

By-Laws

WESTMORELAND COUNTY VOLUNTEER RESCUE SQUAD

Revised October 4, 2010

ARTICLE I

NAME, LOCATION AND NATURE OF ORGANIZATION

Section 1.0 Name. The name of this Organization shall be Westmoreland County Volunteer Rescue Squad (WCVRS). Within this document the terms Squad shall mean Westmoreland Volunteer Rescue Squad.

Section 2.0 Location. The principle office, emergency vehicles and related equipment shall be located at a place and location agreed upon by the squad membership.

Section 3.0 Corporation. The Organization shall be a non-stock, non-profit Virginia Corporation. The Corporation has been granted status as a 501 (3) c. non-profit Corporation by the Internal Revenue Service (IRS) of the United States.

ARTICLE II

OBJECTIVES

Section 1.0 Objectives. The objectives of this Squad are to assist in saving of life, administering Basic Life Support (BLS), Advance Life Support (ALS), teaching methods of First Aid, Cardiopulmonary Resuscitation (CPR), and safety in Westmoreland County and vicinity.

ARTICLE III

AREA OF COVERAGE

Section 1.0 Area of Coverage. The Area of Coverage of Emergency Services shall extend from the intersections of Rt.3 and Rt.202 to the county boundaries of Richmond County and Northumberland County.

Section 2.0. Extended Area of Coverage. The area of Coverage extends to the entirety of Westmoreland, County, Richmond County, and Northumberland County and or other areas where mutual service agreements are in place.

Section 3.0 Exceptions. Exception to Section 2.0 above shall be made in the event that National, State or other Disaster Plans are implemented.

ARTICLE IV

BOARD OF DIRECTORS

Section 1.0 Directors. The Directors of the Corporation shall be comprised of all elected officers of the Corporation. The elected officers are described in Article VII.

Section 2.0. Term of Office. The term of office for a Director shall be concurrent with the term of the office to which he/she is elected.

ARTICLE VI

MEMBERSHIP

Section 1.0 Types of Membership. There are four types of members: Regular Members, Junior Members, Charter Members and Life Members.

Section 1.1 Regular Member. Regular membership includes all pre-hospital care providers, drivers and other support personnel. Regular members shall sign up on the duty roster and be active on a regular basis, answering calls, attending regular monthly meetings and training, unless excused by the president.

Section 1.2. Junior Member. A Junior shall be at least sixteen (16) years of age and his/her parents shall have approved their membership in writing. Junior members shall never be in charge of patient care or provide care to patients without a Regular member present and in charge of patient care.

Section 1.3. Charter Member. A charter member is a member of the Westmoreland County Rescue Squad, Inc., now named the Westmoreland County Volunteer Rescue Squad since 1979, whose names appear on the articles of incorporation of November 4, 1965. Charter members retain a vote in the affairs of the Squad for his/her lifetime and may choose to be active or inactive for an indefinite period of time. Charter membership can never be terminated by the Corporation or Squad.

Section 1.4. Life Member. Any member of the Squad, having served in a faithful and satisfactory manner for a period of ten (10) years, may be offered Life

Membership if recommended by the Board of Directors. Upon acceptance the member shall be awarded an appropriate certificate of Life Membership.

Section 2.0. Membership Classes. For Regular, Junior, and Life members there shall be two membership classes, Active and Inactive.

Section 2.1. Active Member. An active member is a Regular or Junior member in good standing who participates in squad activities outlined in these by-laws. Life and Charter members are always considered to be active members whether they participate in Squad activities or not.

Section 2.2. Inactive Member. An inactive member is one who has requested a leave of absence as outlined herein, or a member who has been placed on suspension. Only the Board of Directors can place a member in an inactive class.

