

# Associated Fire Fighters of Illinois

Honor Guard



By-Laws

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## **ARTICLE I - Name and Mission**

- A. This Unit shall be known as “Associated Fire Fighters of Illinois Honor Guard”. The “In-Service” date of this Unit is January 30, 1993.
- B. The Mission shall be to:
  - 1. Promote the Associated Fire Fighters of Illinois, the Locals therein, and the fire service as a whole, to the public, in a positive and proper fashion.
  - 2. Provide, as a line of duty death benefit, dignified, honorable services for fallen AFFI members, their surviving family members, and union brothers and sisters through organization of, and participation in, funeral and memorial services.
- C. The A.F.F.I Executive Board and/or the State Commander may assign additional objectives.

## **ARTICLE II - Jurisdiction**

The AFFI President and Executive Board shall maintain complete jurisdiction over this unit.

## **ARTICLE III – Membership / Training**

### **Membership**

- A. Membership shall be open to all AFFI members in good standing. The member’s local union support and approval is required. Department acknowledgment is strongly suggested and encouraged. Members seeking induction into the HG shall have a letter of approval/support from their local union president and submit it with their registration packet. Subsequent to the induction into the HG, the Honor Guard State Commander may request confirmation of continued support or approval of local members from the local union president. A new member initiation fee shall be determined each year by the AFFI Executive Board and the AFFI Honor Guard Commander and shall be published in the Honor Guard Convention/Induction Ceremony materials.

- B. One must be of Honorable character, as to not bring reproach upon the IAFF, the AFFI or this Unit.
- C. Honor Guard Members shall commit three (3) years to the AFFI Honor Guard and make themselves available for activations within the state of Illinois.
- D. Members must return the convention registration form and the applicable fee in order to remain on the AFFI Honor Guard roster each year. The annual membership fee shall be determined each year by the AFFI Executive Board and the AFFI Honor Guard Commander and shall be published in the Honor Guard Convention/Induction Ceremony materials.
- E. Effective January 26, 2014, as a benefit to AFFI Honor Guard members only; should one of our own die; the AFFI Honor Guard shall donate with honor, \$500.00, to the affected family or to the charity of their choice in the member's name.

## District 8

District 8 is the Pipes and Drums, which covers the entire state of Illinois. After a member has been in the HG for one (1) year, they are eligible to be inducted into District 8. In order to be eligible for induction into District 8, the member must complete the required drills of their home district, home district is defined as the district in which their local falls within the HG, and four (4) district 8 drills. Any District 8 member that does not attend District 8 drills for two (2) years, will be removed from the District 8 roster. Once the member has been removed from the roster, they must complete four (4) district 8 drills AND the required number of home district drills, in order to be eligible to return to District 8.

## Training

This section shall apply to participation eligibility for the following Honor Guard events:

- A. Attendance at, and participation in, the annual AFFI Honor Guard Convention/Induction Ceremony
- B. Eligibility for the reimbursement lottery for attendance to the IAFF Fallen Firefighters Memorial Service in Colorado Springs, CO
- C. Eligibility for the reimbursement lottery for attendance at services outside the state of Illinois as defined in Article XII Section 5.

## Active Duty Members

Effective November 1, 2012, and each subsequent year, the following minimum training requirements shall apply to participation eligibility for the events listed in this section:

- A. AFFI Honor Guard members shall attend, and participate in, the prior year's Annual Honor Guard Convention/Induction Ceremony and two (2) AFFI HG District trainings,

**OR**

AFFI Honor Guard members shall attend three (3) AFFI HG District trainings.

