

## **Bylaws of the NANSEMOND SUFFOLK VOLUNTEER RESCUE SQUAD**

### **Article I: Name**

The name of this corporation shall be the Nansemond Suffolk Volunteer Rescue Squad (Hereafter referred to as the Squad or organization) as per provisions of the Code of Virginia.

### **Article II: Objectives**

To assist in the saving of lives, provide emergency ambulance service, provide first aid, teach methods of safety and operate for the general public good in the City of Suffolk, Virginia, without profit.

To operate, maintain, lease, buy or otherwise acquire first aid equipment, lifesaving equipment, rolling stock, real estate and all necessary appurtenances thereto that may be required to carry out the duties of a rescue squad.

The Squad and its members shall meet the requirements as set forth by the Office of Emergency Medical Services, Department of Health, and the Commonwealth of Virginia.

### **Article III: Membership**

#### **Section 1 - Eligibility**

Rescue Squad membership is open to all persons regardless of race, gender, religion, national origin, sexual orientation, status, location of residence, or disability.

Any person sixteen (16) years of age or older who fulfills the requirements set forth by the Squad may be eligible for membership in the Squad.

Those previous members who separated from the organization with regret are eligible to reapply for membership at any time after the date of separation. Those previous members who separated from the organization with prejudice may reapply for membership twelve (12) months after the date of separation.

#### **Section 2 - Application and Acceptance**

- A. Applicants for membership must present their completed application, in writing, to the Vice President.
- B. The Vice-President will obtain a criminal background check, driving record, and medical clearance on all applicants. The Vice-President will consult with the Training Officer after obtaining the results to determine the acceptability of the applicant. The applicant may be denied membership or have responsibilities

limited for situations determined to be potentially harmful to the Squad or the Suffolk Community. The Vice-President will report to the Board of Directors only that the applicant is acceptable or should have restrictions and name the restrictions. Upon a recommendation by the Board of Directors that the applicant be denied or restricted, the applicant will be notified of the decision and given the opportunity to request a hearing before the entire Board of Directors and a full disclosure of all information. The Board of Directors will consider the application in executive session.

Situations that may result in denial or restrictions include, but are not limited to:

- a. A felony conviction with or without current parole or probation conditions
  - b. A misdemeanor involving moral turpitude
  - c. Reckless driving or Driving Under the Influence convictions
  - d. Failure to obtain medical clearance for the activities of a responder
- C. The Board of Directors will vote on each application at their next regularly scheduled meeting. A vote of two-thirds (2/3) of the Board members present is required to forward the application to the general membership for acceptance.
- D. At the next regularly scheduled meeting of the membership, the applicant will be presented to the membership for active membership. A vote of two-thirds (2/3) of the membership present will accept the applicant as an Honorary Probationary Member for a probationary period.
- a. The probationary period shall be six (6) months for persons who have never before been a member of the Squad.
  - b. The probationary period shall be three (3) months for returning members whose resignation was accepted with regret and no less than twelve (12) months for members whose resignation was accepted with prejudice. Probationary periods may be extended once, for any applicant, for a period not to exceed six (6) months. The probationary period may be modified or waived in special circumstances for returning members by a vote of two-thirds (2/3) of the membership present.
- E. At the end of the probationary period, the general membership present shall vote by a show of hands to consider the applicant for Active Member status at a Business Meeting of the membership. A vote of two-thirds (2/3) of the membership present will approve the applicant as an Active Member. If the probationary member is denied Active Member status, the applicant shall be expelled from membership and remains ineligible to reapply for membership for twelve (12) months.

### Section 3 - Types of Membership

There shall be two classes of membership in the Squad: Active and Honorary. Only Active Members shall have all of the privileges of the Squad, including those of making motions, voting, and holding office.

