

*Sandy Ridge Rescue Squad INC.*

***BY-LAWS***

***ARTICLE I***

The name of the organization shall be “**The Sandy Ridge Rescue Squad, Inc.**”

***ARTICLE II***

***OBJECTIVE:***

The objectives of this organization are to save life, provide emergency medical services, teach and practice safety, perform needed emergency rescue, provide standby services at public activities as deemed necessary, provide a rescue unit for Emergency Management Organizations, organize search parties, respond to fire calls, provide transportation of the sick and injured to the Emergency Room and participate in other service to the community as deemed closely related to the aforementioned.

***ARTICLE III***

***AMENDMENTS:***

The Bylaws may be amended at any regular business meeting provided that the amendment had been posted at least one regular business meeting prior to voting. For the amendment to be adopted there must be 3/4 of the full, eligible, voting members present in agreement. Upon passage, the amendment shall become a permanent part of the Bylaws. If the proposed amendment is not adopted, the original reading will remain in effect.

## **ARTICLE IV**

### **MEMBERSHIP QUALIFICATIONS AND DUTIES:**

A) Membership shall be limited 50 active members

B) To be considered for membership, a person must be any person 18 years of age or older and of good character. Applicants must submit to a criminal background check (including fingerprinting), performed by the State of Virginia's authorized agency. Applicants must attend three meetings during the application period. Meeting may consist of business meetings, training drills, or board meetings. Applications may be voted on at any regular business meeting.

(1) Voting on applications of probationary members shall be by ballot – with at least simple majority of the full, eligible, members voting to accept. If the application is rejected for any reason, that applicant may ask to address the membership, and ask for a revote. If the application is then rejected a second time, that applicant must wait a minimum of six months to reapply.

(2) Probationary members must attend at least 60% of drills and meetings and must answer calls when possible. They must pull assigned duties and work stand-bys during probationary period.

(3) The probationary period for new members shall be a minimum six months duration. Exceptions to the above may granted on the recommendation of the membership committee and the executive committee if the applicant has acquired the needed skills and knowledge either during this probationary period or prior to joining this organization. To waive any part of this six months period at least 2/3 of the full, eligible members voting by ballot will be required. If the applicant is brought up for full membership prior to the completion of the six months probationary period and is rejected for any reason, the applicant will remain on probation until such time that the probationary period has been completed.

(4) The Membership Lt. shall see that the probationary member completes an orientation packet as approved by the membership and executive committees. This orientation packet should include but is not limited to one sections for each of the Squad's officers as well as a portion for general Squad operation to be completed by a probationary member's mentor senior member. This orientation packets should use as a guide, the orientation outline in the Operations Manual.

(5) Each new probationary member will be assigned, by the membership lieutenant, a full senior member who will serve as a guide and mentor through the probationary period. This mentor member will be responsible for training him/her in all Squad operations and equipment and authorizing him/her to use such equipment in the presence of any SRRS full senior member. The mentor senior member shall keep the membership officer apprised of the probationary member's progress.

(6) Election of probationary members being installed as full members shall be by ballot vote. The Membership Committee shall either have a written statement from that probationary member's mentor member to report on the probationary member's performance. The Squad may choose from one

of the following three options in dealing with a probationary members who was brought up for full membership.

(7) The probationary member has satisfied all probationary requirement and will be promoted to full member.

(8) The probationary member is making progress, but is not ready for full membership due to a need for further training and/or guidance. In this case the membership must decide in the form of a motion or amendment to the motion to accept, for how the probationary member is to remain on probation before being reconsidered for full membership.

(9) The probationary member is not making satisfactory progress and the application is rejected and the probationary member is dismissed. At least 2/3 of the full, eligible members present and voting shall elect. The newly-elected full member's Squad service date shall have started upon their acceptance as a probationary member. If a probationary member is dismissed for any reason, the application must wait a minimum of six months to re-apply for membership.

