

BY-LAWS

Henrico Volunteer Rescue Squad
Sandston, VA

Revised 01-10-2012

BY-LAWS

HENRICO VOLUNTEER RESCUE SQUAD, INC.

ARTICLE I

NAME AND PURPOSE

This organization shall be known as the Henrico Volunteer Rescue Squad, Inc.

Whereas, this Squad has been organized to be of service to the public in the rendering of free emergency first aid and the saving of life, these By-Laws have been adopted to further our purpose by establishment of a decided basis upon which we will be governed and act.

The purpose of the Squad shall be to: assist in the saving of life; administering first aid; rendering of emergency service, and to teach methods of safety in the community.

ARTICLE II

MEMBERSHIP AND OFFICERS

Section I

Any person, at least eighteen years of age, of good reputation and who shall make himself available at Squad Headquarters for given tours of duty, shall be eligible to submit an application for senior membership. All applications of any type shall be approved by the membership committee prior to submittal to the Executive Board for approval. All applicants must pass a physical examination.

Section I-A

Any person making application for membership to the Henrico Volunteer Rescue Squad, Inc. who possess a current Virginia EMT certificate, shall upon acceptance, serve an apprenticeship of six (6) months. During this six-month probationary period, the new member shall have full benefits and authority of a full member, except however, the apprentice shall not have voting privileges. At the end of six (6) months, full membership shall require the approval of the Executive Board. The applicant can be dismissed, given further probation or elected to full membership.

Section 1-B

Any person making application, for membership, to the Henrico Volunteer Rescue Squad, Inc., who **does not** possess a current Virginia EMT certificate, shall be placed in probationary status, until successfully completing a minimum Virginia EMT Class, been tested and certified as an EMT. They shall also complete a CPR course. These two certifications shall be obtained within 12 months of accepted membership, before full membership approval, by the Executive Board is granted. At the end of this period, the applicant can be dismissed, given further probation or elected to full membership. In no case shall the probationary period be less than 6 months.

Section 1-C

All members driving squad equipment shall possess a current Virginia drivers or CDL license. Those members driving under emergency conditions, must maintain a current EVOC certificate.

Section II

The officers shall consist of a President, Administrative Vice-President, Supportive Services Vice-President, Captain, Lieutenant of Training, Lieutenant of Engineering, Secretary and Treasurer.

The officers shall be elected by a majority vote of the members present at the first regular meeting in March, 1977 and at the first regular meeting in January of each year thereafter, and shall take office at the next regular meeting or at the annual installation of officers, whichever comes first, and hold office until relieved by the next elected officers or otherwise relieved of office.

Section III

The Board of Directors shall consist of the President, a physician, a member of the business community, an attorney at law, and a representative from community public safety. The President may recommend changing the members of the Board of Directors, to the Executive Board, for approval.

Section IV

The Executive Board shall consist of the President, Administrative Vice-President, Supportive Service Vice-President, Captain, Lieutenant of Training, Lieutenant of Engineering, Secretary and Treasurer.

The Executive Board shall have complete authority to govern the Squad, make all decisions necessary to properly conduct the Squad's Business, be responsible for carrying out all matters of policy and to investigate all violations of the By-Laws, promulgate rules and regulations not in conflict with the By-Laws with the authority to deal with violations as they deem necessary to protect the best interests of the Squad, unless otherwise provided.

The decision of the Executive Board may be appealed to the Board of Directors, whose decision is final.

The Executive Board shall make a full report of their activities and decisions at each regular squad meeting.

Six (6) members of the Executive Board shall constitute a quorum.

Section V

The Nominating Committee shall consist of three members of the Squad, appointed by the president, annually, and shall nominate at least one person and no more than two (2) for each of the elected offices. Such nominations shall be posted at least 42 days prior to the regular meeting for the purpose of election. Additional nominations may be made from the general membership. These nominations shall be submitted to the nominating committee no later than 28 days prior to the election date and shall include a resume for presentation, by the Chairman of the nominating committee, to the Board of Directors. All approved nominations must be posted no later than 14 days prior to the election date. Nominations may be made by the membership, during the elections, only if nominee's qualifications has received approval of the Board of Directors for that office or position subordinate thereto.