- A. Active – Persons deemed qualified by the membership may apply for Active Member class. Active Members shall be members in good standing and at least eighteen (18) years of age. Active members are required to fulfill duty

- requirements and attend meetings. Duty requirements are determined on an individual basis for each member by the Board of Directors. The standard requirement is three-twelve (12) hour duties a month available to respond to calls. Officer's duties are in addition to membership requirements.
- B. Honorary – Any person deemed worthy of the designation may become an Honorary Member of the organization upon nomination of an Active Member or application to the Squad for membership. A vote of two-thirds (2/3) of the membership present is required to approve an Honorary Member. An Honorary Member is ineligible for any elected office, but may be appointed to a committee. Honorary Members may attend meetings with seat and voice but without vote. Honorary Members do not have duty requirements except for Associate status.
  - C. Life Membership is a special status available for Active and Honorary members who have served the Squad for an extended period as an Active member. Persons having served as an Active Member for a minimum of ten (10) total years may be entitled to designation as a Life Member. Expulsion, suspension or resignation from the Squad shall be interpreted as an interruption of service and do not count in totalling the number of years served. Life Members, upon resignation of Active Member status, shall have the same rights as Honorary Members. Life Members may return to Active Member status from Honorary Member status by resuming Active Member duty assignments. A simple majority vote of the Board may make this determination. The Chief may activate a Life Member at his/her discretion until the Board can meet to confirm the change.
  - D. Associate is a special status of Honorary membership available for individuals that wish to respond to calls or perform service to the Squad but are unable to meet full Active membership requirements. Associate Members have duty requirements established on an individual basis by the Board of Directors. Associate Members responding to calls must also be cleared by the Vice-President and Training Officer through criminal and driving records checks and medical clearance. Associate Members with financial duties must be cleared by the Vice-President and Training Officer through a criminal records check.
  - E. Members-in-Memoriam – Active or Honorary Members who die while in the service of the squad may be recognized as a Member-in-Memoriam and carried on the roles of the Squad in perpetuity. Member-in-Memoriam may be designated by a simple majority vote of either the membership or the Board of Directors.

#### Section 4 – Leave of Absence

If it becomes necessary, due to reasons of a personal or business nature (family, medical, military or school requirements, etc.), for a member to miss several meetings, duty sessions, or other Squad activities a leave of absence may be requested. The member may submit a written request in advance to the Board to be considered for a leave of absence. The member may be granted a suspension of membership requirements for a finite period, not to exceed ninety (90) days per request. Granting of the request, the duration of the leave, and the stipulations thereof shall be at the discretion of the Board of Directors. If a member is granted a leave of absence and fails

to return to duty at the end of the approved leave of absence period, they shall be considered as having resigned and no longer a member of the Squad.

#### Section 5 – Resignation

Resignations shall become effective upon receipt of a letter to the Board, a verbal statement to an officer, or through events described in Section 4. Verbal resignations will also be considered when witnessed and documented by two or more members in good standing. Any resignation shall be considered an unconditional termination of membership, relinquishing all rights and privileges of membership. The Board of Directors shall review the members' participation, and recommend approval to the membership on one of two categories. Resignations shall be categorized as either "Separated with Regret" or "Separated with Prejudice". "Separated with Prejudice" will be used if there is an unresolved complaint or personnel issue involving the member.

#### Section 6 – Communication

Unless specifically required by the Bylaws, electronic, written, mailed, or faxed communications shall be adequate for all communications of the Squad.

### **Article IV: Conduct of Members**

#### Section 1 – General Conduct

- A. All members shall conduct their activities in a professional manner at all times, obey all laws of the City of Suffolk, Commonwealth of Virginia, and the United States. When acting for, or representing the Squad in any manner, at any time, on- or off-duty, members shall obey all articles of the Bylaws and procedures written or verbally established as general practice of the Squad and shall obey any legitimate order of any Officer or Supervisor.
- B. Any member who fails or refuses to carry out any fair or legitimate order of any Officer or Supervisor, who is guilty of any misconduct, or whose personal or social conduct reflects serious discredit on the squad, shall be ordered by any officer to appear before the Board of Directors for the purpose of a hearing.
- C. Failure of any member to appear before the Board of Directors, upon receiving a written order through certified mail by the Board of Directors to do so, shall be treated as resigning from the squad. A member, who is unable to attend the specified Board meeting because of a conflict with their employment schedule, class attendance or family emergency shall contact the Board forty-eight (48) hours before the specified Board meeting. Appearance before the Board may be postponed once, with the Board's permission.
- D. Within thirty (30) days of resignation or expulsion, all squad property, patches and insignias issued shall be returned. Failure to return all Squad property within thirty (30) days may result in legal action.
- E. Resignations shall be interpreted as an interruption of continuous service.