(C) Each member is obligated to take part in Squad Meetings, Drills, Standbys, and Squad activities as his/her family, primary job, and church allows, as noted in section D

(D) Each member is obligated to attend all of his/her assigned duties, business and training meetings as outlined in the Standard Operating Procedures of the Squad unless excused by the Membership Lt. for reasons noted in Section C of Article IV the Membership Lt. will document attendance at these commitments. Any member failing to meet these requirements will be referred to the Executive committee for disciplinary action up to and/or including dismissal from the Squad. Although these duties may be excused by the membership lieutenant for the noted reasons in Section C of Article IV, they must be made up in accordance with your commitment to the Squad for a minimum of 2 duties per month or a total of 26 duties per year.

(E) Each probationary member must achieve at least two of the following EMT certification, CPR, Vehicle Extrication & E.V.O.C. certification and have taken the orientation class before they are to come off probation. Each member shall have two years from the date they are voted in as a full senior member to obtain the remaining courses. The member will be allowed to repeat a course one time in the event they fail to pass the initial course. This will also apply to members who need to re-certify for any course. That regardless of the expiration date of any of the above certifications, each member shall recertify each of the above listed certifications not less than 5 years from date of issuance of certification. It shall be mandatory for each member to maintain a working knowledge of all current equipment. Any member who allows their EMT to expire will be placed on suspension and must obtain that license within 90 days of expiring or be brought before the Board of Directors for dismissal. It will be the responsibility of the Training Lt. to keep updated records on all required certifications and inform the Executive Committee of the lapse of member's

certifications.

(F) Any full member in good standing, whose health or working conditions change on a temporary basis, may ask for a leave of absence of up to six months. The Membership Lt. will have the authority to issue. A longer period must have the approval of at least 2/3 of the full, eligible members voting on any business meeting night. Each member shall be limited to no more than two six months leave period during a five-year period. Any officer who takes more than one thirty-day leave of absence in any one year, for any reason must vacate his/her office. An election will then be held at the next regularly-scheduled business meeting to elect a member who meets all qualifications of a Squad Officer (see Article VIII, Section A, B) to finish the term of office.

(G) Honorary membership may be bestowed on any member, who is eligible by, having served at least two years as an active member of the Squad. To be eligible for this honor, the member must be nominated by an active member in good standing. The recipient must receive the approval of a least 2/3 of the full, eligible members voting during a business meeting. Voting shall be by secret ballot. Service as an Honorary Member shall not be counted as active member service.

(H) With the approval of at least 2/3 of the active membership present and voting and recorded on the minutes at a regular business meeting, the Squad shall present an honorary membership to person or persons, who has/have promoted and/or supported, directly or indirectly to the betterment or acknowledgement of this organization through organizations or other means, whereby honor has been bestowed upon this organization is spoken and is readily known. Voting shall be by ballot.

(I) Any Squad member who has made a significant contribution to the operation and welfare of the Sandy Ridge Rescue Squad, Inc. and who has a total of fifteen (15) years active membership in said organization is eligible to receive a life-time membership in the Sandy Ridge Rescue Squad, Inc. by virtue of being nominated and receiving a vote of at least 2/3 of the full, eligible members present at any scheduled business meeting. Voting shall be by ballot. This elected lifetime candidate will be eligible to participate in activities and benefits offered by the Squad as long as they remain an active member. A Life Member may change his status to one of the following:

(1) Limited Status- A Life Member may be eligible for limited service status by applying to the Executive Committee and outlining those activities that he/she wishes to be considered for. A Life Member who is on limited service status and is benefiting the Squad will be considered an active member. On a yearly basis, the Executive Committee during its meeting in December will review and re-evaluate the limited service status of each member. Based on the result, the life member will be allowed to remain on limited service status, go back to full time active status, go inactive or resign from the Squad.

(2) Inactive Status- A Life Member may choose to become an inactive member of the Squad. An inactive member has no voting power. An inactive member will not be allowed to use a Squad vehicle for any reason

unless he/she is with a full-time Senior Squad Member. An inactive member who wishes to become an active member again at a later date may do so as long as the member has the required certifications to be an active member and received the approval of 2/3 of the Executive Committee.