Section VI

The Membership committee shall consist of three squad members. This committee shall be appointed annually, by the president. The membership committee shall interview all prospective members, give them an application and explain the operation of the squad and duties of its members. A complete investigation shall be made of all applicants. The names of all qualified applicants shall be posted for at least (7) days prior to a regular Executive Board meeting for review and comment, in writing, to the Membership Committee by the general membership.

At a regular Executive Board meeting, the Membership Committee shall present prospective members for the approval by the Executive Board.

ARTICLE III

QUALIFICATIONS AND DUTIES OF OFFICERS

All candidate's records shall be certified to the Board of Directors, who will determine if each candidate is suitable for the position.

Qualifications of President:

1. Must have been a senior member of this rescue squad for two (2) years and be in good standing at the time of nomination.
2. Must have served at least one (1) year as an officer in the squad.
3. Shall be a bondable person.

Duties of President:

1. The President shall be responsible for the general welfare and development of the Squad and shall preside at all meetings.
2. Shall be the Executive Board's representative on the Board of Directors.
3. Shall be the Chairman of the Executive Board.
4. Shall conduct all squad business and appoint such committees, as he may deem necessary.
5. Shall be responsible for enforcement of the policies and all rules and regulations pertaining to Squad activities.
6. Shall have the authority to countersign all checks.
7. Shall be the ex officio member of all committees.
8. Shall have the right to call special meetings of the Executive Board or the Board of Directors.
9. Shall be this Squad's representative on the Board of Governors for the Virginia Association of Rescue Squads.

10. The immediate past President shall serve as an advisor to the Executive Board for a period of one year at the pleasure of the Board.

11. The President shall be exempt from his assigned tour of duty as specified in Item Four (4) of Duties of Senior Member.

Limitation of Term:

No person shall serve in this office for more than two consecutive terms, consisting of one year each.

OPERATIONS DIVISION

Qualifications of Captain:

1. Shall have been a senior member of this rescue squad for two (2) years and be a member in good standing at the time of nomination.
2. Shall have served one term as a Lieutenant.
3. Shall be qualified squad leader and maintain a good record as such.
4. Shall hold a minimum of EMT certification including current CPR.
5. Shall be submitted to and approved by the Board of Directors.

Duties of Captain:

1. The Captain shall have full supervision of the Operations Division of the Squad.
2. Shall have the responsibility to supervise the lieutenants and make written evaluation of each no later than the first day of April, July, October and January.
3. Shall be a member of the Executive Board.
4. Shall be notified of all major calls and shall be responsible for operations after arriving on scene.

5. The Captain shall be the final reviewing authority as to the qualifications of each member.

Limitation of Term:

No person shall serve in this office for more than two consecutive terms, consisting of one year each.

Qualifications of Lieutenant:

1. Shall have been a senior member of this rescue squad for one (1) year and be a member in good standing at the time of nomination.
2. Shall be a qualified squad leader and maintain a good record as such.
3. Shall hold a minimum of EMT certification including current CPR.

Duties of Lieutenant of Training:

1. Shall perform the duties of the Captain in his absence and when designated by the Captain
2. Shall be responsible for the proper training of all squad members and shall maintain records as required
3. Shall be responsible for determining the proficiency of each squad member and certify to the Captain, in writing, the proficiency of each member at least once a year.
4. Shall nominate and supervise the Director of Communications
5. Shall be a member of the Executive Board.

Duties of Lieutenant of Engineering:

1. Shall perform the duties of Captain in his absence and when designated by the Captain.

2. Shall be the Equipment Officer of the Squad. It shall be his duty to perform research, planning and design of all squad rescue equipment.
3. Shall report misuse or abuse of squad equipment to the Captain.
4. Shall coordinate the conversion of new equipment and the re-conversion of old equipment.
5. Shall coordinate all necessary repairs with the Director of Vehicle Maintenance so that equipment will be out of service a minimum length of time.
6. Shall nominate the Director of Vehicle Maintenance for approval and appointment by the Executive Board.
7. Shall be a member of the Executive Board.