## Section 2 – Expulsion

A member may be expelled from the squad by any action of the Board under Article III and Article IV, or by the membership at large under separate action. Voting shall be by ballot. A two-thirds (2/3) vote of the voting members present shall be necessary to expel a member. Expelled members will be designated as “Separated with Prejudice”.

## Section 3 – Suspension

Any officer shall have the authority to suspend any member accused of any breach of the Bylaws or established squad policies, until the next meeting of the Board of Directors, such period not to exceed thirty (30) days.

## Section 4 – Revocation of Life or Honorary Membership

Life Status or Honorary Membership may be revoked for any reason deemed appropriate by the membership. Any member who feels that the above memberships should be revoked shall give written cause to the Board of Directors. The Board of Directors shall investigate the charges. If two-thirds (2/3) of the Board of Directors votes to revoke the said membership, revocation will be presented at the next Business Meeting. Voting shall be by ballot. A two-thirds (2/3) vote of the membership present shall be necessary to revoke a membership.

## Section 5 – Disciplinary Action

Any member may be called, by written certified notice, to stand before the Board of Directors to answer written charges levied against them by either a Squad member or concerned citizen. Action by the Board of Directors is limited to the authority provided in the Bylaws. Refusal to appear before the Board of Directors to defend oneself shall be treated as a resignation from the squad.

## Section 6 – Appealing Disciplinary Action

Any member who receives disciplinary action from the squad or its officers may appeal the action. A letter of appeal should be addressed to the Board of Directors. The Board of Directors shall investigate the charges. The Board of Directors may uphold, modify or overturn the disciplinary action based on the results of the investigation. Members may appeal the decision of the Board of Directors to the membership.

# **Article V: Meetings**

## Section 1 – Business Meetings

The regular meeting of the squad shall be held every month at such time and place as may be decided by a simple majority vote of the Active members voting at any Business meeting. The President of the Squad shall have the authority to designate the time and

place of any regular meeting with two weeks' notice in order to accommodate special circumstances. Notice may be by written letter or electronic means to the addresses provided by the members.

#### Section 2 – Annual Meeting

The meeting held in November shall be known as the Annual Meeting, and shall be held for the purposes of electing officers, receiving annual report of officers and committees, and for any other business that may arise.

#### Section 3 – Special Business Meetings

Special Business Meetings may be held at any time and at such place as may be designated by the President, and must be called if requested in writing to the President by six (6) or more Active Members. The membership must be given at least forty-eight (48) hours notice. Special Business Meetings do not replace a regularly scheduled Business Meeting.

#### Section 4 – Board of Directors Meetings

The Board of Directors, henceforth referred to as the Board, shall meet monthly at such time and place as may be determined by a simple majority vote of the members of the Board of Directors present.

#### Section 5 – Executive Session

- A. An executive session is one at which only Active Members attend.
- B. The President or President Pro-tem may call an executive session at any time during any Board or Business Meeting.
- C. The membership or presiding officer of an executive session may call for persons who are not Active Members to present during an executive session. Said person shall be excused for all debate.
- D. Any Active Member may move for an executive session. The motion requires a second, may not be amended, and is debatable. A simple majority vote of the members present is required for approval to form an executive session.
- E. All personnel or patient issues will be discussed in executive session.

