

BYLAWS OF THE
ST. LUKE’S NURSE HONOR GUARD

ARTICLE I - NAME

The name of this committee shall be the St. Luke’s Nurse Honor Guard

ARTICLE II – MISSION

The SLNHG recognizes those individuals who have dedicated their lives to the profession of Nursing. The purpose of this committee is to provide comfort to the family while letting them and the community know the value of each nurse we honor. The SLNHG considers it a privilege to participate in the memorial services of their fellow nurses and to celebrate their years of service to the profession.

ARTICLE III – VISION

Chairpersons from each campus must be a St. Luke’s employee. Active and retired nurses volunteer their time to honor the professional community of nursing. Volunteers can be from any network current or previous.

ARTICLE IV – CORE VALUES

Nurses have the gift of nurturing and uplifting others by demonstrating respect for all during their rendering of selfless service and empathy for those in need.

Nurture

Uplift

Respect

Service

Empathy

ARTICLE V – POLICIES

SECTION 1 – This committee shall be nonsectarian, nonpartisan, and nonprofit.

SECTION 2 – This committee consists of a chair from each campus within the St. Luke’s University Health Network and will oversee each campus’s list of volunteer honor guard members.

SECTION 3 – Membership is voluntary.

ARTICLE VI – MEMBERSHIP

SECTION 1 – Membership categories shall be as follows:

- a.) Member Proviso: Membership shall be open to all active and retired nurses in good standing. (Refer to section 3 of this article for definition of good standing.)

Membership is on a voluntary basis with no monetary compensation.

SECTION 2 – Membership shall be held by individuals who support the mission, vision core values, objectives and the policies and procedures of the SLNHG.

SECTION 3 – Each volunteer shall be an active or retired Nurse in good standing per the established bylaws of this committee.

- a.) A nurse in good standing is defined as a nurse that is in good standing with the Board of Nursing.
- b.) Student nurses in their Senior year may be a member but will not be able to actively participate in the services until they have obtained their nursing license.
- c.) Nurses in corrective action plans with the board will not be able to participate until clearance by the state is received.

SECTION 4 – Member uniforms – Volunteers must furnish their white uniform and follow the dress code within the bylaws of this committee.

- a.) Volunteers will be responsible for obtaining their white nurse uniforms, to include dress, scrubs, and shoes. Male members may wear white pants, white shirt and white shoes worn with the cap and cape at their discretion.
- b.) The white uniform can be a full white dress or white top and skirt. The length shall not be above the knee. The underclothes must be white, or flesh colored that will not be visible. The pantyhose and the shoes must be white, all white. Exceptions to the dress code due to medical exemptions can be taken into consideration at the discretion of the Lead of the committee.
- c.) It is the responsibility of the volunteer to acquire the above specified uniform prior to participation in their first service/event.
- d.) School pins can be worn to the left (wearers left, viewers right) of the NHG pin on the left color of the cape.
- e.) The uniform cape, and cap are required to be worn during participation in all services/events, which is supplied by SLNHG.
- f.) **Hair can be worn down but must be pulled back from the face**, with the cap pinned securely. Small stud earrings are appropriate.
- g.) Nurses participating in the ceremony shall be free from the use of alcohol, legal and illegal drugs without a physician's order. Any nurse participating in our services who is under the influence of the above substances will constitute grounds for immediate dismissal from SLNHG.
- h.) All nurses will display professionalism and respect while performing their duties within the scope of the organization.

SECTION 5 – Members will remain up to date on their current contact information in St. Luke’s University Health Network Volunteer Services Department.

SECTION 6 – Members agree to participate in a total of 8 hours of service throughout the fiscal year beginning July 1 and ending June 30.

- a) Each new member is required to complete SLUHN outlined volunteer requirements and register their availability. Each current and new member is required to read the Volunteer orientation booklet, sign the attestation, and view the Honor Guard training video.
- b) Each Volunteer **MUST** be Covid vaccinated as required by SLUHN.

ARTICLE VII – OFFICERS

SECTION 1 – The officers shall be Lead chair, Vice Chair, Secretary, and Treasurer in addition to the Chapter Chairs.

SECTION 2 – Quarterly meetings will be required to be attended by all officers and Chapter Chairpersons. Dates to be scheduled at the first organizational meeting. The purposes of the meetings would be to discuss the participation of each chapter, what is working, what is not working, and any further concerns or questions.