Director of Communications (Appointed):

1. Shall be responsible for the training and releasing of all Senior, Associate, Junior and Auxiliary members as qualified dispatchers.
2. Shall report to the Lieutenant of Training.
3. Shall be nominated by the Lieutenant of Training subject the approval of the Executive Board.
4. Must be a qualified dispatcher.
5. Must be a member in good standing.

SQUAD LEADERS

Qualification of Squad Leaders:

1. Must have been senior member of Henrico Volunteer Rescue Squad for a period of one (1) year.
2. Shall hold a minimum of EMT certification including current CPR.

3. Must demonstrate leadership qualities
4. Prior to appointment by the Executive Board, he shall have demonstrated suitable proficiency in all type of rescue operations.
5. Prospective qualified squad leaders shall be recommended to the Executive Board by the Captain. Appointees that are designated as squad leaders shall serve at the pleasure of the Board.

Duties of Squad Leaders:

1. Shall be in charge of all calls during his tour of duty, the assignment of members, and the procurement of necessary personnel to perform assigned duties.
2. Shall be in charge of and responsible for that portion of buildings and grounds pertaining to rescue operations.
3. Shall have the responsibility to determine and maintain the proficiency of each crewmember and recommending them to the Lieutenant of Training for certification.
4. Appointed squad leaders shall arrange for a substitute when unable to perform during their scheduled tour of duty, subject to prior approval of the Captain.

Qualifications of Senior Members:

1. Must be at least 18 years of age. (Amended effective January 31, 1986)
2. Must be a person of good character.

Duties of Senior Members:

1. Shall successfully complete an EMT course and CPR course within twelve (12) months of accepted membership. Any waiver of this requirement must be approved by the Executive Board.

2. Shall take the necessary refresher courses to keep their E.M.S. card valid at all times. Failure to do shall be cause for suspension or dismissal from the squad at the discretion of the Executive Board.
3. Shall attend a majority of all regular and special called meetings and drills, from the day after the last election, to maintain Squad election voting privileges. A Senior Member may petition the Executive Board to have this requirement waived. The petition must be submitted, by the member, in writing, 15 days prior to and the decision made at the regularly scheduled December Executive Board meeting, to have the privilege restored.
4. Shall make himself available for each assigned tour of duty to consist of a minimum of eight (8) hours per week or arrange for a qualified substitute, subject to prior approval of the Squad Leader. In the event of an emergency, the Squad Leader may approve absenteeism without a substitute,
5. Shall notify the Squad Leader or Captain at least ten days in advance of vacations or any other planned extended absences.
6. Shall at all times conduct themselves in a manner as to command the respect of squad members and the general public.
7. Shall not take part in any operational activity of the squad while in any manner under the influence of alcohol or drugs.
8. Shall not allow any outsiders the use of his means of identification for any reason whatsoever, nor shall he use the identification in a manner inconsistent with the By-Laws or rules of the Squad.
9. Shall assist with fund raising activities of the squad.

Qualifications of Senior Driver:

1. Must be at least 21 years of age.
2. Must be a person of good character.
3. Shall have previously held valid EMS certificate and been qualified as an attendant -in-charge.
4. Shall maintain a “Zero” or better driving record in order to retain driving

privileges.

Duties of Senior Driver:

1. Shall successfully complete a Professional CPR class. Card must be kept valid at all times. Failure to do so shall be cause for suspension or dismissal from the Squad at the discretion of the Executive Board..
2. Shall successfully complete an EVOC course and receive approval from the Lt. of Training prior to driving Squad equipment. EVOC card must be kept valid at all times. Failure to do so shall be cause for suspension or dismissal from the squad at the discretion of the Executive Board.
3. Shall attend a majority of all regular and special called meetings and drills.
4. Shall make himself available for each assigned tour of duty to consist of a minimum of eight (8) hours per week or arrange for a qualified substitute, subject to prior approval of the Squad Leader. In the event of an emergency, the Squad Leader may approve absenteeism without a substitute.
5. Shall at all times conduct themselves in a manner as to command the respect of Squad members and the general public.
6. Shall not take part in any operational activity of the Squad while in any manner under the influence of alcohol or drugs.
7. Shall not allow any outsiders the use of his means of identification for any reason whatsoever, nor shall he use the identification in a manner inconsistent with the by-laws or rules of the Squad.
8. Shall assist with fund raising activities of the Squad. (Approved/effective July 10, 2007)

Qualifications of Associate Members:

1. Must be at least 18 years of age. (Amended effective January 31, 1986)
2. Must be a person of good character.
3. Shall prove inability to perform the duties of a senior member.