#### Section 6 – Order of Business for any Meeting

- A. Call to order and invocation
- B. Reading of the minutes of the previous meeting
- C. Report of the Treasurer
- D. Reports of all other administrative and operational officers
- E. Unfinished business
- F. New Business
- G. Adjournment

### Section 7 – Procedure

The latest edition of Robert’s Rules of Order shall be the final authority on all matters of parliamentary procedure not herein covered, and shall be recognized as governing the activities of all meetings.

### Section 8 – Quorum

A quorum is achieved if at least 15% of the current active membership is present at the time of the meeting. The Secretary or officer acting for the Secretary will inform the present members if a quorum has been reached before any business is discussed.

### Section 9 – Presiding Officer

The President is the presiding officer for all Business Meetings and Board of Directors meetings. The President does not vote but holds the deciding vote in the event of a tie. In the event of the absence of the President, the President Pro-tem, with the deciding vote, will be, in order:

1. Vice President
2. Chief
3. Treasurer
4. Appointee of the President
5. Appointee of the Board of Trustees

In the event of a conflict of interest or unusual business issue, the President may appoint an Active Member to preside over a single discussion including a vote with the President holding the deciding vote in the event of a tie.

## **Article VI: Voting**

### Section 1 – Voting Eligibility

Voting power shall be vested solely in the Active membership except as to those matters authorized to be decided by the Board of Directors or the Board of Trustees.

### Section 2 – Voting Method

- A. Voting shall be by a show of hands, except for the ballot requirement for the election of officers. The President may designate a matter to be decided by ballot. Any Active member may move for a decision to be made by ballot. The motion for a ballot vote requires a second, may not be amended, and is not debatable. Unless otherwise specified herein, a simple majority vote is required to decide any issue.

- B. Sealed ballots may be used by members unable to attend the November election of officers because of employment conflicts or class attendance. These must be obtained from the chair of the Nomination Committee and issued a control number. The completed ballot must be returned to the Board of Directors forty-eight (48) hours prior to the election date for the ballot to be counted.

## **Article VII: Election of Officers**

### Section 1 – Date of Election and Installation

The election of officers shall be held at the annual Business Meeting in November. Officers shall assume their duties on the first day of January of the following year.

### Section 2 – Order of Election

Officers shall be elected in the following order:

1. President
2. Vice President
3. Chief
4. Secretary
5. Treasurer
6. Training Officer
7. Member-at-Large

### Section 3 – Voting Procedure

A simple majority vote of those eligible members voting at the election meeting and absentee ballots is required to elect an officer. If a simple majority is not obtained, the candidate with the lowest number of votes shall be withdrawn, and the remaining candidates will be placed on a run-off ballot. The Nomination Committee shall furnish all necessary balloting materials and count all votes. Offices with only one nominee shall have that nominee elected by the Secretary casting a unanimous ballot for all unopposed positions.

### Section 5 – Eligibility for Office

Only those members meeting the requirements for the respective positions of office will be eligible for that office. Only those members who have attended at least 50% of the possible membership meetings from the previous year shall be eligible for office. Employment conflicts and class attendance are valid reasons for absence from meetings. Notice shall be submitted to the Board prior to the meeting being missed. Notice shall be given to the Board within 48 hours of the meeting date.



## Section 6 – Vacancies

In the event of a vacancy in any elected office, except President, occurring more than a month before the annual election of officers, the Board of Directors shall fill the vacancy for the duration of the then current term in the following manner:

- A. Candidates shall be nominated by members of the Board.
- B. A simple majority vote of those voting board members is required to elect a candidate for the vacated office. Nominations may be recommended from the floor.
- C. In the event that a simple majority vote is not obtained, the candidate receiving the fewest votes shall be dropped on succeeding ballots until a simple majority is obtained.

## Section 7 – Attendance Requirements

Any officer, who misses two (2) regular Business Meetings or three (3) regular Board Meetings during a period of six (6) consecutive months, shall be immediately relieved of office at the third such meeting and shall be replaced immediately as provided in Section 6 above. Employment conflicts and class attendance are valid reasons for absence. Extenuating circumstances, (illness, death in the family, personal conflicts, etc.), relating to absences shall be ruled on by the Board of Directors with waivers for attendance granted by simple majority vote of the Board of Directors.