Section 3.0. Application for Membership. Persons desiring to becoming members of the Westmoreland County Volunteer Rescue Squad must fill out a "Membership Application". The application will be for either Regular or Junior member depending upon age of the applicant as specified in Section 1.0. The applicant shall have the following general qualifications:

- A. Be of good character as proven by three references provided on the "Membership Application",
- B. Shall have no record of criminal activity or felony as proven by a mandatory background investigation,
- C. Shall have a valid Virginia drivers license, if over the age of 18, and no record of driving under the influence of alcohol,
- D. Shall have no record of substance abuse, either of alcohol or drugs, and shall sign an agreement to allow the Corporation to order a drug at any time before or after acceptance into membership, and
- E. Shall have had a satisfactory interview with an officer of The Corporation.

Section 3.1. Application Process. The President or Captain shall present each application to the Membership Committee for investigation. The Membership Committee shall investigate the Applicant, including possible interview, and return their findings and recommendation for membership acceptance or rejection to the President and Captain. Priority processing of membership applications may be given to an applicant who have prior experience in rescuer

or emergency services and are currently certified pre-hospital care providers in the Commonwealth of Virginia. The President shall present the names of those applicants recommended for membership at the next regular monthly meeting.

Section 3.2. Application Confidentiality. All applications are confidential documents and are to be treated as such. Only the Board of Directors and Membership Committee shall have access to the complete Application. Complete applications will not be made public to the regular membership. Name, address, age, certifications, education, and other information directly applicable to his/her ability to serve the Squad and the public, including the recommendation of the Membership Committee shall be provided to the membership for acceptance into the Squad.

Section 3.4 Membership Vote. Application for Membership shall be acted upon as follows.

- A. By a vote of the membership, by either Secret Ballot or Show of Hands as determined by the presiding officer,
- B. A quorum of Active Members, and Charter Members present at the meeting shall determine acceptance or rejection by the Squad,
- C. An applicant rejected shall not be permitted to file a new application for membership until six (6) months have elapsed,
- D. Applicant may submit an application for membership while enrolled in an Emergency Technician Course; however, the Squad shall not take action on the application until the applicant has satisfactorily completed the course.

ARTICLE VII

OFFICERS

Section 1.0. General. The officers of the squad shall be elected from the Active Members, or Life Members who have been members in good standing for at least two (2) years, and shall be determined by quorum of the members present at the Annual Meeting in September. Members In good standing:

- A. Must not have been convicted of a felony or a misdemeanor, or
- B. Been charged with misconduct while executing duty as a squad member.

Section 2.0. Assumption of Office. Elected officers shall assume their office on the first day of October in the year of their election. Officers shall hold their office until their successors are elected and accept their office, unless such outgoing officer has tendered their resignation and it has been accepted by the Executive Committee.

Section 3.0. Elected Offices: The Corporation Officers shall consist of the following offices:

- A. President
- B. Captain
- C. First Lieutenant
- D. Second Lieutenant
- E. Secretary
- F. Treasurer
- G. Financial Secretary

Section 4.0. Appointed Offices: The President may appoint squad members, or qualified persons outside of the Corporation, as advisors and/or active participants in the activities to the squad. The named offices and advisors shall be approved by the Corporation's Board of Directors and serve at the pleasure of The Board of Directors :

- A. Chaplain
- B. Sergeant at Arms
- C. Legal Advisor
- D. Technical Advisor
- E. Medical Advisor

Section 5.0 Office Terms. Officers shall be elected to a term of two (2) consecutive years and shall be eligible for re-election to an additional consecutive term of same office.

Section 5.1. Un-expired Terms. An un-expired term of a Squad Office shall be filled by a special election as soon as possible after the office is vacated.

Section 6.0. Duties. The duties of the elected and appointed officers are described in the following Sections;

Section 6.1. President. The President shall,

- A. Direct the overall activities of Corporation with primary emphasis on appointing committees,
- B. Preside over all meetings of the Corporation,
- C. Appoint Corporate Sergeant-at-Arms and Chaplin.
- D. Appoint professional advisors as necessary for the good and benefit of the Corporation and should include a Legal Advisor and Medical Advisor.
- E. Enforce the Corporate By-Laws,
- F. Direct the business affairs of the Corporation,
- G. Shall execute all contracts committing the resources of the Corporation,
- H. Work with the treasurer to control the resources of the Corporation,
- I. Exercise general supervision of the Corporate Records, and
- J. Represent the Corporation at formal meetings and presentations, or appoint a member to act for the President.