SECTION 3 – Vacancies within the office shall be handled as follows: In the event of death, resignation, or incapacity of the Lead chair, the Vice Chair shall become the Lead Chair. If the Lead Chair and Vice-Chair are not able to perform their roles, their positions shall be voted on by the Core Members and existing officers.

SECTION 4 – The general management of the affairs of the SLNGH shall be vested in the Board of Directors and Core members.

ARTICLE VIII – DUTIES OF THE OFFICERS

SECTION 1 – The Lead Chair shall be the principal officer of the SLNHG and shall:

- a.) Preside over all meetings of the committee and the board of directors.
- b.) Appoint special committee as needed within the group.

SECTION 2 – The Vice Chair shall:

- a.) Perform the duties of the Lead Chair in the absence of the Lead Chair.
- b.) Act as a representative of the Lead Chair when requested.
- c.) Other duties and service in other capacities as assigned by the Lead Chair.

SECTION 3 – The Recording Secretary Shall:

- a.) Take and record accurate minutes of the proceedings of the board of directors.
- b.) Keep a permanent file of all minutes from the Board of Directors meetings.
- c.) Preserve in a permanent file all records and letters of value to the committee and its chapters inclusive of minutes, resignation letters, member withdrawal notices by members, families’ cards of thanks.
- d.) Manage and maintain a meeting attendance roster.

SECTION 4 – The Treasurer Shall:

- a.) Have charge of all monies of the SLNHG and shall report thereon at meetings.
- b.) Keep an itemized record, and a permanent file, of all member dues.
- c.) Create and maintain a permanent copy of the treasurer's report and share the report at each quarterly meeting.
- d.) Deliver to the Board of Directors all original records within 15 days after leaving the position as Treasurer from office, inclusive of all books, records, papers, and receipts.

SECTION 5 – Chapter Chairperson Shall:

- a.) Act as the event coordinator for any services that are to be performed in their region.
- b.) The Chapter Chair will arrange delivery of capes, individualized Nightingale Tribute with deceased name, white rose, chime, and lamp to either funeral home or one of the four participating in the service.
- c.) The Chapter Chair will be under the same rules, regulations and professional standards as listed in the bylaws.

SECTION 6 – The Board of Directors serve and have jurisdiction over all chapters of the SLNHG.

ARTICLE X – BOARD OF DIRECTORS

SECTION 1 – The Board of Directors

- a.) Hold a meeting Quarterly.
- b.) Supervise the affairs of the committee.
- c.) Be held accountable for the committee's adherence to the bylaws of the committee and maintain the committee's mission, vision, core values, objectives, and policies and procedures.
- d.) Make recommendations for the organization's growth and prosperity.
- e.) Make recommendations to the committee regarding proposed amendments to the bylaws.
- f.) Transact any business between meetings of the board of directors to the organization and report thereon at the next business meeting of the organization.

SECTION 2 – Special meetings of the board may be called by the president or by one third of the board members.

SECTION 3 – A majority of the voting members on the board of directors shall constitute a quorum.

SECTION 4 – No member shall have more than one vote and no voting by proxy shall be allowed.

ARTICLE XII – AMENDMENTS

SECTION 1 – Amendments to these bylaws may be proposed by the board of directors.

SECTION 2 – Amendments to the bylaws proposed by a member of the board of directors shall constitute two thirds of the vote. Voting can take place by email, ballot or during a regular meeting.

SECTION 3 – Upon approval by the board of directors the proposed amendments shall be sent in writing to every member of the BOD, core members and lead members at least 10 days before they are to be voted upon. The organization must give the voters 3 business days to vote. Voting can take place by email, ballot or during a regular meeting.

SECTION 4 – When an amendment is adapted to the bylaws, the committee shall automatically amend its bylaws to conform via written notice from the Lead Chair.

ARTICLE XIII– HONOR GUARD SERVICES

SECTION 1 – All services will be performed in the manner that has been determined by the BOD and Core members. The “service program” will be used and followed during all services. No alteration of the services may be done without exclusive written approval from the Lead Chair and BOD. Flexibility with the functionality of the service environment and request of the family or service location staff is allowed.

ARTICLE XIV – DISSOLUTION

Upon dissolution of this committee, all its assets remaining after payment of all costs and expenses of such dissolution shall be distributed to the Pricilla Payne Hurd Education Center Nursing School.