# **Article VIII: Eligibility and Duties of Officers**

## Section 1 – Office of the President

The President must be an Active Member with at least five (5) years of continuous service prior to the date of taking office. The President must be an Active Member for at least three (3) years prior to the date of taking office. The President shall chair all Business and Board of Directors meetings unless a conflict of interest is present or the President has been presented on charges. The President serves as the authorized signer of all contracts and agreements between the Squad and any other agency unless another officer is specifically authorized in the Bylaws to serve as a contractual authority. The President or his or her representative represents the Squad to all outside agencies, the Mayor, City Manager, and City Council of the City of Suffolk, the Tidewater Emergency Medical Services Council, and the Commonwealth of Virginia in regards to the business aspects of the squad not related to response operations. Billing for service agreements, grants, funding requests, obligations for capital expenses, building repairs and major vehicle expenses not included in routine repairs are solely within the President's authority to sign with explicit authorization of the Board of Directors or the Board of Trustees in the event of a conflict within the Board of Directors.

## Section 2 – Office of the Vice President

The Vice President must be an Active Member with at least five (5) years of continuous service prior to the date of taking office. The Vice President must be an Active member for at least three (3) years prior to the date of taking office. The Vice President supervises all administrative officers and committee chairs of the Squad and assures that the duties of said officers are performed. The Vice President will assume the duties of the President if the President vacates the office or is incapacitated from serving for any reason designated by the President or a two-thirds (2/3) vote of the Board of Directors present until the Board of Directors returns the President to duty or vacates the office of President.

## Section 3 – Office of the Secretary

The Secretary must be an Active Member with at least one (1) year of continuous service prior to the date of taking office. The Secretary must possess the skills necessary to perform the duties of the office prior to taking office. The Secretary shall maintain all minutes of Board and membership meetings, record and maintain all correspondences of the Squad, and prepare and review all documents related to the Bylaws, Articles of Incorporation, or other business relationships.

## Section 4 – Office of the Treasurer

The Treasurer must be a member with at least three (3) years of continuous service prior to the date of taking office. The Treasurer must possess the skills necessary to perform the duties of the office and must be bonded at the Squad's expense by a licensed bonding agency prior to taking office. The Treasurer is responsible for maintaining the accounts of the Squad, collecting all donations and other income, paying all authorized expenses, signing all checks, and submitting all required financial documents required of the Squad. The Treasurer may consult with legal accounting services and professionals as required for due diligence. All services and agencies used must be approved by the Board prior to contracting for such services. Once approved, the Treasurer has contractual authority for such services. The Treasurer may only preside over meetings if he/she is also an Active Member.

## Section 5 – Office of the Chief

The Chief must be an Active Member with at least five (5) years of continuous service prior to the date of taking office. The Chief must maintain a minimum certification level of EMT and EVOC and shall be released as an operator and AIC for at least three (3) years prior to the date of taking office. The Chief must reside In the City of Suffolk during the entire term of office and be available 24 hours a day. The Chief is the chief operations officer of the Squad and is responsible for the day-to-day operations of responding to calls for service. The Chief serves as liaison with the Chief of the Suffolk Department of Fire and Rescue and supervises all operations officers elected and appointed. The scope of operations include vehicle and equipment maintenance,

personnel readiness, training and scheduling, preparation for response, vehicle licensing and certification, communications, and assuring response quality. The Chief shall have contractual authority for routine maintenance and expenses within the budgetary limits of the office.

#### Section 6 – Office of the Training Officer

The Training Officer must be an Active Member with at least three (3) years of continuous service prior to the date of taken office. The Training Officer shall maintain minimum certification levels of an advanced life support provider, EVOC and others required for operation officers by regulatory agencies. The Training Officer must be released as an AIC and Operator for at least three (3) years prior to taking office. The Training Officer shall maintain all personnel and training records of the membership. The Training Officer shall make training opportunities available to the membership by notifying the membership of local training opportunities or coordinating necessary classes for the membership.

