

EAGLE ROCK VOLUNTEER RESCUE SQUAD

BY-LAWS

Reprinted July 19, 2007

Replacing all previous documents in their entirety

Article I – NAME

Section 1: This organization shall be known as the Eagle Rock Volunteer Rescue Squad (ERVRS).

Article II – ORGANIZATION

Section 1: The objective of this organization shall be to provide ambulance, first aid, Basic and Advanced Life Support emergency services to the residents of Eagle Rock and Botetourt County and to other persons as a result of being called to another area for mutual aid.

Section 2: The ERVRS shall provide services 24 hours a day, every day of the year, dependent upon availability.

Section 3: The ERVRS is organized under applicable law of Botetourt County, Virginia and the Commonwealth of Virginia. It shall be incorporated as part of the Eagle Rock Volunteer Fire Department and Eagle Rock Rescue Squad, Inc.

Section 4: The ERVRS shall be a non-profit corporation and shall maintain this status according to Internal Revenue Service regulations.

Section 5: The ERVRS shall be administered and governed according to these BY-LAWS.

Article III – MEETINGS

Section 1: Regular business meetings shall be held on the fourth Monday of each month at 7:30 P.M. at the Crew Hall. The membership may decide in November to cancel or reschedule the December meeting to coincide with a holiday function.

Section 2: Special meetings may be called by the President or Captain or a majority of Board of Director members with 24-hour notice given by pager announcement or by telephone to all members. Only the items of business announced may be conducted.

Section 3: All matters of membership and policies of the squad shall be conducted at regular business meetings unless notice of matters to be transacted be given the membership in the call for the special meeting.

Section 4: A quorum shall consist of 25% of the active members or 10 members, whichever is greater.

Section 5: Any member shall have the right to call for a vote by secret ballot on any action brought on the floor.

Section 6: Use of tobacco products shall be prohibited during all meetings, training sessions, and calls except during breaks and then only in designated areas.

Article IV – MEMBERSHIP

Section 1: All applications will be considered. The ERVRS does not discriminate based on age, sex, race, color, creed, or national origin.

Section 2: Membership shall consist of vehicle operator only, medically certified, junior, honorary, life, general, and associate members.

Section 3: Vehicle operators are preferred to be 21 years of age or older, have a valid Virginia Operators License, have current EVOC certification, and pass a road test conducted by the Captain and one other line officer. The road test shall be repeated every six months at the discretion of the Captain. The person medically in charge of the patient shall have the right to designate who shall drive the ambulance. Membership in this category shall not exceed the number of medically certified members. Vehicle operators shall have the rights and privileges of full membership including voting and holding office.

Section 4: Medically certified members shall be licensed in Virginia at the First Responder level or higher. Medically certified members shall have the rights and privileges of full membership including voting and holding office.

Section 5: Junior membership consists of up to five 16 and 17 year old persons who wish to join the ERVRS. The standard application must have signed approval of a parent or guardian. The junior member remains on probation under the supervision of the First Lieutenant between calls during which training such as CPR, EMT, and EVOC should be obtained. It is recommended that CPR certification be obtained within three months of joining. The school student must maintain a C average or better and provide the Training Officer the report card at the end of each report period. The Junior Member may be assigned to a team, may run calls with a senior member in the patient compartment provided the Junior Member has been certified in CPR, may perform at the level certified, but may not be an AIC, and may not run after 10 P.M. on school nights, Sunday-Thursday. Driving shall be limited to non-transport vehicles on a non-emergency basis. Junior members will be expected to assist with fund-raising, attend training and business meetings and social functions, as long as these do not interfere with studies or other school activities.

The First Lieutenant shall review performance periodically and make recommendations to the ERVRS in regular meeting for continued probation. A majority of negative votes by secret ballot will bar the Junior Member from further membership.

Upon reaching the age of 18, Junior Members must apply for Medically Certified or Vehicle Operator Membership based on requirements of these By-Laws. No additional probationary period will be required, provided the applicant has met the requirements of that level.

Junior Members may not vote or hold office and may be furnished pagers and other equipment as available.