Duties of Associate Members:

1. Shall successfully obtain an EMT and CPR certification within twelve (12) months of accepted membership. Any waiver of this requirement must be approved by the Executive Board.

2. Shall take the necessary refresher courses to keep their E.M.S. card valid at all times. Failure to do so shall be cause for suspension or dismissal from the squad at the discretion of the Executive Board.
3. Shall make an attempt to attend all regular and special called meetings and drills.
4. Shall make himself available for at least sixteen (16) hours of duty each month. Shall notify the Captain as to availability for the duty on a monthly basis.
5. Shall notify the squad leader or Captain at least ten days in advance of vacations or any other planned absences.
6. Shall at all times conduct themselves in a manner as to command the respect of squad members and the general public.
7. Shall not take part any operational activity of the squad while in any manner under the influence of alcohol or drugs.
8. Shall not allow any outsiders the use of his name or identification for any reason whatsoever, nor shall he used the identification in a manner inconsistent with the By-Laws or rules of the squad.
9. Shall not have voting privileges.
10. Shall assist with fund raising activities of the squad.

Qualifications of Affiliate Members:

1. Must have interest in rescue squad work.
2. Must be a person of good character and demonstrate suitable maturity.

Duties of Affiliate Members:

1. Affiliate members assigned to operations divisions may serve in two (2) capacities.
 - A. Dispatcher Status
 - B. Riding Status
2. Affiliate members will serve a probationary period of a minimum of six (6) months.
3. Affiliate members serving in the Dispatcher status will serve as dispatcher only.
4. Affiliate members serving in the Riding status shall meet the following criteria:
 - A. Must be employed in a Public Safety Service capacity, i.e. Police, Fire, etc
 - B. Must hold a current EMT and CPR certifications: also in order to operate vehicles, must have had EVOC.
5. Affiliate Members serving in a Riding Status shall be required to serve a minimum duty tour of ten (10) hours per month. Also, they shall submit annually by March 1, in writing, to the membership committee their intent to continue said membership for the upcoming year.
6. Affiliate Members serving in Riding Status shall not be required to assist in other squad activities such as fund raising, etc.
7. Affiliate Members serving in any capacity shall not have voting privileges.
8. Affiliate Members serving in Operations shall report to the Captain.
9. Current members of HVRS will not be allowed to change to this membership status until July 1, 1990. At that time, they must demonstrate, to the Executive Board, inability to fulfill their current membership status.

ADMINISTRATIVE DIVISION

Qualifications of Administrative Vice-President:

1. Must have been a senior member of this rescue squad for two (2) years, preferably having served as an officers for one (1) year and be in good standing at the time of the nomination.
2. Shall be bondable person.

Duties of the Administrative Vice-President:

1. Shall report to the President.
2. Shall perform the duties of the President in the absence of that officer.
3. Shall be a member of the Executive Committee.
4. Shall act as purchasing agent for the squad and his duties shall be as follows:
 - A. Shall require a purchase order on all items and maintain copies of all such orders.
 1. Except that the Squad Leader on duty shall have the authority to make purchases not to exceed \$50.00 where such expenses are for emergency repairs necessary to keep the rolling stock moving. This is to include gas, oil, and absolute normal operating needs.
5. Shall coordinate wit the Financial Director, Treasurer, and Financial Secretary, and shall be responsible for the foregoing three officers carrying out their duties.
6. Shall have authority to countersign checks.

Qualifications of Secretary:

1. Must have been a senior member of this rescue squad for one (1) year and be in good standing at the time of the nomination.

Duties of Secretary:

1. Shall be responsible for an accurate report of the minutes of all meetings and shall make an annual report of all activities of the squad.
2. Shall be a member of the Executive Committee.
3. Shall carry our correspondences as directed by the President.

Qualifications of Treasurer:

1. Must have a senior member of this rescue squad for one (1) year.
2. Should have knowledge of bookkeeping and accounting.
3. Must be familiar with banking practices.
4. Must be a person who can qualify for a surety bond.