Section 6.2. Captain. The Captain shall

- A. Exercise overall supervision of the Rescue Squad Operations, including the outfitting of personnel and vehicles, training and certification, safety and quality assurance, and all support operations required to conduct day to day operations,
- B. Operate in the place of the President in his absence, at his direction, or if he is incapacitated,
- C. Control patient medical records processing, storage, and quality assurance,
- D. Control the duty roster of the Squad,
- E. Provide for the indoctrination of and qualifications of all new members, and
- F. Supervise the First and Second Lieutenants in their duties.

Section 6.3. First Lieutenant. The First Lieutenant Shall;

- A. Exercise supervision of all medical supplies including stocking of emergency vehicles to meet the requirements of the appropriate Virginia medical directives,
- B. Provide Active membership with appropriate training to include directing members to take appropriate training to maintain required certifications,
- C. Schedule training and maintain training records in accordance with appropriate Virginia directives,

- D. Maintain the medical supply room and oxygen supply area,
- E. Maintain medical equipment records, other than those for the vehicles, and
- F. Act for of the Captain when he is absent, or at his direction, or when he is incapacitated.

Section 6.4. Second Lieutenant. The Second Lieutenant shall;

- A. Exercise supervision of the maintenance and repair of the Corporate buildings, grounds, and vehicles,
- B. Maintain such records as required by appropriate Virginia medical directives or as directed by the President or Captain,
- C. Provide vehicle operator training as required by law or as directed by the Captain and provide training and operator certification records to the First Lieutenant.

Section 6.5. Secretary. The secretary shall;

- A, Be responsible for the maintenance of the official Corporate business records (excludes records made and controlled by the Treasurer, Captain, First and Second Lieutenants),
- B. Call the roll and maintain an attendance record at monthly meeting of the Corporation,
- C. Provide members a minimum of 48 hour notice of special meetings meetings,
- D. Answer correspondence for the Corporation as directed by the President, and
- E. Formally turn over corporate files to successor in office. Maintain a record of all monthly meetings (minutes), special meetings and meetings of the Board of Directors,

Section 6.6 Treasurer. The Treasurer shall;

- A. Act as Chief Financial Officer of the Corporation and be responsible for its' financial assets,
- B. Maintain the Corporation accounts and financial records,
- C. Pay such bills that become due,
- D. Monitor and pay contract obligations as approved by the Corporation after assurance by the President that the obligations of such contract have been properly delivered to the Corporation,
- E. Make, present, and have approved the Annual Budget of the Corporation prior to the end of the proceeding year for which the budget is made,
- F. Approve operating expenses that are within the approved budget or within funding levels approved by vote of the membership,

- G. Have a Certified public Accountant make an annual audit of the financial transactions of the Corporation,
- H. Ensure that required regular State and Federal financial reports are filed,
- I. Make regular reports of financial transaction made by the Corporation to the membership, and
- J. Upon leaving office, turn over all Corporate financial records to the successor Treasurer including a transfer of control over Corporate bank and savings accounts and all other financial assets.

Section 6.7. Financial Secretary. The Financial Secretary shall;

- A. Act as an assistant Treasurer,
- B. Shall prepare purchase orders for the Corporation within the limits of the approved budget and funding levels as approved by the membership,
- C. Assist the Treasurer in monitoring contracts and purchase orders,
- D. Upon the delivery of goods received by the Corporation assure that such goods are consistent with associate purchase orders and contract, and
- E. Conduct such financial tasks as deemed necessary by the Treasurer.

Section 6.8. Chaplain. The chaplain shall:

- A. provide for the spiritual needs of the Squad.
- B. perform other such duties as he, or the Board of Directors, may determine are in the best interests of the individual and/or collective special spiritual and social needs of the Squad to include individual counseling when necessary.