(J) A former member, having left the organization in good standing and whose resignation has not exceeded two years, upon acceptance, shall serve thirty days probationary period. A former member's resignation that exceeds two years shall serve a ninety-day probationary period. A former member's resignation that exceeds five years, shall serve the six-month probation as that of a new Squad member.

## ***ARTICLE V***

### ***MEETINGS:***

(A) The first Thursday night in each month shall be a Business Meeting. The third Thursday night in each month shall be a training drill night. Should a matter of business arise requiring immediate action by the Squad, the Captain may call a special business meeting. A special business meeting may also be called when  $\frac{1}{4}$  of the Squad membership, by petition to the secretary, so desires. Written notice must be posted at least 48 hours in advance of any called meeting.

(B) All regular meeting shall be schedule to begin at 7:00 P.M. (1900) deviated by exception only.

(C) Business Meetings shall be carried on informally according to Robert's Rules of Parliamentary Law unless specifically deviated from by the Constitution of these by-laws. Drill meeting shall be the responsibility of the Training Lt. or his designate. The drill shall be general in nature for all members to attend. If a member shall attend any other class or classes for that month, that member may be counted as being present towards that months drill. It will be the responsibility of that member to document that information and get it to the Training Lt. for credit. Documentation of classes attended must be submitted within thirty days of the training drill for which credit is being requested.

(D) A member wishing to leave a meeting early must obtain permission to do so from the presiding officer, or be counted absent for that meeting.

(E) A Squad member shall be obligated to attend all Squad business meetings. Any member whose percentage of meetings attended falls and remains below 60% for a period of three months or more will be ineligible to run for office for the following year and will be ineligible for any Squad incentive programs until their meeting attendance is brought back to above 60 %. Excused absences will not count for or against this percentage, however incentive points will not be awarded for excused absences. Any member who misses a meeting for the purpose of representing the Squad at any other function or for a Squad approved training class will be counted as present for the meeting missed provided that the member makes arrangements in writing with the Membership Lt. prior to the meeting to be missed. Incentive points will be awarded for meetings missed for theses approved purposes.

(F) For all purposes a quorum will be a  $\frac{2}{3}$  majority, of the full, eligible members present and voting.

## ***ARTICLE VI***

### ***ELECTION:***

(A) Nominations for the offices of Captain, First Lt. Membership, First Lt. Training, First Lt. Equipment, First Lt. Fleet, Secretary, Treasurer, Legal Advisors, Financial Advisors, Medical Advisors, Photographers, Chaplain, and Board of Directors shall be held in the business meeting in November. Nominations will reopen at the next subsequent Thursday night, for a total of two nominations nights. Nominations shall be closed for the year after the second Thursday in November. Election of officers will be held during the regular business meeting in December. If no candidate is elected by a majority of the votes cast to fill an office, any member nominated for that office that is not present on election night and who has the lowest number of votes will be dropped. The remaining nominees will be voted on again until the office is filled. Any candidate who is present for the election and after two rounds of voting has the lowest number of votes; the total of which has not increased or decreased, will be dropped. The elected officers shall be installed at the annual Christmas Banquet or on the first meeting in January and serve a term of one year with the exception of the Board of Directors which shall serve a term of two years. Only active members present may elect or nominate a candidate for any office except as specified in the By- Laws. A simple majority of the members voting shall elect. This vote will be by ballot, only for those nominated. All Elected Executive Officers, Inside Members of the Board of Directors, Secretary, and Treasurer shall pull a minimum of 3 duties per month.

## ***ARTICLE VII***

### ***OFFICERS:***

(A) The Squad shall elect from its membership the following Executive Officer:

- \*Captain
- \*First Lt. (Membership)
- \*First Lt. (Training)
- \*First Lt. (Equipment)
- \*First Lt. (Parliamentarian)

(B) There shall be elected from the Squad a Board of Directors composed of a total of nine active members of which the Captain, Secretary and Treasurer shall be included. Of these nine members at least two shall have ten consecutive years of services and/ or prior Board service of at least one term. The Board of Directors shall elect from their membership the following officers:

- \*President
- \*Vice President

The membership shall elect four members of the community that are not active Sandy Ridge Rescue Squad, Inc. members to serve on the Board of Directors, these elected officials shall serve a term of one year.