Duties of Treasurer:

1. Shall be responsible for all funds of whatever nature.
2. Shall make monthly written financial report to the President.
3. Shall be responsible for making an annual written financial report to the squad.
4. Shall be a member of the Executive Committee.
5. Shall furnish the Financial Secretary a list of all contributions to the squad so that they may properly acknowledged.
6. Shall be responsible for a proper financial record being maintained on a regular and current basis.
7. Shall be responsible for the preparation of a yearly budget.
8. Shall be responsible for securing an outside auditor annually as approved by the Board of Directors.

Qualifications of Financial Secretary:

1. Must be a person of good character.
2. Must be interested in rescue squad work.
3. Shall be approved by the Board of Directors.

Duties of Financial Secretary:

1. Shall prepare correspondence as directed by the Treasurer.
2. Shall acknowledge all contributions received by the squad.

Qualifications of Public Relations Director (Appointed by the Executive Board)

1. Must have an interest in rescue squad work.
2. Should have a background and knowledge of mass media-radio, TV, newspapers.
3. Must have public speaking ability.
4. Must acquaint himself with the history of the squad.

Duties of the Public Relations Director:

1. The Public Relations Director shall compile and keep up to date, in written form, an accurate and detailed history of the squad from its origin through the succeeding periods of elections.
2. Shall place the squad and its activities in the public eye and disseminate programs, education the public as to the work of the squad. This is to be done with the assistance of the officers and members of the squad.
3. Shall be responsible for all publicity designed to further squad purposes: such publicity to be approved by the President.
4. All press releases are to be issued or otherwise handled through this office, with approval of the President.

5. Shall investigate all complaints from the public and report findings to the President.

Qualifications of Financial Director (Appointed by the Executive Board):

1. Must be familiar with finances, financial procedures, and budgeting.
2. Must be a person involved in frequent contact with the general public and have some knowledge of public speaking and fund raising.

Duties of Financial Director:

1. It shall be the duty of the Financial Director to promote annual fund raising campaigns; and generally be responsible for raising the necessary funds for the operation of the squad.
2. Shall have the assistance of the Executive Committee.
3. Expense funds for this office shall be provided by the Executive Committee.
4. Shall be responsible to the Vice-President of Administration.
5. Shall be responsible for assisting the treasurer with this preparation of the annual budget.

SUPPORTIVE SERVICES DIVISION

Qualifications of Supportive Service Vice-President:

1. Must have been senior member of this rescue squad for two (2) years, preferably having served as an officer for one year and in gold standing at the time of nomination.
2. Shall be a bondable person.

Duties of Supportive Services Vice-President:

1. Shall perform duties of President in the absence of Administrative Vice-President.
2. Shall be a member of the Executive Committee.

3. Shall coordinate with the Administrative Vice-President the acquisition of supplies and materials necessary for the maintenance and operation of the building, grounds, and squad vehicles.
4. Shall coordinate the activities of the Director of Buildings and Grounds, Vehicle Maintenance, and Supply.
5. Shall be responsible for assisting the Treasurer with the preparation of the annual budget.
6. Shall nominate the Directors of Building and Grounds, and Supply for approval and appointment by the Executive Board. (Revised 11/9/1982)

DIRECTOR OF BUILDING AND GROUNDS (APPOINTED BY EXECUTIVE BOARD):

Qualifications of Director of Building and Grounds:

1. Must have an interested in rescue squad work.
2. Should have a background and knowledge of building operations and maintenance.
3. Must be a person of good character.

Duties of Director of Building and Grounds:

1. Provide for the proper and orderly maintenance of the building and grounds.
2. Shall maintain expense records relating to building operating cost in order to aid in preparation of the annual budget.
3. Shall coordinate and supervise the use of squad facilities for other than normal rescue operations and shall not deny any group of persons the use of squad facilities without the concurrence of the President.
4. Shall obtain approval from the Executive Board for:
 - A. Unusual outside activities.

B. Expenditures of excess of \$50.00.

DIRECTOR OF VEHICLE MAINTENANCE (APPOINTED BY THE EXECUTIVE BOARD):

Qualifications of Director of Vehicle Maintenance:

1. Must have an interest in rescue squad work.
2. Must have an acceptable background and knowledge of vehicle maintenance.
3. Must be a person of good character.