Section 6.9. Sergeant at Arms. The Sergeant at Arms shall assist the President to maintain order and decorum at Squad official meetings and functions.

Section 6.10. Legal Advisor. The Legal Advisor shall be an attorney admitted to the bar and currently licensed to practice law in the Commonwealth of Virginia. The Legal Advisor's services may require compensation for his advice and representation. Any compensation shall be agreed by the Board of Directors before the Legal Advisor provides compensated services. Generally the duties of the legal Advisor are:

- A. Advise the President and the Board of Directors on legal matters pertaining to the Squad,
- B. Review or draft necessary documents or parts of documents that place legal obligations on the Corporation or Officers of the Corporation, and
- C. With his agreement, represent the Squad in the Virginia Courts.

Section 6.11. Technical Advisor. The Technical Advisor shall assist the President, Board of Directors, and membership in the acquisition, acceptance, installation, training, and use of technology. The President and Board of Directors will mutually agree about the degree and extent of the Technical Advisor's duties and/or any compensation for services provided.

Section 6.12. Medical Advisor. The Medical Advisor shall be a medical professional certified in the field of EMS. The President and Board of Directors shall mutually agree on the degree and extent of the Medical Advisor's duties and/or any compensation for services provided.

ARTICLE VIII

MEETINGS

Section 1.0. Annual Meeting. The annual meeting of the membership shall be held annually prior to the last of September each year. An election of officers, as necessary, shall take place prior to expiration of terms. Candidates for Corporate Offices shall be presented and voted on at that meeting. The state of the Corporation shall be the focus of the meeting.

Section 2.0. Regular Meeting. A regular meeting of the membership shall be held on the first Monday of each month at 7:30 pm or other such date as agreed by the membership.

Section 3.0. Board of Directors Meeting. Board of Directors Meetings shall be called at the by the President. The conduct of the Board of Directors meetings shall be in general conformance with Section 5.0 below with the President acting as presiding officer.

Section 4.0. Special Meetings. Special meetings of the members shall be called by the President, or in his absence, the Captain as necessary. The special meeting shall be

called to conduct a specific agenda. No other official business other than that on the specific agenda for the meeting shall take place. Notification of the membership of Special Meetings shall no less than 24 hours in advance of the meeting.

Section 5.0. Training Meetings/Classes. Training meetings/classes shall be scheduled monthly by the First Lieutenant. The form of the training meeting/classes shall be as required to accomplish the objective of the class or meeting.

Section 6.0. Quorum. A quorum shall be a majority (over 50%) of qualified voting membership excluding Life and Charter Members.

Section 7.0. Conduct of Business Meetings. The conduct of meetings shall be in general accordance with "*Roberts Rules of Order*" for business meetings. The President shall set the agenda for the proceedings of all business meetings of the Corporation. The general rules governing the conduct of a meetings to be followed by officers and membership are as stated below:

- A. The presiding officer is assisted by the Sergeant at Arms to keep order at the meeting,
- B. All questions of order shall be decided by the presiding officer,
- C. Members shall maintain decorum during the meeting and shall request the floor by addressing their remarks firstly to the presiding officer,
- D. Only one member shall have the floor at a time during any phase of the meeting and shall address all remarks to the presiding officer,
- E. The presiding officer shall recognize the member prior to the member taking the floor,
- F. The presiding officer may limit the time any member may hold the floor,
- G. No motion can come before the membership unless the member making the motion is recognized by the presiding officer,
- H. No discussion of the motion can take place until such motion is seconded by another member and only one motion may be discussed at any time,
- I. A motion must be disposed of by vote, withdrawal, or tabled before another motion can be made,
- J. A question or motion shall be decided by a majority of the members eligible to vote,
- K. The presiding officer shall cast the deciding vote on a motion or election in the event of a tie,
- L. The presiding officer may adjourn a meeting at his/her pleasure or ask for a motion to adjourn with a second, and a vote of the membership on the motion.

