by the SDNGEA are forwarded promptly, together with reports or returns pertaining thereto.
- 2.1.1.8. Shall enforce convention mandates and perform all other duties required of him/her by the State Conference, Executive Council, and National Conference.
- 2.1.1.9. Shall keep the First and Second Vice-President updated on all pertinent information.
- 2.1.1.10. Shall hold quarterly council meetings to conduct Association business.
- 2.1.1.11. Shall act on other duties as imposed by the body.
- 2.1.1.12. Shall make an annual report to SDNGEA.
- 2.1.1.13. Shall appoint a Secretary.
- 2.1.1.14. Shall appoint a Publications Committee.
- 2.1.1.15. Shall appoint a Historian.
- 2.1.1.16. Shall appoint a Constitution and By-Laws Committee.
- 2.1.1.17. Shall appoint a Legislative Committee.
- 2.1.1.18. Shall appoint an Audit Committee.
- 2.1.1.19. Shall appoint a Credentials Committee.
- 2.1.1.20. Shall appoint a Time and Place Committee.
- 2.1.1.21. Shall appoint a Resolutions Committee.
- 2.1.1.22. Shall appoint an Athletics Committee.
- 2.1.1.23. Shall appoint a Nominations Committee chaired by the Past President.
- 2.1.1.24. Shall appoint an Awards Committee chaired by the First Vice-President.
- 2.1.1.25. Shall appoint a Ways and Means Committee chaired by a Committee Member-At-Large.
- 2.1.1.26. Shall appoint a Parliamentarian.

- 2.1.1.27. Shall appoint a Sergeant-at-Arms where required.
- 2.1.1.28. Shall appoint a Chaplain and assure one is available at all conferences.
- 2.1.1.29. Shall read and study the Constitution and By-Laws of this Association.
- 2.1.1.30. Shall send to each member of the Executive Council, within four weeks, the minutes of the Executive Council Meeting.

DUTIES AND RESPONSIBILITIES  
EXECUTIVE DIRECTOR

1. Assists the President and maintains the day-to-day administrative operations of the State Association under the direction of the Executive Council.
2. Shall chair the State Conference Sponsorship Program and report on its progress at each Executive Council meeting.
3. Act as liaison with National EANGUS office on business of Association.
4. Coordinate with State Conference Chairperson on all matters of the annual state conference.
5. Shall assist appointed Secretary with duties as needed.
6. Shall chair the Investment Committee.
7. Shall read and study the Constitution and By-Laws of this Association.
8. Shall ensure the Annual Report is submitted in a timely manner to the South Dakota Secretary of State.

DUTIES AND RESPONSIBILITIES  
FIRST VICE-PRESIDENT

1. Shall oversee appointed committees and see that the duties and responsibilities of these committees are discharged satisfactorily and to report regularly to the President on progress throughout the year.
2. Shall be kept informed by the President at all times of pertinent information.
3. Shall act on all duties as the President of the body may assign.
4. Shall read and study the Constitution and By-Laws of this Association.
5. Shall chair the Awards Committee
6. Contact State CSM and CCMS to submit their nominees.
7. The State CSM will be President of the Selection Board and will appoint the other members of the board.
8. Check with State CSM and CCMS about the letters for nominees. This letter should include pertinent information on conference dates, location, and the Selection Board schedule.
9. Keep "Soldier/Airman of the Year" plaque at Museum in Pierre updated annually
10. Send letters to State Headquarters (both Army and Air) with full listing of names for award of the SDARNG ribbon (include recipients full name, SSN, rank, unit and home address).

DUTIES AND RESPONSIBILITIES  
SECOND VICE-PRESIDENT

1. Shall chair a Position Evaluation Committee consisting of the five Committee-Members-At-Large.
2. To act accordingly to insure duties of the Battalion/Squadron representatives and other officers of the Executive Council stay continually updated.
3. Shall work with the Membership Chairperson to maintain an accurate listing of the current membership.
4. Shall act on other duties as imposed by the President or the body.
5. Shall read and study the Constitution and By-Laws of this Association.
6. Shall manage the Scholarship programs, both state and national, for the Association. To include updating of the Corning Scholarship plaques with new recipients names yearly. (One plaque is located in case in the TAG's office, other is on the wall in the Corning composite building at the Air National Guard base.)
7. Assists the Time and Place Committee Chair.