- a. Members who fail to meet the minimum training requirement listed above for two (2) consecutive years, without extenuating circumstances approved by the State Commander and/or his designee(s), shall be removed from the Honor Guard roster. Any member that has been removed from the roster due to not completing their trainings for two (2) consecutive years, must wait one (1) year to be reinstated into the guard. The one (1) year shall begin on November 1<sup>st</sup> after the member has been removed and end on November 1<sup>st</sup> of the following year. The member will then have to register for convention as a new inductee And attend the new inductee training at that convention. The member will not participate in the induction ceremony but will be re-listed on the roster as a member in good standing within both their district and the guard.
- B. District Commanders shall maintain current/accurate training attendance records.
- C. Members not attending the annual convention shall return their registration packet with their \$25.00 annual fee to remain on the roster. Failure to do so will result in removal from the HG Roster and exclusion from receiving any LODD information sent out from the AFFI Office.
- D. If a member does not submit their annual fee for 2 years and requests to get back into the HG at a later date, the member shall pay a new member fee and be required to attend new member orientation, however the member shall not participate in the new member induction ceremony.
- E. Members on active military service shall have the annual membership fee waived. Proof of military service is mandatory if requested. Training requirements shall be waived on members in active military service.

### **Retired Members**

- A. Retired members are exempt from the minimum training requirement, for attendance at the Annual Honor Guard Convention/Induction Ceremony.
- B. Retired members who have not completed the annual training requirements, are not eligible to participate in the reimbursement lottery for attendance to the IAFF Fallen Fire Fighters Memorial Service in Colorado Springs, CO. nor services outside of Illinois.
- C. If the retired member has completed the annual training requirements, they will be eligible for all benefits consistent with all other members.

### **ARTICLE IV - Annual Meetings**

- A. Yearly training shall be determined by the State Commander, Training Commander, District Commanders and their Drill Captains. Each District shall conduct a minimum of six (6) trainings prior to November 1<sup>st</sup> of each year.
- B. Training sites shall be rotated, sponsored in part by the individual AFFI Honor Guard member's local, i.e. reserving a training site for full unit participation and appropriate for the time of year and be held at a local in good standing with the AFFI.
- C. Attendance at the annual AFFI Honor Guard convention is encouraged and strongly recommended.
- D. For the sake of maintaining order, a Sergeant at Arms shall be appointed by the State Commander for all meetings.

### **ARTICLE V - Chain of Command**

- A. AFFI President and Executive Board.
- B. AFFI Honor Guard State Commander.
- C. AFFI Honor Guard Northern Deputy State Commander and AFFI Honor Guard Southern Deputy State Commander in order of seniority by virtue of their individual induction dates to the Unit.
- D. AFFI Honor Guard Training Commander

- E. AFFI Honor Guard District Commanders (1-8) in order of seniority by virtue of their individual induction dates to the Unit.
- F. AFFI Honor Guard District First Shirts (1-8) and Training First Shirts, in order of seniority by virtue of their individual induction dates to the Unit.
- G. AFFI Honor Guard District Drill Captains in order of seniority by virtue of their individual induction dates to the Unit.
- H. AFFI Honor Guard Unit Members.

## **ARTICLE VI - Uniform Dress**

- A. Members shall wear their individual department Class “A”, or local’s dress uniform.
- B. Members shall be expected to maintain the highest of standards with concern to hygiene, dress and appearance.
- C. Badge shrouds shall be placed over the Unit member’s badges for a LODD ceremony and memorial.
- D. When wearing your departments Class A or Local’s dress uniform and representing the HG; the rocker patch, silver tip aiguillette and HG pin shall be worn, also command staff campaign bar as appropriate. No altering or deviation of the uniform shall be accepted unless the department does not approve of the display of these insignias on their uniforms.

## **ARTICLE VII - Conduct**

- A. Conduct when in the public eye shall be maintained within strict military bearing.
- B. Interviews with media reporters are permitted within these requirements:
  - 1) Identify the Associated Fire Fighters of Illinois Honor Guard Unit
  - 2) Direct the reporter to another Unit member after the interview
  - 3) Give all participating Locals recognition
  - 4) Request from the reporter, copies of visual media, i.e. photos, video, etc...
- C. There shall not be any smoking when in uniform and in the public eye.