The Board shall appoint one additional member from the board to co-sign check in the absence of the President or Treasurer.

(C) An officer shall be defined as an Executive Officer or member of the Board of Directors. No Executive Officer shall serve more than four consecutive terms in the same office or Board Member more than two consecutive terms in the same office, but will be eligible for any other office at the conclusion of the term limit. If a member is elected mid-term to fill a vacant office, this will not be included in the total number of consecutive terms allowed by an officer.

(D) The Squad shall elect the following professional men/women, who may or may not be active member in the Squad:

- \*Not more than two Legal Advisors
- \*Not more than four Medical Advisors
- \*Not more than two Financial Advisors
- \*Not more than two Chaplains
- \*At least one Photographer

(E) Voting in each instance shall be by ballot: however an uncontested candidate may be elected by acclamation. A simple majority of full, eligible, members voting shall elect.

## ***ARTICLE VIII***

### ***QUALIFICATIONS OF Squad OFFICERS***

(A) To be eligible for the office of Captain, a member must have been a member of the Squad for five years or more, must have been a previous line officer prior to his/her nomination for the office of Captain, and must have attended at least 65% of all Squad business meetings, 65% of all training drills, and all required duties during the past year. This will be subject to change for those with life membership status who qualify for an office.

(B) To be eligible for an elected office other than Captain, A member must have been A member of the Squad for two years or more and must have attended at least 65% of all Squad business meetings and drills during the past year, and all required duties during the past year. This will be subject to change for those with life membership status who qualify for an office.

## **ARTICLE IX**

### **DUTIES OF OFFICERS :**

- (A) **President:** He/She shall serve as the Chief Executive officer of the Crew and is responsible for the development and general welfare of the Squad. The President will conduct all meetings of the Board of Directors of the Squad. He/She shall be bonded for an amount to be established annually by the Board of Directors and shall co-sign all checks issued by the Treasurer. The President shall have purchase authority up to \$100.00. The joint purchase authority of the President and the Captain shall be \$200.00.
- (B) **Vice-President :** In the Absence of the President, the Vice President shall perform the duties of the President.
- (C) **Board of Directors :** It shall be responsible for the general welfare and development of the Squad.
- (D) **Secretary :** He/She shall keep type written records of all proceedings of the Squad business and all meetings of the Board of Directors.
- (E) **Treasurer :** He/She shall co-sign all checks for bills. Report monthly budget to membership at all regular business meetings, report to the Board of Directors at all Board Meetings. Submit all financial reports to secretary for adoption by the Squad. No present or future officer shall have the authority to transfer the account to another bank or banks. The Treasurer shall be bonded for an amount to be established annually by the Board. Expenses for bonding shall be paid by the Squad. The books shall be audited once each year.
- (F) **Captain:** He/She shall supervise or direct supervision of all day-to-day Squad activities and shall preside at all business meetings of the Squad. He/She shall serve as Executive Committee Chairman. The Captain shall have purchase authority up to \$100.00. The joint purchase authority of the President and the Captain shall be \$200.00.
- (G) **First Lt. (Membership):** He/She shall act in the absence of the Captain assuming all duties. He/She shall be chairman of the Membership Committee. He/She shall maintain an attendance record of members at all meetings. He/She will be responsible for assigned duties and posting stand-by assignments.
- (H) **First Lt. (Training):** He/She shall act in the absence of the Captain and First Lt. (Membership) and shall assume all duties. He/She shall supervise or direct all members in emergency medical techniques. He/She shall foster a training program to adequately train the members in the use of all equipment. He/She shall maintain complete up-to-date training records. He/She shall report to the Membership Chairman prior to each business meeting as to the training status of all members as provided for in the by-laws.
- (I) **First Lt. (Equipment):** He/She shall act in the absence of the Captain, Membership Lt., and Training Lt. and assume all duties. He/She shall be chairman of the Equipment Committee and be responsible for the up-keep of all equipment and Vehicles purchases. He/She shall serve on the Safety Committee for all accidents to report back to the Squad. All expenditures for equipment exceeding the joint purchase authority of the Captain and the President must be approved by the Board of Directors.
- (J) **First Lt. (Parliamentarian):** He/She shall act in the absence of the Captain, Membership Lt., Training Lt., Equipment Lt., and assume all duties. He/She shall have general supervision of the Constitution and By-Laws and deliver a copy to each