DUTIES AND RESPONSIBILITIES  
SECRETARY

1. Take minutes of all Executive Council meetings and provide the President with a rough draft of these minutes within one week of each meeting. Maintain these minutes in both hard copy and on disk for Association records. Ensure the Publications Chair receives an official copy of minutes for the ECHO as soon as available.
2. Take minutes of the State Conference business sessions. Keep official file of all committee reports given during the conference. Take roll call of units during first business session of conference. Provide both the President and the Executive Director copies of minutes of conference within one week of the conference and all written committee reports within three weeks of the conference. Maintain these minutes in both hard copy and on a disk for Association records.
3. Shall read and study the Constitution and By-Laws of this Association.
4. Assist the President and Executive Director with any and all administrative duties needed.

DUTIES AND RESPONSIBILITIES  
TREASURER

1. Will maintain existing bank account changing signatory names and depositing procedures if needed.
2. Will close out books with closing entries in accordance with accounting procedures so as to be able to turn over all accounts to new Treasurer within 30 days of his/her election.
3. Shall use a double entry system (mandate 1984 Conference)
4. Shall maintain a file on all vouchers and receipts.
5. Will submit all payment vouchers to be signed by the President.
6. Shall give proper bond.
7. Shall chair the Budget Committee
8. Shall act on other duties as imposed by the President or the body.
9. Shall read and study the Constitution and By-Laws of this Association.
10. Verify paid membership submitted by Representatives and coordinate with Membership Chair.
11. Shall insure that Form 990 is submitted to the IRS on or before July 15<sup>th</sup> of each year. (This form must be filed within four and a half months after the end of the fiscal year, which ends 31 March.)

DUTIES AND RESPONSIBILITIES  
MEMBERSHIP CHAIRPERSON

1. Must keep an updated listing at all times of what units have paid membership and what their current membership strength is. Bring membership report to all Executive Council meeting.
2. Must find out by the 15<sup>th</sup> of December Council meeting which units have 100% membership and forward this information to the Awards Chair NLT 15 March.
3. Shall maintain a list of all retired members that renew their membership annually as well as those who have attained recent retirement and shall forward to the appropriate retired representative such list when the next year's membership is due.
4. Shall maintain a list of retired life members, State and National.
5. Shall record the current membership in each unit on 31 December each year to determine voting strength for that unit at the Annual Conference. Will provide the Secretary with the list of units and membership numbers for voting for each year's state conference NLT 1 April.
- 6. Shall record and maintain for 7 years a current listing of "war veteran" memberships for the purpose of this association's ability to maintain deductibility status for receiving monetary donations. State memberships must maintain 90% eligibility under (Internal Revenue Code) IRC 170 (c) (3) guidelines. At such a time our state membership falls below the 90% requirement, we can no longer claim this deductibility status. (April 2009).**
7. Shall read and study the Constitution and By-Laws of this Association.
8. Shall chair the Credentials Committee.

DUTIES AND RESPONSIBILITIES  
COMMITTEE-MEMBERS-AT-LARGE

1. Shall read and study the Constitution and By-Laws of this Association.
2. Shall sit on a Committee to evaluate duties and responsibilities of officers and Battalion/Squadron Representatives and realign these duties and responsibilities as required.
3. Shall brief and assist all Representatives in their respective Area. (See list below)
4. Shall attend all Council Meetings or when unable to attend will send a representative in his/her place.

AREA ONE (1) – West River units: Rapid City, Sturgis, Custer, Spearfish, and Belle Fourche

AREA TWO (2) – Central units: Lemmon, Mobridge, Pierre, Chamberlain, Winner, Platte, Huron, Wagner, Madison, DeSmet, Parkston

AREA THREE (3) – North Eastern: Redfield, Aberdeen, Webster, Sisseton, Milbank, Miller, Brookings, Watertown, Flandreau

AREA FOUR (4) – South Eastern: Salem, Mitchell, Yankton, Sioux Falls, Vermillion, Elk Point

AREA FIVE (5) – South Dakota Air National Guard

(Evaluated and realigned May 2007)