Duties of Director of Vehicle Maintenance:

1. Provide for the safe, orderly and proper maintenance of all squad vehicles including but not limited to the following:
 - A) Design and operate a preventative maintenance schedule.
 - B) Shall maintain maintenance, maintenance cost, and operating costs of all squad vehicles and related equipment to aid in the preparation of annual budget.

DIRECTOR OF SUPPLY (APPOINTED BY THE EXECUTIVE BOARD)

Qualifications of Director of Supply:

1. Must have an interest in rescue squad work.
2. Must be a person of good character.
3. Should have a basic knowledge of procurement and purchasing procedures.

Duties of Director of Supply:

1. Shall keep a complete inventory of first aid supplies.
2. Shall maintain a supply of and/or requisition uniforms for squad members as required.
3. Shall design and maintain a record on each active member, itemizing the types of equipment and uniforms issued and provide this information to the appropriate squad officer upon request, and shall note the return or replacement of said squad equipment.
4. May aid the Directors of Building and Grounds and Vehicle Maintenance in their procurement of their inventory items.

Qualifications of Affiliate Members:

1. Must have an interest in rescue squad work.
2. Must be a person of good character and demonstrate suitable maturity.

Duties of Affiliate Members:

1. Shall perform those tasks as assigned by the Supportive Services Vice-President.
2. Shall report to the Supportive Services Vice-President.

ARTICLE IV

MEETINGS AND DRILLS

SECTION I

Robert's "Rules of Order" shall govern the conduct of meetings, transacting of business and election of officers, when the By-Laws do not govern.

SECTION II

There shall be a regular meetings of the Squad on the second Tuesday of each month.

SECTION III

The Captain and/or the Lieutenant of Training shall call such drills as deemed necessary and shall submit a record of attendance to the Secretary within seven (7) days.

SECTION IV

A special meeting may be called by the President or by five (5) senior members on application to the President. Notice of such special meeting shall be given to squad members by the dispatcher and/or squad officer at least 24 hours before the meeting is to be held. Any member not notified shall not be considered absent.

SECTION V

1. A quorum shall consist of twenty-one (21) voting members of the squad and shall be necessary to transact any business.
2. **EXPLANATION OF VOTING MEMBERS:**

Voting members shall be those Senior Members who are not on probation, not on any type of disciplinary action and meet the criteria under “Duties of Senior Members” as described in Article III of the By-Laws and those Senior Life Members who are actively serving on a committee, an appointment or who meet the criteria under “Duties of Senior Members” as described in Article III of the By Laws.

ARTICLE V

LIFE MEMBERS

Qualifications for Life Membership:

Any member of Henrico Volunteer Rescue Squad who is in good standing and has accumulated thirty (30) credits honorable service to HVRS with a minimum of fifteen (15) earned in continuous service as a senior member, **may** be considered by the Executive Board for nomination to the Board of Directors for Life Membership. (10) years of honorable service as a senior member may be credits for each full year of honorable service will be earned as follows. (Note: Credits may be earned in only one class of membership at a time)

Senior Membership	Three (3)	credit(s)
Associate Membership	Two (2)	credit(s)
Affiliate Membership	One (1)	credit(s)
Riding Auxiliary Member	Two (2)	credit(s)
Junior Squad Member	One (1)	credit

(Provided the Junior Squad Members entered HVRS directly from the Junior Squad.

ARTICLE VI

All previous rules, agreements, precedents, or regulations shall be void upon acceptance by these By-Laws.

ARTICLE VII

SECTION I

Any and all amendments to the By-Laws shall be submitted at a regular meeting of the squad and shall be in duplicate, typed double-spaced and signed by two (2) or more senior members in good standing. After the first reading of the said amendments, said amendments shall be assigned to the Amendment Committee for further study before being placed in order for approval or

rejection. The Amendment Committee shall attach to the amendments in writing, any comments that may have on the said amendments and may voice their comments before their squad in addition to the said written comments.

SECTION II

All amendments shall be held over until the next regular meeting of the squad. At each reading of the amendments a majority vote of the members present shall be required for rejection or approval.