Squad member as needed. He/She shall keep type written records of all proceedings of the Executive Committee, which shall be made part of the Squad records.

**(K) Legal Advisor:** They shall give counsel and advice on subject of legal matters of the crew. They shall give direction of the appropriate contact with the public, the city authorities and courts.

**(L) Medical Advisor :** Their duties shall be to advise the Squad in their efforts as outlined in the objectives of the organization.

**(M) Chaplain:** They shall lead the spiritual welfare of the Squad.

**(N) Photographer:** They shall provide any photography services feasible to Squad activities.

**(O) Financial Advisors:** They shall provide council and advice on subject of financial matters of the Squad.

## **ARTICLE X**

### **COMMITTEES:**

Standing committees shall consist of the following:

- a. Executive Committee : (Chairman and committee elected)
- b. Legislative Committee : (Consists of President who shall be chairman, the Vice President and Captain)
- c. Membership Committee : (Chairman elected committee appointed)
- d. Training Committee : (Chairman elected committee appointed)
- e. Social Committee (Chairman and committee appointed by the Captain)
- f. Publicity Committee : (Chairman and committee appointed by the Captain)
- g. Building & Grounds : (Chairman and committee appointed by the Captain)
- h. Safety Committee : (Chairman and committee appointed by the Captain)
- i. Audit & Insurance : (Chairman and committee appointed by the Captain)

The Captain may appoint other committee that he deems necessary. The duties of these committees shall consist of the following:

(A) Executive : The Executive committee shall be composed of the Captain and the Four Lieutenants. The Captain shall serve as chairman. The duty of this committee shall be to supervise the operational functions of the Squad.

(B) Legislative : The President shall serve as chairman, the Captain and Vice-President as members. The President shall serve as or designate a Squad member to be the Squad's representative to the State of Virginia's Association of Volunteer Rescue Squads Board of Governors, the State of Tennessee's Unit Directors, and to the International Association of Rescue Squads, and perform any other speaking or legislative occasions deemed necessary.

(C) Membership : The First Lt. shall serve as chairman of this committee and shall appoint at least two sergeants to serve with him. The duties shall be to investigate an application for membership, checkup on delinquent members and report to the Squad of its findings. All manpower for standby and special events shall be provided by this officer. This committee shall handle duty assignment.

(D) Training : The First Lt. shall serve as chairman of this committee and shall appoint at least two sergeants to serve with him. The above-appointed sergeants shall be under the supervision of the first Lt. It shall be the duty of this committee to coordinate classes (required and elective) for all members. The committee shall train and examine all probationary members and report its findings to the Squad prior to voting them to full membership.

(E) Equipment : The First Lt. shall serve as chairman of this committee and shall appoint at least three sergeants to serve with him. The above appointed sergeants shall be under the supervision of the First Lt. It shall be the duty of this committee to maintain the equipment of the Squad including repairs or replacing as deemed necessary for any particular situation.

(F) Social : The chairperson of this committee has the duty to plan and execute all social functions of the Squad, and to see that food is available at prolonged operations within the Squad.

(G) The duties of all other standing committees shall be defined in the Squad Operations Procedures. The activities of any committee will not overlap or conflict with

any other committee or officer.

## ***ARTICLE XI***

### ***CONDUCT OF MEMBERS:***

(A) A Squad member shall conduct themselves in such a manner as to command respect of our organization and general public.