DUTIES AND RESPONSIBILITIES  
BATTALION/SQUADRON REPRESENTATIVES

1. Shall attend all Council Meetings or when unable to attend will send a representative.
2. Shall visit all units being represented at least once a year.
3. Are responsible for seeking out and appointing at least one person in each unit under his/her supervision to assist in collecting membership dues.
4. Dues collection (for figuring 100% membership) will start 1 July and be completed by 15 December. All dues must be sent with completed rosters (name, rank, SSN, address, etc) to the Treasurer and/or Membership Chair NLT 15 December.
5. Shall publish a newsletter after each Executive Council meeting to all First Sergeants they represent with additional copies furnished to the Secretary and Executive Director.
6. Shall provide feedback from the members to the Executive Council.
7. Shall forward to the Membership Chairperson a current name and address for all members who retire during that representative's tenure.
8. Shall read and study the Constitution and By-Laws of this Association.
9. Shall forward a letter of appointment to the Executive Director/ **Secretary** when new Battalion/Squadron representatives is assigned.
- 10. Shall ensure membership form / memo's are signed and dated prior to forwarding on to the membership chairperson.**

DUTIES AND RESPONSIBILITIES  
HISTORIAN

1. Appointed by the President.
2. Position has no voting strength.
3. Shall attend all Council Meetings.
4. Shall collect all historical data and compile such in documents for storage.
5. Shall maintain the Association scrapbooks, updating them with pictures of all activities of this Association within each year.
6. Shall enter the pictures, in the appropriate scrapbook, of the State and National activities.
7. Shall take all scrapbooks to the State Conference to be posted for all members to see during the social activities.
8. Shall at such date that the older scrapbooks are to be retired from activities travel, post them in the National Guard Museum in Pierre.
9. Shall act on other duties as assigned by the President.

## PER DIEM POLICY

Lodging plus \$15.00 per day in areas considered regular per diem rates for military.

Lodging plus \$25.00 per day in areas considered high-cost per diem rates for military.

Transportation to be paid or, \$.15 per mile for use of POV, is more advantageous.

ADDITIONAL POLICY: All persons will use government housing when available, or use car-pooling or room sharing when possible. All per diem will be approved by the President and paid upon receipt of lodging receipts. In case of advance requests – 80% of anticipated per diem may be paid in advance. Anyone the President deems necessary to attend the meeting will be reimbursed the same as any other member of the Executive Council. (April 2004: The President will have discretion to adjust per diem rates as needed. Rates will accommodate the financial status for the association and/or which ever is more advantageous to the association.)

### EXECUTIVE COUNCIL MEETING – FEBRUARY, HELD IN CONJ. WITH LEGISLATIVE DINING OUT.

Each Executive Council member who attends both the Executive Council meeting and the Legislative Dining-Out and stays in a motel for the night of the Dining-Out will receive \$40.00 for their attendance at such. This \$40.00 will be paid for a room in addition to mileage. As stated above, if the member does not attend the Legislative Dining-Out and does not stay the night in a motel, the above stated policy is in effect. For those members who live within driving distance of Pierre (normally within less than 60 miles) no reimbursement applies unless they drive, then they will receive the \$.15 per mile for mileage.

### EXECUTIVE CONCIL MEETING – APRIL, HELD IN CONJ. WITH THE ANNUAL STATE CONFERENCE

Each Executive Council member who attends both the Executive Council meeting and the State Conference and stays in a motel for the entire conference period (3 nights – Thursday, Friday, and Saturday) will receive the equivalent of one (1) nights lodging at the host hotel. If they drive, they will receive the \$.15 per mile for round trip mileage from their home. If the President's room is not a compensated room by the host hotel, then the entire lodging for the President's room will be paid. The Executive Director will have their room and registration taken care of at the State Convention. If the member does not stay in a hotel the stated policy for Executive Council meetings in September applies.

### EXECUTIVE COUNCIL MEETING – SEPTEMBER, DEADWOOD IN CONJ. WITH VETERANS MARCH.

Each Executive Council member who drives a POV to the meeting will receive \$.15 per mile round trip from their home. Those council members who attend that do not drive; that are M-Day/traditional guardsmen using leave from their civilian jobs will receive \$20.00 for attendance. All full-time technician/AGR's who do not drive will not receive any reimbursement. This policy also applies to the Executive Council meetings held in Pierre and at the location of the Annual State Conference if the council member is not staying to participate in these activities and is just in attendance for the council meeting.