- D. With the exception of the final toast for a fallen brother/sister and the toast during the induction dinner, there shall be no drinking of alcohol while in uniform.
- E. If a member's conduct is unbecoming of the Unit, the member will be immediately asked to "step aside" without any argument. Discussion of any "Incident" will take place immediately following the ceremony in private with command staff present and/or full Unit participation.
- F. The State Commander, Deputy State Commander, Training Commander, District Commanders and First Shirts of the Associated Fire Fighters of Illinois Honor Guard shall not actively participate, solicit or campaign for any individual or group of individuals seeking election to the Associated Fire Fighters of Illinois Executive Board.

## **ARTICLE VIII - Reimbursement**

- A. Mileage for attendance at LODD Activations, as ordered by the AFFI President, will be reimbursed only to the vehicles owner/operator.
- B. Mileage vouchers are to be turned into the Unit Commander at the LODD Activation prior to the departure home.
- C. The reimbursement amount for those members chosen at the annual Associated Fire Fighters of Illinois Honor Guard convention to represent the Associated Fire Fighters of Illinois at the International Association of Fire Fighters Fallen Fire Fighter Memorial service in Colorado Springs, CO, shall be set by the AFFI Secretary-Treasurer prior to the convention in which the members are chosen. Checks shall be issued prior to departure.

### **District 8 Uniforms**

- A. Effective January 23, 2015, newly inducted members shall be eligible for reimbursement up to \$1,300, to be paid in four (4) equal annual payments, to assist members with the cost of uniform purchase.
- B. Upon approval of the District 8 command staff and recommendation by the District 8 Commander to the State Commander, the member will be reimbursed upon submission of receipts to the AFFI. Any member receiving reimbursement will knowingly be committing themselves to a minimum of four (4) years of service in the AFFI District 8 Pipes and Drums.



- C. Should the member fail to meet their obligation, all equipment shall be returned to the District 8 Commander and reimbursement of all funds paid by the AFFI to that point shall be made.
- D. Members submitting for reimbursement shall be required to sign and acknowledge to this effect.

## **ARTICLE IX - Equipment**

- A. Each Unit member shall be issued, upon induction into the Unit, two- (2) Associated Fire Fighters of Illinois Honor Guard rocker patches (silver/black), to be worn (with the individual departments approval) on the left sleeve of the uniform approximately  $\frac{3}{4}$  of one-inch below the shoulder crease and above the individual department patch.
- B. Each Unit member shall be issued, upon induction into the Unit, one- (1) Associated Fire Fighters of Illinois Honor Guard tri-color aiguillette.
- C. Each Unit member shall be issued, upon induction into the Unit, one- (1) Associated Fire Fighters of Illinois Honor Guard Unit pin.
- D. Each 8<sup>th</sup> District Unit member shall be issued, upon induction into the Unit, one- (1) Tri-Color Unit hackle and one set of "dog tags".
- E. One set of Associated Fire Fighters of Illinois flags, harnesses, pedestals, pike poles and bibles shall be maintained at the Associated Fire Fighters of Illinois office in Springfield, IL. A second set shall be maintained by a Northern District Commander.

### **Tassel Cord Ribbons**

Ribbons tied into the tassel cords of the AFFI Honor Guard flag:

- **BLACK:** Line of duty death of an Associated Fire Fighters of Illinois member.
- **GOLD:** Line of duty death of all IAFF members.
- **RED:** Non-line of duty death of an active AFFI Honor Guard member.

## **ARTICLE X - Drill and Ceremony**

- A. Drill shall be based on military standards and in conjunction with the AFFI HG training guidelines.
- B. Host fire department traditions for the Line of Duty Death (LODD) services are to be the basis of all actions of the Unit.