(B) A Squad member shall not take part in any activities in the Squad while in an intoxicated condition, whether partly or completely so. No member shall answer a Squad calls with the odor of alcohol on their person. No alcoholic beverages will be permitted in or on any Squad equipment or property. No gambling will be permitted in or on any Squad equipment or property.

(C) A Squad member shall not use or allow his badge or identification to be used in an unauthorized manner.

(D) No member shall be authorized to take Squad vehicle in excess of 35 miles from the Squad building without proper authorization. Authorization shall be through both the Lieutenant-Equipment, or in his/her absence the Captain, and the President, or in his/her absence the Vice President.

(E) Upon arrival on the scene of any rescue, search, or stand-by operation of the Squad, each member shall report to the officer or member in charge as soon as possible. No Squad member or officer will leave the scene of said operation without reporting to the officer or member in charge.

(F) Members shall observe traffic regulations when operating Squad vehicles or private vehicles.

(G) Any member willfully destroying or misusing equipment or property of the Squad shall be reprimanded accordingly after through investigation by the Executive Committee.

(H) Any member found duplicating keys to any part of the Squad building, property, or Equipment without proper authority will be reprimanded accordingly by the Executive Committee.

(I) Keys, badges, uniforms, or any other Squad identification and property issued shall remain the property of the Squad. Any member leaving the service of the Squad for any reason shall relinquish same to the Equipment Lt. immediately. Squad identification on privately owned vehicles shall be restricted to Squad approved identification. Any two lines officers shall have the joint authority to authorize such identification.

(J) When answering calls to another area, in no event shall more equipment and more members be taken on calls to another city than deemed necessary to handle the cases involved. Under no circumstances shall safety of the services area of the Sandy Ridge Rescue Squad, Inc. be jeopardized.

(K) No member shall make purchases of any nature for or in the name of the Squad without first obtaining authority from the Captain or President, except in extreme Emergency when he/she cannot get in contact with the Captain or President. He/she shall present an itemized statement to the Captain. No member shall transact business in the name of the Squad without proper authority from the Captain and/ or the Board.

(L) All members shall be required to accept duty, as assigned by the Membership Lt. at the member's main occupational convenience.

(M) All members on duty shall wear a neat appearing and complete uniform. The Official uniform of the Squad shall be the Squad issued white uniform shirt (white pockets and shoulders for probationary members, black for full members). The

American Flag shall be properly displayed on the right shoulder with the member's highest level medical certification patch below the flag. The Squad patch shall be displayed on the left shoulder. Alternate uniform shirts include: black pull-over or job-shirt displaying the SRRS t-shirts (after 2300 hours) or Squad approved uniform t-shirts.

## ***ARTICLE XII***

### ***DISMISSAL OF MEMBERS:***

(A) Any Executive Officer shall have authority to suspend any Squad member (full or probationary) for just cause for a time not to exceed thirty days or until the next Executive Committee meeting after the date of suspension, whichever occurs sooner. The Executive Committee will conduct a mandatory investigation at its next meeting during which the suspended member may present his/her case. The Executive committee can choose to uphold or dismiss the remainder, if any, of the 30-day suspension. If the Executive Committee recommends dismissal of the member from the Squad, it must present this recommendation to the Board of Directors at its next meeting.

(B) Member may be dismissed by the Board at any regular or called meeting of the Board of Directors when due cause has been presented to the Board by the Executive Committee. The member has the right to be represented at this meeting.

(C) Any member dismissed pursuant to this section shall be prohibited from Re-applying as member for a period of two years at which time said Member shall first seek the approval of the Board of Directors before being permitted to submit a new application.

## ***ARTICLE XIII***

### ***PENALTIES:***

Any member violating any of the foregoing shall, after through investigation by the Executive Committee, be subject to such discipline as may be prescribed by the Executive Committee, except for dismissal which must be presented to and approved by the Board.

## ***ARTICLE XIV***

The Robert's Rules of Order, revised, will be governing authority in all cases to which they are applicable and in which they are not inconsistent with these By-Laws.