### ANNUAL NATIONAL (EANGUS) CONFERENCE

Reimbursement to National Conference only applies when the member is attending as a Delegate for the State and is in attendance at all business sessions of the National Conference. Each Delegate will receive the equivalent of one (1) nights lodging at the conference hotel plus their registration fee paid by the Association. The President and Executive Director of the Association are considered essential to the National Conference and therefore his/her lodging and transportation for the entire conference is covered as well as his/her registration fee. Air transportation costs will not exceed equivalent ground transportation (round trip) mileage costs at \$.15 /mile. (April 2004)

### EANGUS LEGISLATIVE RECEPTION

Reimbursement to the EANGUS Legislative Reception will cover full transportation and lodging costs of the President. In the event the President cannot attend, he/she will appoint a designated representative from the Executive Council. (April 2004)

## INSTALLATION OF OFFICERS

**RETIRING PRESIDENT:** WE WILL NOW PROCEED WITH THE INSTALLATION OF OFFICERS. I HAVE THE HONOR TO PRESENT PAST PRESIDENT \_\_\_\_\_ WHO WILL INSTALL THE OFFICERS ELECT FOR THE ENSUING YEAR. PAST PRESIDENT \_\_\_\_\_.

**INSTALLING OFFICER:** MR. PRESIDENT, THE TERM FOR WHICH YOU AND YOUR SUBORDINATE OFFICERS WERE ELECTED OR APPOINTED HAS NOW EXPIRED. HAVE THE OFFICERS FOR THE ENSUEING YEAR BEEN DULEY ELECTED?

**RETIRING PRESIDENT:** THEY HAVE.

**INSTALLING OFFICER:** HAVE THE TREASURER’S BOOKS BEEN AUDITED AND APPROVED?

**RETIRING PRESIDENT:** THEY HAVE.

**INSTALLING OFFICER:** DO YOU HAVE THE GAVEL OR CHARTER IN YOUR POSSESSION?

**RETIRING PRESIDENT:** I HAVE

**INSTALLING OFFICER:** YOU WILL SURRENDER IT TO ME.

**INSTALLING OFFICER:** MR. PRESIDENT, YOU HAVE NOW BEEN RELIEVED OF YOUR DUTIES. IT IS PROPER TO REMIND YOU THAT ON ASSUMING THE CHAIR OF PAST PRESIDENT IT WILL BE YOUR DUTY TO ADVISE AND COUNSEL YOUR SUCCESSOR THROUGH THE EXPERIENCES YOU HAVE GAINED DURING YOUR TERM IN OFFICE. I NOW INVITE YOU TO ASSIST ME IN THE INSTALLATION CEREMONIES BY ESCORTING THE OFFICERS AND APPOINTEES ELECT TO A PLACE IN FRONT OF THE GREAT FLAG OF OUR COUNTRY.

**RETIRING PRESIDENT:** THEY HAVE BEEN SO PLACED AND ARE READY FOR INSTALLATION.

**INSTALLATION OFFICER:** OFFICERS ELECT OF THE SOUTH DAKOTA NATIONAL GUARD ENLISTED ASSOCIATION; I WILL ADMINISTER TO YOU THE OFFICERS OBLIGATION. YOU WILL RAISE YOUR RIGHT HAND AND TOUCH THE FLAG OF OUR COUNTRY WITH YOUR LEFT HAND AND REPEAT AFTER ME. (If the flag cannot be reached by all installed, have ones in rear place the hand on the left shoulder of officer in front of them).

## OFFICER INSTALLATION

I DO HEREBY SOLEMNLY PROMISE – THAT I WILL FAITHFULLY DISCHARGE TO THE BEST OF MY ABILITY – THE DUTIES OF THE OFFICE TO WHICH I HAVE BEEN DULY ELECTED OR APPOINTED – ACCORDING TO THE CONSTITUTION AND BY-LAWS OF THE SOUTH DAKOTA NATIONAL GUARD ENLISTED ASSOCIATION – I FURTHER SOLEMNLY PROMISE – THAT AT THE CLOSE OF THE TERM TO WHICH I HAVE BEEN ELECTED OR APPOINTED – OR SOONER IF SO ORDERED BY PROPER AUTHORITY - I WILL SURRENDER IMMEDIATELY – TO ONLY THE DULY AUTHORIZED PERSON OR PERSONS – ALL RECORDS, MONEY OR OTHER PROPERTIES OF THE ORGANIZATION – IN MY POSSESSION OR UNDER MY CONTROL – ALL THIS I FREELY PROMISE – UPON MY HONOR AS A LOYAL CITIZEN OF OUR GREAT REPUBLIC – SO HELP ME GOD.