## **ARTICLE XI – Aiguillette, Pin and Campaign Bar**

- A. The aiguillette shall be worn on the left shoulder. The issued silver tip aiguillette shall be worn at all IAFF & AFFI HG functions, regardless of rank within your department, consistent with Article VI, Paragraph D.
  - 1) The black and white cords of the aiguillette shall be worn out for an Associated Fire Fighters of Illinois member that died in the line of duty.
  - 2) The black cord shall be worn out for any memorial service, an Associated Fire Fighters of Illinois member funeral that was not a line of duty death or a line of duty death of a fire fighter that was not a member of the Associated Fire Fighters of Illinois.
  - 3) The white cord shall be worn out for any parades or flag postings that a Unit member participates in.
- B. The Associated Fire Fighters of Illinois Honor Guard Unit pin shall be worn on the right breast of the uniform above all others.
- C. Campaign bars shall be issued by the AFFI HG to the command staff as representative designation of their rank or position held within the guard. They shall be worn on the right breast of the uniform, on the pocket flap (if available), with the black square towards the right shoulder and the white square towards the heart. District 8 commander shall wear it on the right side of their collar. Current command staff shall be represented by gold bars. Effective 01/31/16, past command staff shall be issued a silver campaign bar, representative of their highest rank / position held within the guard. Exception shall be made to allow the two previous State Commanders, Jay Bishop and Thomas Matousek, only, to be issued silver campaign bars consistent with their rank within the guard.

## **Designations:**

- 1) State Commander.....3 stars
- 2) Deputy State Commander.....2 stars
- 3) Training Commander.....1 star
- 4) Secretary / Parliamentarian.....No star
- 5) District Commanders.....Representative district number

## **ARTICLE XII - Participation in Events**

- A. Participation in Line of Duty deaths within Illinois is highly expected.
- B. Participation in Line of Duty deaths outside of the state is encouraged.
- C. Participation in the annual Illinois Fallen Fire Fighter Memorial and Medal of Honor Ceremony is highly expected.
- D. Participation in the International Association of Fire Fighters Fallen Fire Fighter Memorial in Colorado Springs is encouraged.
- E. Participation in the National Fallen Fire Fighters Memorial in Emmitsburg, Maryland is encouraged.
- F. Annual induction ceremony – cost cap to be determined by the Associated Fire Fighters of Illinois executive board.
- G. The reimbursement amount for those members chosen at the annual Associated Fire Fighters of Illinois Honor Guard convention to represent the Associated Fire Fighters of Illinois at the International Association of Fire Fighters Fallen Fire Fighter Memorial service in Colorado Springs, CO, shall be set by the AFFI Secretary-Treasurer prior to the convention in which the members are chosen. Checks shall be issued prior to departure.
  - 1) The State Commander, or Deputy Commander of the Unit shall submit a reimbursement voucher to the AFFI Secretary-Treasurer for mileage and one nights lodging to attend the Associated Fire Fighters of Illinois Biennial Convention.
  - 2) The State Commander, or his designee, shall provide the Associated Fire Fighters of Illinois Secretary/Treasurer with receipts for all expenditures.
  - 3) Any monies received from a local to an Honor Guard member shall not be vouched to the Associated Fire Fighters of Illinois for the same expense.

- H. No fundraising is permitted without prior approval of the Associated Fire Fighters of Illinois Executive Board and the Honor Guard Command Staff.
- I. Whenever the Associated Fire Fighters of Illinois Honor Guard is to be used out of state, participation shall be rotated with the State Commander having the choice to defer participation to a Deputy Commander.
- J. Members and Locals will have the responsibility to provide acceptable uniforms with the Associated Fire Fighters of Illinois Honor Guard providing the Unit rocker patches.
- K. The Associated Fire Fighters of Illinois will notify the State Commander or designated Deputy State Commander immediately upon notification of a line of duty death.
- L. Members shall provide the AFFI Secretary-Treasurer current contact information including name, address, phone number and e-mail address. AFFI Honor Guard members are encouraged to register on the AFFI Website.
- M. All former HG State Commanders/Deputy State Commanders, in good standing, shall be invited annually to the induction ceremony as guests of the State Commander, in recognition of their commitment and dedication to the guard. The individual members shall be responsible for all costs incurred.
- N. The Associated Fire Fighters of Illinois Honor Guard may be called upon to perform other ceremonies as deemed acceptable by the State Commander, i.e. parades, non-line of duty deaths of fire fighters, etc...