#### Section 7 – Appointed Offices

The President or Chief may appoint offices and committee chairs as necessary to maintain the Squad. The designating officer will designate qualifications and duties. Appointed officers shall not have contractual authority and may not assume an elected office due to vacancy unless elected by the Board of Directors.

#### Section 8 – Office of the Legal Advisor

The Board of Directors and the Board of Trustees will appoint, by simple majority vote of each, a Legal Advisor who shall serve as a member of the Board of Directors with seat and voice and the Board of Trustees with seat, voice, and vote. The Legal Advisor will immediately become an Active Member with attendance and membership requirements waived upon acceptance of the designation.

#### Section 9 – Office of the Operational Medical Director (OMD).

The Board of Directors and the Board of Trustees will appoint, by simple majority vote of each, an Operational Medical Director (OMD) acceptable to the Commonwealth of Virginia, Office of Emergency Medical Services. The OMD shall serve as a member of the Board of Directors with seat, voice and vote, and the Board of Trustees with seat, voice, and vote. The OMD will immediately become an Active Member with attendance and membership requirements waived upon acceptance of the designation.

## **Article IX: Board of Directors**

### Section 1 – Members

The Executive Board of Directors shall consist of the elected officers of the Squad, the Legal Advisor, the OMD, the Trustees, and one Member-At-Large. Appointed officers and committee chairs may attend Board of Director meetings with seat and voice only.

### Section 2 – Purpose

The Board of Directors represents the membership of the Squad in all business of the Squad. The membership elects the Board of Directors to oversee the operations of the Squad. The President shall have general supervision of the affairs of the Squad between its business meetings, fix the hour and place of meetings, and perform such other duties as specified in these Bylaws. The Board of Directors is subject to the orders of the Squad, and no act of the Board shall conflict with action taken by the Squad.

### Section 3 – Member-at-Large

An Active Member of the Squad with at least one year of active membership shall represent the membership on the Board of Directors with seat, voice, and vote. The Member-at-Large will be elected at the annual Business Meeting in November and will assume responsibilities on January 1 of the following year.

## **Article X: Board of Trustees**

### Section 1 – Members

The initial Board of Trustees shall be selected by the Board of Directors and include the Legal Advisor and the OMD. The Board of Trustees shall number no less than three members and no more than ten. After the initial Board of Trustees is selected, the Board of Trustees shall be elected by the Board of Trustees with approval of the Board of Directors. The chair of the Board of Trustees shall be elected by the Board of Trustees. Active or Honorary membership in the squad is not required for Trustees, however, they may concurrently serve as Active or Honorary members and hold office.

### Section 2 – Purpose

The Board of Trustees is established to maintain the integrity of the purpose of the Squad as established in the Articles of Incorporation and the Bylaws. The Board of Trustees serve as a final decision making body for conflicts within the organization that cannot be resolved by the Board of Directors. In the event of the dissolution of the Squad, the Board of Trustees becomes the sole determining body for all decisions of the Squad with input of the membership and the Board of Directors. The Board of Trustees serves all requirements specified by the Articles of Incorporation. In the event

that exceptions to the Bylaws are required by circumstances beyond the control of the Squad, the Board of Trustees is the only body that can authorize such exceptions.

### Section 3 – Meetings

The Board of Trustees shall meet as needed and called by the Chair or at the request of the Board of Directors.

## **Article XI: Committees**

### Section 1 – Ad Hoc Committees

Ad Hoc committees and their chairs are appointed and their duties are established by the President, Chief, or Board of Directors.

### Section 2 – Standing Committees

#### Nomination Committee

The Nomination Committee shall consist of four (4) Active members in good standing and one (1) chairperson, appointed by the Board at the regular membership meeting in September. Members of the Nomination Committee may run for office. They shall determine eligibility of candidates for office as specified in the bylaws. The Nomination Committee shall submit a slate of nominees qualified for election to office at the regular Board of Directors Meeting in October. This slate of nominees shall be presented to the membership at the regular October Business Meeting. Nominations may be made from the floor during the October Business Meeting. Nominations shall be closed after all nominations from the floor are submitted and shall remain closed. Nominations shall be posted until Election Day.