**INSTALLING OFFICER:** MR./MADAM PRESIDENT ELECT AND MEMBERS OF THIS GREAT ASSOCIATION, I NOW PROCLAIM THE OFFICERS DULY INSTALLED AND THIS ASSOCIATION IN WORKING ORDER FOR THE ENSURING YEAR. MY CONGRATULATIONS TO EACH AND EVERY ONE OF YOU. YOU MAY NOW ASSUME YOUR NEW DUTIES.

(President’s note: It is incumbent upon the President to schedule and time the agenda commensurate with the length and free time of the conference.)

## POLICIES OF THE SDNGEA

### DATE OF MINUTES

- 1 Feb 61 Executive Council meetings will be held in July, September, and January.
- 27 Sep 64 If a council meeting is held on the day of drill, Executive Council attendees will be authorized equivalent training.
- 4 May 68 If a Battalion Representative cannot make the meeting, they may send a substitute, but the substitute's expenses will not be reimbursed.
- 3 May 68 We do not hold our conventions on Mothers Day weekend this year or any other year.
- 4 May 68 Auxillary Scholarships. Enlisted Association shall equally match funds provided by the Auxiliary, but in no event shall that exceed \$500.00 per year.
- 30 Nov 68 President be authorized within the limits of the budget, be authorized to hire secretarial help when needed.
- 25 Jan 77 A permanent record will be kept of all recipients of the Soldier and Airman of the Year Awards.
- 20 Aug 80 Establishes a permanent Memorial Committee for the South Dakota National Guard Enlisted Association.
- 25 Apr 81 ?? Page 7 – Motion was made by SGM Ellis to direct the Executive Council to accept new dues structure based on \$3 annually for E-1 through E-3, \$4 per grade E-4 through E-9. Seconded and accepted, motion carried. Discussion followed outlining that it was the Executive Council's responsibility to charge dues, but the Council had wanted to present proposal to the general body at the annual meeting so the general body could direct them as to their wishes on this dues change.
- 17 Oct 84 Motion was made to send the Executive Director to the Mid-Winter Conference in DC if military airlift capabilities is available. Seconded by Karen Andresh, carried.
- Jul 85 In the event of the death of a member of the SDNGEA, a sympathy card and \$10.00 check will be sent to the family. In the event of death of an immediate family member (spouse, child) of a member of the SDNGEA, a sympathy card will be sent to the family.
- 19 Apr 85 Don Simmons (Audit Committee) proposed that "an Audit Committee of at least three (3) members will be appointed by the Executive Council and account books annually." Moved to accept by Simmons, seconded by Mikoash, passed.
- 19 Apr 85 Nancy Hyatt moved "that 31 December of every year will be the membership cutoff date, the number of members on that date will determine voting strength at the next conference or meeting", seconded by Mikolash, passed.
- 10 Jul 85 The number of people that had to go to the Area V Caucus meeting is the President, First Vice, Executive Director; this would include at least two Air Guard and two Army Guard.
- 22 Oct 85 Motion was made by Kulm to join the West River Peace Through Strength Coalition. Seconded by Al House, passed. Leon Ewert is the Liaison for the project. Treasurer paid Joe Wallace \$50.00 for our Association in the Coalition on 17 April 1986.
- 17 Apr 86 Active Armed Forces personnel will be granted honorary membership, upon application, in SDNGEA if they have a job affiliated with the SDNG.