ARTICLE IX COMMITTEES

Section 1.0. Standing Committees. The President shall appoint Chairmen of standing committees within two months of his accession to office or as openings in the committees become available. The President may terminate the Chairmanship of any standing committee at his/her pleasure. The following committees will be formed:

- A. Budget and Finance Committee
- B. Membership Committee
- C. By-Laws Committee
- D. Planning Committee
- E. Buildings and Grounds Committee

Section 2.0 Special Committees. The President may form special committees, e.g., nominating committee, and appoint their Chairman as need and required. The President shall have the authority to terminate any special committee at his/her pleasure.

Section 3.0. Committee Members. All committee members serve at the pleasure of the Committee Chairman with the exception of Special Committee Members.

Section 4.0. Special Committee Members. The President has the right to appoint to any public citizen, special committee member, as a member of a standing or special committees. The President shall name special committee members in writing noting what special capabilities and skills the special committee member brings to the committee and why their appointment are in the best interests of the Corporation. Special Committee Members may only be dismissed by the President or at the termination of the committee.

SECTION X MEMBERSHIP RESPONSIBILITIES

Section 1.0. Meeting Attendance. All Regular members shall attend regular monthly meetings, special meetings, work sessions, annual meetings, and scheduled training unless excused by the President or Captain.

Section 2.0. Squad Duty. All regular members shall make themselves available for squad duty for a minimum of 24 hours per month. Squad duty may be fulfilled by assignment to special tasking by the President or Captain. A "special task" is a task required for the good of the rescue/emergency services operations or Corporation. Members not meeting the minimum requirement for Squad Duty for 60 consecutive days shall be brought before the Board of Directors for disciplinary action.

Section 3.0. New Members. New members shall serve as a "member on probation" for a period of six (6) months from the initial day that they perform their first squad duty. If they do not start their first squad duty sixty (60) days from being accepted as a member they will be dismissed from the membership.

Section 4.0. Leave of Absence. A leave of absence from the Rescue Squad or Corporation may be request in writing by a member. The letter shall be address to the Board of Directors and specify the duration of the absence, the reason for the absence, and stating that the member understands that he/she must maintain any certifications and training requirements during the leave of absence. Failure to maintain certifications and training requirements are grounds for dismissal from the organization.

Section 5.0. Uniforms. Uniforms and the wearing of them shall be specified by the Board of Directors. When no uniform code exists, members shall show themselves to the public in a neat and clean manner.

SECTION XI

DISCIPLINARY ACTIONS

Section 1.0. Disciplinary Actions. Members may be subject to disciplinary action when they do not meet their responsibilities to the Rescue Squad or Corporation, violate the By-Laws, are convicted of a felony, or endanger the lives, certifications, or reputations of fellow members or the Corporation during Rescue Squad Operations. All member infractions that may require disciplinary action shall be brought before the Board of Directors for review, investigation, and determination of action. The Board of Directors may dismiss any disciplinary action if the infraction or the facts do not support disciplinary action.

Section 2.0. Dismissal. Where dismissal of a member is determined by the Board of Directors, the member and his infractions and the reasons for dismissal shall be brought before the membership for a vote. The member shall be granted the right to state the reasons that he/she should not be dismissed to the membership prior to any vote.

Section 3.0. Suspension. Where a suspension of a member is determined by the Board of Directors, the Directors shall report to the membership the cause of the suspension and period of suspension. The Board of Directors may award a suspension for a period of not less than 30 days or more than 120 days.

Section 4.0. Probation. Where probation of a member is determined by the Board of Directors, the Directors shall report to the membership the cause of probation and the period of probation. A period of not less than three (3) months or more than twelve (12) months probation may be granted by the Board of Directors.

Section 5.0. Documentation. The Board of directors shall make a written record of all disciplinary actions including the name and certifications of the member, a detailed description of the infraction, findings and facts, decision of the Board of Directors, and the result of any vote taken by the membership.