## **ARTICLE XIII - IAFF Annual Fallen Fire Fighters Memorial Service / Services Outside Illinois**

### **If funding exists to send members to activities outside of Illinois:**

- A. Attendees shall be chosen from the Unit members who have met the minimum training requirement, and are in attendance at the business meeting on the last day of the Annual Honor Guard Convention/Induction Ceremony. If no Convention/Induction Ceremony is held, attendees shall be chosen, by the Unit Commander and/or his designee(s), from those Unit members who have met the minimum annual training requirements. Those members chosen shall be notified by March 1<sup>st</sup>.

- B. Ten (10) “at large members” shall be chosen from those eligible. In addition, one (1) Commander, one (1) 8<sup>th</sup> District member, and the winner of the “Knockdown Drill” shall be chosen. Alternates for the above positions shall also be chosen. One member may be chosen, at the Commander’s discretion, to drive to Colorado Springs to transport Honor Guard equipment.
- C. The reimbursement amount for those members chosen at the annual Associated Fire Fighters of Illinois Honor Guard convention to represent the Associated Fire Fighters of Illinois at the International Association of Fire Fighters Fallen Fire Fighter Memorial service in Colorado Springs, CO, shall be set by the AFFI Secretary-Treasurer prior to the convention in which the members are chosen. Checks shall be issued prior to departure.
- D. In order to receive reimbursement, members must adhere to the following:
- 1) Attend Thursday’s unit meeting at the host hotel.
  - 2) Participate in the training sessions on the Friday before the service.
  - 3) Participate in the Saturday morning walk-thru.
  - 4) Participate in the memorial service on Saturday.
- E Ten (10) members shall be chosen to represent the AFFI Honor Guard at out of state funerals/services. Attendance shall be offered to those members on a rotating list managed by the Unit Commander and/or their designee(s). Up to two (2) of those members may be sent. Attendance and reimbursement shall be at the discretion of the Unit Commander, and/or their designee(s). Out-of-state shall be defined as the IAFF 8<sup>th</sup> District, adjoining state or other out-of-state multiple fire fighter LODDs.
- F. In order to receive reimbursement, members must adhere to the following:
- 1) Attend all designated services.
  - 2) Submit travel vouchers to the Unit Commander, or his designee, within seven (7) calendar days of the services.

## **ARTICLE XIV - Command Positions**

### **State Commander:**

The AFFI President shall select The State Commander. He/she shall have a minimum of 7 years with the Honor Guard and a minimum of 3 years as a District Commander, Deputy State Commander or a combination of both.

### **Deputy State Commander:**

There shall be two (2) Deputy State Commanders representing the northern, (Districts 4, 5, 6, 7 & 8) and the southern (Districts 1, 2 & 3) half of the state respectively. The State Commander shall select The Deputy State Commanders. He/she shall have a minimum of 6 years with the Honor Guard and a minimum of 3 years of lower ranking positions with a minimum of 2 years as a First Shirt or District Commander.

### **District Commander/Training Commander:**

The three principle commanders (State Commander and 2 Deputy Commanders) shall select the District Commander/Training Commander. He/she shall have a minimum of 5 years with the Honor Guard and a minimum of 2 years as Drill Captain, First Shirt, or a combination of both.

### **First Shirt:**

The District Commander with the approval of the State Commander shall select The First Shirt. He/she shall have a minimum of 4 years with the Honor Guard and a minimum of 1 year as a Drill Captain.

### **Drill Captain:**

The District Commander shall select The Drill Captain. He/she shall have a minimum of 3 years with the Honor Guard.

### **Secretary / Parliamentarian:**

The State Commander shall appoint an individual(s) to act in the position of Secretary and/or Parliamentarian.

\*Criteria for Command Positions may be waived or altered with the approval of the AFFI President.

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