- 21 Apr 86 Motion by Lowell Voigt that “the next Retired Committee consider a change to give responsibility to the President to allocate money for the printing of update plates for the Soldiers and Airman of the Year plaque with is in the museum”. Seconded by Maylon Schuh, carried.
- 9 Jul 86 Motion by Leon Ewert that the Association purchase a rubber stamp of the block letter “A” to stamp Association Membership cards by the Membership Chairman and that the collections be directed to denote such membership when included in regular membership rosters. Seconded by Levi Eaton, carried.
- 16 Mar 87 The Spring issue of the Enlisted Echo will be considered the Conference issue and be published as such.
- 15 Jul 87 Motion by Eaton, seconded by Hanson that information on insurance be printed in every issue of the Echo, carried.
- 15 Jul 87 Motion by Eaton, seconded by Van Ruler request itemized statement of expenses for money given in advance for events and any money left over are returned to the Association.
- 15 Jul 87 Motion by Cose, seconded by Ross to change Item 25 of the duties and responsibilities of the President to read “Shall appoint a Ways and Means Committee, chaired by Committee-Member-at-Large instead of Vice President.”
- 88 The Coyote Den will donate a keg of beer to the Conference each year, passed by Den Committee.
- 89 State Honorary Membership cards will use Life Membership plates with Honorary stamped below SDNG and above the card NR.
- 16 Apr 89 Recommendation that 20 year Tie Tac awards be given out on Saturday of Conference so Guardsmen that work can attend and receive their awards.
- 16 Apr 89 Soldier and Airman of the Year nominees have rooms reserved for them by the Conference Committee ahead of time since some candidates are not determined until just prior to the Conference.
- 16 Apr 89 Recommendation that the South Dakota National Guard distinctive license plates be used more to promote the Guard.
- 20 Apr 89 Motion by L. Van Ruler, seconded by C. Towns to depreciate the equipment in accordance with the established IRS guidelines of 25% for first year, 38% the second year, 37% the third year and final year. Carried.
- 20 Apr 89 Motion by N. Hyatt that this Association establish a slush fund of \$200 to be used by the Executive Director. Second by List, Carried.
- 20 Apr 89 President House advised that one Army and one Air Guard person would be appointed to ensure that South Dakota information is submitted to the New Patriot magazine.
- 12 Jul 89 Motion by C. Towns that all Battalion reps have the opportunity to invite someone E-1 through E-4 to our council meetings and Association will pay for their lunch. Second by Heeren. Carried.
- 11 Jul 90 Motion by B. Fodness to have Treasurer get VISA card. Would be limited to President, Treasurer, and Executive Director. Second by B. Anderson. Carried.
- 14 Feb 91 Motion by E. Revell to setup expense account for ECHO of \$200 for supplies, labels, etc. Seconded by C. Anderson. Carried.

- 14 Feb 91 Motion by C. Towns to establish a committee for a “Young Heroes Program”. Certificates and medals are given to children who show great courage and strength when dealing with an illness. Second by Al House. Carried
- 18 Apr 91 Motion by B. Larson to increase the purchase of 20 year pins to 200 per year. Second by C. Anderson. Carried.
- 19 Apr 91 Motion by T. Leselyoung to allocate to the budget \$100 for those participants who go on to higher competition as Soldier of the Year, etc. The NGASD has agreed to split this so our part would be \$50 per participant. Second by D. Reidlinger. Carried.
- 9 Oct 91 Joint session with the National Guard Association to establish the Major General Duane L. “Duke” Corning Memorial Scholarship Endowment. Motion by D. Bahr to enter into the endowment with the SDNGA for the MG Duane L. “Duke” Corning Scholarship. Second by E. Revell. Carried.
- 9 Oct 91 Motion by L. Saugstad that all members of the Executive Council who do not wear their name tags (red ones for the Association) at the meetings will be fined \$1, the money to go to the Young Heroes Award Committee. Second by C. Anderson. Carried.

\* Refer to Minute Archives for possible policy changes from November 1991 to March 1996