Section 6.0. Criminal or illegal Activity. Where a member engages in criminal or illegal activity while on duty or during Corporate or Squad activities or on Rescue Squad Property those activities will be reported to law enforcement and a Corporate Officer.

ARTICLE XII

GENERAL RULES OF SQUAD OPERATIONS

Section 1.0. Operating Policy & Instructions. The President shall, from time to time, issue general policy and operating instructions for the Corporation and/or Squad. Such policies and operating instructions shall be approved by the Board of Directors, but shall not be in direct violation or contradiction of the By-Laws of the Corporation.

Section 2.0. Conduct. Squad members shall at all times conduct themselves in a manner that will command personal respect for themselves and the Squad.

Section 3.0. Day to Day Operations. The Captain shall direct and control day to day operations of the Squad. In his absence the direction of the Squad shall befall to the next available operating lieutenant. In the event all operating officers are unavailable the President shall assume command of Squad operations.

Section 4.0. Alcohol or Debilitating Drugs. No squad member shall take alcoholic beverages, debilitating prescription drugs, or recreational drugs while on Squad duty or immediately prior to assuming Squad duty.

Section 5.0. Identification. All members shall carry personal identification and identification as a Rescue Squad Member and shall identify themselves to the public or law officers on demand. The member shall never loan their Rescue Squad identification to others for any reason.

Section 6.0. Equipment Out of Service. When any equipment must be removed from service for reason of failure or repair the Captain shall be notified. Where a vehicle is removed from service, except for fuel, restocking, and/or cleaning, the Second Lieutenant shall be notified.

Section 7.0. Squad Equipment. The Corporation may from time to time issue equipment, supplies or uniforms (herein referred to as “material”) issued to a Members. The issued material remains property of the Corporation and the issuance of the material places a burden of care on the member receiving material. The material shall be handled generally in the following manner:

- A. Receipts shall be made for the issuance and return of material,
- B. The member shall care for the material in an appropriate manner while in their care,
- C. Immediately notify the Captain of loss or damage of any material,
- D. Upon completion of service to the Corporation, or being placed in an Inactive status, the member shall return the equipment, supplies, and uniforms issued to them. The issued material shall be returned to an Officer of the Corporation.
- E. The President may make a gift of any material to a member or members that the Squad membership deems proper by motion and vote.

Section 8.0. Felony Conduct. Squad members willfully damaging, misusing, removing medical supplies, taking Squad maintenance materials, damaging equipments, vehicles, or Squad spaces and furnishings is committing a felony and shall be referred to law enforcement

Section 9.0. Decorum. Squad members shall act in a professional manner while in the presence of patients, the public, law enforcement, or other emergency services. Accordingly Squad members shall:

- A. Remember that all medial calls are confidential and the release of information is under rules of confidentiality detailed in HIPPA laws,
- B. Address all persons on scene or in the ambulance in a civil manner,
- C. Not escalate situations that are tense and/or inflammatory,
- D. Maintain personal control,

- E. Make a written record of an inflammatory situation as soon as possible after completing required patient care efforts, and inform the Captain of the situation

Section 10. Operation of Vehicles. Members are prohibited from operating Corporate of private vehicles in a reckless manner and or in a way that puts other squad members or the public in danger. The following rules apply:

- A. When operating a private vehicle under red lights or responding to a call members must obey all existing traffic laws,
- B. When operating an Ambulance with patients aboard without Lights and sirens all state vehicle operating laws must be observed,
- C. When operating under emergency lights and sirens, safety of the ambulance, the crew, its patients, and the public shall not be placed in danger, and drivers must take great care when entering intersections or passing other vehicles,
- D. Drivers are personally responsible for any operating violation they may receive while on Squad duty.

Section 11. Boat Operations. When a boat is operated for purposes of rescue or search and requires Squad members to be aboard, a minimum of two (2) members plus a boat operator shall be aboard the boat. Members shall wear life preservers during the entire time they are on the boat.