## **Article XII: Finances**

### Section 1 – Receiving of Funds

Every committee or individual receiving funds for the organization or any of its activities shall deposit them with the Treasurer immediately.

### Section 2 – Disbursement of Funds

Without prior approval of the Board of Directors, no committee or individual shall expend, disburse, guarantee payment of, or in any way obligate for the payment of funds, except as outlined under the duties of the President or Chief. The Treasurer, President, and Chief of each new administration shall sign signature cards for Squad bank accounts immediately after taking office. The signature of the Treasurer, President, and/or Chief shall be required for every check written for the Squad. There

must be two signatures on any check written except that the Board of Directors may direct the Treasurer to pay routine monthly bills without a second signature. This authority must be approved annually and specifically for each routine expense.

### Section 3 – Reports of Disbursements of Funds

The chairperson of any committee which anticipates the collection of any funds or the disbursement of any funds on its behalf by the Treasurer shall submit a detailed written budget to the Board of Directors.

### Section 4 – Limits of Disbursement of Funds without Membership Approval

- A. The President shall have the discretionary authority to make any disbursement not exceeding \$2,500.00. Expenses may not be separated to circumvent this limit.
- B. The Chief shall have the discretionary authority to make any disbursement not exceeding \$2,500.00. Expenses may not be separated to circumvent this limit.
- C. The Treasurer shall have the authority to authorize payment for all regular monthly expenses incurred, unless the debt is questionable. If questionable, payment must be approved by the Board of Directors.
- D. The Board of Directors shall have the discretionary authority to make any emergency disbursements up to \$5,000.00 without approval of the membership. Expenses may not be separated to circumvent this limit.
- E. All expenses over \$2,500 except for routine reoccurring expenses and repair or replacement expenses must be approved by the Board of Trustees.
- F. The Treasurer shall have, for the previous calendar month a beginning balance, an itemized list of all funds expended and received, and an ending balance available for review at both the Board of Directors and Business Meetings.

### Section 5 – Fiscal Year

The fiscal year of this organization shall be from January 1 thru December 31 of each calendar year.

### Section 6 – Registration Fees

- A. The Board of Directors shall encourage attendance of all members at all district, regional, and state meetings and shall endeavor to reimburse or pay in advance all registration fees and accommodation costs of the members.
- B. The registration and accommodation fees shall be made from the general funds of the Squad and limited by the Board of Directors, to a total that shall not jeopardize the general operations of the Squad. In those cases where disbursements would endanger the fiscal health of the Squad, the Board of Directors shall determine an equitable amount, if any, to be used for the payment of these fees and shall distribute these funds as it sees fit.

- D. Cost incurred for attending mandatory meetings requiring the attendance of either the President, Chief, or their designee, shall be reimbursed for actual and reasonable expenses at the standard Government Accounting Office (GAO) rate for the meeting region or city. Original receipts shall be submitted to receive reimbursement.

#### Section 7 – Access

The Board of Trustees shall have access to all records, accounts, and assets of the Squad without notice.

### **Article XIII: Administrative, Operations and Training Policy and Procedure Manual**

The President, Chief, Training Officer and their respective committees, will prepare an Administrative, Operations and Training Policy and Procedures Manual. The manual will be reviewed annually and approved by the Board of Directors.

### **Article XIV: Parliamentary Authority**

The rules contained in Robert's Rules of Order, newly revised, shall govern this Squad in all cases to which they are applicable and in which they are not consistent with these bylaws.

### **Article XV: Amendments to the Bylaws**

These bylaws may be amended at any regular meeting of the squad by a three fourths (3/4) vote of the membership present providing the amendments were read at the previous meeting, and posted until voted upon.