- 18 Apr 96 Motion by Dave Lee to budget \$100 per year per Committee-Member-at-Large to use as they see fit for membership solicitation in their respective areas. Seconded by Heeren. Carried.
- 18 Apr 96 The SDNGAR Ribbon which is award in conjunction with the Soldier/Airman of the Year Awards will not be presented at the SDNGEA State Conference. Orders will be cut by State Headquarters after selection and the ribbon will be resented at the units at an appropriate awards ceremony. This is due to the fact that this ribbon is a state award and orders need to be cut before it is officially awarded.
- 20 Apr 96 Motion by B. Anderson to adopt a new ‘State Conference Sponsor Program’ which intent is: We (the Association) solicit a voluntary contribution of an unspecified amount from all members of this Association, spear-headed by contributions from life members, to support a new recruitment restricted fund for M-Day/ Traditional guard members for attendance at the state conference. (Complete proposal filed with minutes of conference.) Seconded by Deters. Motion carried by over 2/3 majority vote. President assigns the chairperson duties for this new committee to the Executive Director.
- 13 Feb 97 Per Diem Policy Changes. Corporate Sponsors @ State Conferences. Spearfish reimburses the association for last year’s State Conference.
- 17 Apr 97 Create a Dart Tournament as Athletic Event – to be reviewed in two years, budgeted \$200. New EA banner made thanks to 96 Conference Committee.
- 38<sup>th</sup> Annual Conference – Changes to constitution, see ECHO – Summer 1997.
- 25 Jul 97 New Executive Secretary – Six months probation Trudy Korst. Computer for Membership was approved for purchase. Dave Bahr suggested \$1 charge for all Exec. Council who didn’t wear the name badges and bring their Red Books with them to Exec. Council meeting – proceeds go to Young Hero’s Awards.
- 8 Oct 97 Mary Mallow three part form for membership to continued to be used. We are going to be looking for a new publisher because Tri-State Livestock could not continue to do it. Marty Hendricks disregards the calling card as fundraiser. National wants to raise dues – voted down by the members resoundingly.

- 12 Feb 98 Changes to the SOP for State Conference Sponsorship approved. Laptop with printer for the Treasurer approved to be purchased.
- 16-18 Apr 98 Loren Hanson made a motion for resolutions to be given to the Committee no later than 1 January prior to annual conference. Steve Nelson requested address and phone number of person recommending the change is included.
- Changes to the per diem policy that anyone the President deems necessary to attend the meeting will be reimbursed the same as any other member of the Executive Council. Carried. Line in the per diem policy regarding the Pierre Legislative Executive Council meeting is changed to read that \$40.00 will be paid for a room in addition to mileage. Carried. Tom Eichacker motioned that the per diem policy be amended to that the Executive Sec. have their room and registration taken care of at the State and National Convention. Seconded by Steve Nelson. Carried.
- 6 Oct 98 Need to write articles to submit them to the New Patriot about the history of our organization. Looking at a joint conference 18-20 April 2002 at Ramkota in Sioux Falls.
- 11 Feb 99 Major Gen. Killey spoke about being back in SD. Constitution and By-Laws changes will be published in the spring issue of the ECHO.
- 22 Apr 99 Changes to the duties of Treasurer, that every year prior to May 31<sup>st</sup> a Form 990 be filed with the IRS. Change Constitution and By-Laws Committee-Member-at-Large to read 5 instead of 4.
- 16 Apr 04 Per Diem Policy changes were made concerning delegates attending the National (EANGUS) Conference and the EANGUS Legislative Reception: The President and Executive Director will be covered for lodging and transportation for the entire EANGUS conference. Air transportation costs will not exceed equivalent ground transportation (round trip) mileage costs at \$.15/mile. ALSO: the EANGUS Legislative Reception was added to the per diem policy.
- 20 Apr 07 John Mimmack made a motion to have the Enlisted and Officer Associations state conferences co-located every 3<sup>rd</sup> year starting in 2010. All expenses incurred by the conference committees will be split evenly between both associations with the exception of the Saturday evening social activity. Co-located does not imply joint business sessions. Carried.
- John Mimmack proposed that beginning in 2010, identify four key communities to host the state conference each year. These areas would be Black Hills area, Sioux Falls, Pierre, and Brookings. The locations would alternate each year between east and west river locations. Carried.
- 25 Apr 09 **Upon clarification from the IRS on the definition of “War Veteran” we will begin documenting what state memberships qualify for this status by recording and maintaining individual membership forms. This process will begin with the 2010 membership drive. Two (2) types of documentation will be allowed: 1. Individual membership forms that are signed and dated by individual. Annual membership forms will include a check box with a definition of “war veteran” that will allow potential members to read and understand what is being asked and represented by their signature. 2. A memo for record from Battalion / Squadron Representatives stating all individuals on memo meet requirements stated in IRC 170 (c) (3). Memo will be signed and dated by said representative. Due to the potential of IRS audits; all “war veteran” membership (hard copy) documentation will be maintained for 7 years by the membership chairperson.**