Section 12. Public Displays. Squad equipment may be made available for Public Displays (demonstrations, standby, or parades) by the Captain with the consent of the President. Requests for Public Displays within the Squad,s immediate call area shall take a priority over Public Displays outside of the immediate call area. A decision to take part in a Public Display shall not reduce the ability of the Squad to respond to emergency calls.

Section 13. Use of Squad Facilities. From time to time the use of Corporation Facilities by the public is requested. The Board of Directors shall control the use of Corporate facilities by the Public and make such rules and regulations as may be in the best interests of the Corporation and protection of its assets.

Section 14. Distribution of By-Laws and Operating Policy and Instruction. All members shall be issued copies of Westmoreland County Volunteer Rescue Squad By-Laws and existing or new Operating Policy and Instructions when they are issued. New members shall receive copies of By-Laws and existing or new Operating Policy and Instructions

and be given an introduction to them by the Captain or First Lieutenant within 30 days of being accepted into membership.

SECTION XIII

AUXILIARY

Section 1.0. Auxiliary. The Corporation may form an auxiliary organization open to both members and the public.

Section 2.0 Purpose. The purpose of the Auxiliary is to support the membership in planning and executing projects and programs outside of normal operations that will assist the Corporation for the overall benefit of the Rescue Squad.

Section 3.0. Fund Raising. The Auxiliary is allowed to conduct such fund raising that is necessary to meet the its goals and objectives. The President shall approve all proposed fund raising projects and programs proposed by the Auxiliary.

Section 3.0. Corporate Direction. The Auxiliary shall be organized and under the Direction of the Office of the President. The President shall have right to disband and reconstitute the Auxiliary at his pleasure. The President may appoint and dismiss officers of the auxiliary without cause.

Section 4.0. Auxiliary Officers. The Auxiliary shall have three (3) officers. Director, Treasurer, and Secretary.

Section 4.1. Auxiliary Director. The Auxiliary Director shall direct and coordinate the activities of the auxiliary. The Director shall coordinate activities of the Auxiliary with the Corporate President. The Director shall attend meetings of the Board of Directors and report on the activities of the Auxiliary. The Auxiliary Director does not have a vote on the Corporate Board of Directors.

Section 4.2. Auxiliary Treasurer. The Auxiliary Treasurer shall be responsible for the Auxiliary's bank account, the paying all legal bills the of Auxiliary, and maintain a record of all income and expenditures. The Auxiliary Treasurer shall submit the Auxiliary's accounts for audit by the Corporate Treasure annually and at any time on demand. The Treasurer shall report the total amount of all bank accounts to the Auxiliary monthly.

Section 4.3. Auxiliary Secretary. The Auxiliary Secretary shall maintain a written record of all Auxiliary meetings. The Auxiliary Secretary shall maintain an up to

date list of members including members names, address, and contact information.

Section 5.0. Auxiliary Members. Auxiliary members are responsible for attending meetings and organized and official activities of the Auxiliary. Each member shall provide and maintain an up-to-date name, address, and contact information to the Auxiliary Secretary. Members not able to be present at Auxiliary meeting and/or activates shall notify the Auxiliary Director or Secretary of their prior to the meeting or event.

Section 6.0. Dismissal of Members. The Auxiliary Director may dismiss members for non-attendance at meetings and/or activates or who regularly disturb the harmony of the Auxiliary.

ARTICLE XIV

BY-LAW AMMENDMENTS

Section 1.0. By-Laws Amendments. Proposed amendments to these By-Laws shall be presented to the Board of Directors for investigation. After investigation, the Board of Directors shall have the Amendment drafted in final form for presentation to the membership. A copy of the Amendment shall be provided to the membership for consideration. The membership will have 28 days to consider the Amendment. The President, after 28 days, shall call for a vote at a regular or special meeting of the Corporation. The vote on the proposed Amendment can only be yea or nea. A quorum vote of the membership shall be required to pass any Amendment to the By-Laws. A defeated Amendment may be resubmitted with due consideration of comments and proposed changes from the membership.

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