SECTION III

Any and all amendments which have been approved by two (2) regular meetings of the squad shall be recorded in the Amendment Book by the Secretary.

SECTION IV

All amendments which have been approved as required by Section II of this Article shall be brought to the attention of the membership by posting on the bulletin board in the squad building and/or circulated and published in accord with the discretion and direction of the President.

ARTICLE VIII

DISCIPLINARY ACTION

SECTION I

Restriction, not to exceed thirty (30) days, shall be considered a disciplinary action for a violation of the By-Laws, Policies and/or Procedures of this organization. The President may place a member on restriction pending a formal hearing on any allegations.

Suspension, not to exceed ninety (90) days, shall be considered a disciplinary action for a violation of the By-Laws, Policies, and/or Procedures of this organization.

Expulsion, that is a permanent in nature, shall be considered a disciplinary action for a violation of the By-Laws, Policies and/or Procedures of this organization.

Those offenses that may result in expulsion shall include but not be limited to the following:

1. Conviction of any felony regardless of jurisdiction.
2. Suspension for repeated offenses of the same types. A record of the offenses will be kept in the accused file for a period of twenty-four (24) months, unless designated permanent by the Executive Board with the approval of the Board of Directors.
3. Disrupting or hindering the operations or administration of the squad that in any way inhibits the successful attainment of the goals and purposes as outlined in the By-Laws, Policies, and/or Procedures of this organization.

SECTION II:

Procedures for initiating suspension or expulsion against any members shall be as follows:

1. Any member may initiate proceedings of this nature by submitting specific written allegation, containing the name of the person or persons involved, the behavior leading to the charge and the time period in which the event occurred.
2. The statement of charges shall be submitted to the President, within fifteen (15) days of the occurrence, whenever it involves a subordinate member of the squad
3. If the charges are made against the President, they shall be submitted to the Administrative Vice-President within fifteen (15) days of the occurrence

4. The President or (Administrative Vice-President) shall direct the Secretary to notify the accused of the allegations and any restrictions that the President may deem necessary, in writing via Certified Mail, return receipt requested.
5. The notice to the accused shall be mailed within ten (10) days of the receipt of the allegations by the President or (Administrative Vice-President).
6. The accused shall be notified to appear before the Executive Board to answer allegations at its next meeting. In no event shall this hearing be held less than ten (10) days nor more than thirty (30) days after receipt of the charges.
7. The hearing body shall consist of the Executive Board members, excluding the President and any member of the Executive Board that may be the accuser or the accused. In the event a member of the Executive Board cannot serve by reason of the foregoing, or any other valid reason such as sickness or vacation, then the remaining members of the Executive Board shall select from the squad a person or persons to replace said member or members. Said replacement member shall be a senior member in good standing. Should the accused so desire, he or she may select two (2) and no more than two (2) senior members in good standing to be added to the hearing body as voting members. Any such request shall be granted. This request, by the accused, must be in writing, received by the President not less than five (5) days before the hearing. The hearing body shall consist of seven (7) members if the accused does not elect to add two (2) members of his or her choice. In the event the accused elects two (2) members of his or her choice, then the hearing body shall consist of nine (9) members. All members shall each have a vote.
8. The accused may elect to be represented during the hearing by any senior member in good standing. The squad shall not permit representation by an attorney.

9. The Secretary shall provide an accurate record of the proceedings, consisting of written summary and a complete tape recording, including the final decision of the Executive Board.
10. The Executive Board shall mail to the accused its majority decision within five (5) days of the said proceedings, via Certified Mail, return receipt requested.
11. Should the accused elect to appeal the decision of the Executive Board, he or she shall notify the Board of Directors in writing, thru the President, within five (5) days of the receipt of aforementioned notice.
12. The Board of Directors shall follow the procedures set forth in Section II, paragraph 6-10.
13. The Secretary shall attend the Board of Directors hearing for the purpose of recording the proceedings but shall not have either voice or vote. He need not be present during Board deliberations, but will record the final decision and place in the accused personnel file.
14. The decision of the Board of Directors shall be final.

SECTION III:

The provisions of this article shall apply to Junior, Affiliate, Associate, Senior, Riding Auxiliary Members, and Life membership classifications.