- Section 6: Honorary membership may be awarded to persons who have contributed time or otherwise to the betterment of the squad. Nominations shall include a written statement of the person's qualifications followed by approval by majority vote by secret ballot at a regular business meeting. The Honorary Member may be invited to attend functions of the squad but may not vote or hold office.
- Section 7: Life membership may be awarded to any member in good standing who has been an active member for at least ten years. The member may apply or be nominated in writing and approved by majority vote by secret ballot at a regular business meeting. The Life Member shall be granted all rights and privileges of full membership including attending all meetings and social functions. The Life Member may choose the degree of participation in squad activities. The Life Member who remains qualified and actively runs calls will be furnished pager and other equipment normally furnished to members at this level, may vote at meetings, and may hold office.
- Section 8: Associate Members include members of other rescue squads that are in the Eagle Rock area on a temporary or semi-permanent basis or former active members of the ERVRS who can no longer be active but desire to respond on calls as available. Associate Members may attend meetings but may not vote or hold office. Pagers and other equipment may be provided on a temporary, as available, basis.
- Section 9: General Members are those persons wishing to administer and maintain the ERVRS without becoming involved in actual rescue calls. General Members agree to participate from time to time in: administrating business affairs; raising money; carrying out projects or special jobs; maintaining the building, grounds, and equipment; and supporting active members on rescue calls as required. General Members may attend all meetings or social functions but may not vote or hold office. Under exceptional circumstances, the rule may be suspended by a 2/3's majority vote prior to any election to allow a General Member to be a candidate for and hold an administrative office, if properly nominated and elected. This exception shall apply only to the specified candidate and specified office and shall expire when the person no longer holds that office.
- Section 10: Candidates for membership shall complete an application form approved by the squad and shown in Appendix 1. The application shall include endorsement by a current member, a copy of the DMV record, and permission to investigate the personal history of the applicant. The application shall be read at a regular meeting of the squad, and then turned over to the membership committee for investigation. The committee shall present the application with recommendation at the next regular business meeting. After approval by a simple majority vote by secret ballot, the applicant shall serve a minimum of six month's probation during which the First Lieutenant shall provide familiarization with squad standard operating procedures and equipment and the necessary training courses shall be completed. The applicant may observe, function at the level certified, but may not drive vehicles except as part of training, serve as Attendant in Charge, vote in meetings, or hold office. At the completion of the probationary period and required training, the applicant may be approved for full membership at the next regular business meeting by majority vote by secret ballot. Under exceptional circumstances, the rule may be suspended by a 2/3's majority vote prior to any election to allow a Probationary Member to be a candidate for and hold an office, if

properly nominated and elected. This exception shall apply only to the specified candidate and specified office and shall expire when the person no longer holds that office.

Section 11: Members shall be expected to maintain or improve their level of training and certification. The membership category will be changed based on the member's level of training, provided this does not exceed the maximum allowed in that category. Should the member's training fall below the minimum for squad membership, the member shall immediately go on probation. At the end of six months, if no effort has been made to recertify, the member may be dropped from the squad. Upon being certified at the minimum or higher level, the person shall return to full membership status with all rights and privileges restored, provided a vacancy exists. Exceptions may be made by the Board of Directors. Changes under this section shall be approved by membership in the next monthly business meeting.

Section 12: Probationary members will be furnished pagers, if available. Full members will be furnished pagers and/or portable radios, keys to squad property as needed, uniforms, and patches as specified in the SOP's. Officers in charge of particular equipment shall maintain property records which include date of purchase, cost, location, current value and condition based on periodic inspections. Members shall sign for equipment, be responsible for damage or loss, and promptly turn in equipment to the respective officers upon change of membership or separation from the squad.

Section 13: Persons who served during the period of July 1980 to September 1993 with the Fincastle Rescue Squad or as EMT's with the Eagle Rock Volunteer Fire Department, and wish to join the ERVRS, shall be accepted as full members, shall serve no probationary period, and shall be given credit for all years already served toward Life Membership or any other awards program.

Section 14: All active members shall run call teams as assigned by the Captain. A member who cannot cover a call night, must find a replacement of equal or higher training. Teams run from 9:00 P.M. until 6:00 A.M. or until a time that will not interfere with a member's job. Those not able to run teams due to shift work may run anytime. Team announcements will be announced on test tones each night according to a schedule drawn up six or more months ahead of time.

Section 15: All active members shall be assigned by the Captain a week during which the drug box must be checked one or more times. A member who cannot meet this obligation must find a replacement. The member shall call and remind the person next on the check off list. The list will be drawn up three or more months ahead of time.

Section 16: All members shall participate in at least 30% of the total activities of the ERVRS on a calendar year basis, including but not limited to running calls, attending training and business meetings, fund raising, maintenance of building and equipment, or other approved activities. This standard shall apply to medically certified and vehicle operator members only. Members failing to meet this standard will be reviewed at the end of the year, and a secret ballot vote will be taken with a two-thirds majority required for dismissal.

Article V – CONDUCT OF MEMBERS

Section 1: Members shall conduct themselves at all times in such a manner as to command respect of the squad and the general public.

- Section 2: A member shall be neat and well groomed when responding on calls.
- Section 3: Use of any tobacco product is prohibited except in designated areas while acting in behalf of the ERVRS. This includes, but is not limited to the fire station and rescue crew hall, the scene, anytime with the patient, or anytime in the ambulance, with no exceptions.
- Section 4: No member shall answer a call or represent the ERVRS in any manner after having consumed alcohol. It shall be the responsibility of such member to obtain the services of another member of equal or higher training for replacement. Any member who partakes, sells, or distributes illegal drugs, shall be expelled from the squad with no consideration of ever having been part of the squad. Also, if the evidence against the member is strong enough, such member shall be turned over to the nearest police agency. The squad may pursue charges and prosecution as it sees fit to do.
- Section 5: Members shall not permit the use of squad identification for any reason or in any manner inconsistent with these By-Laws or any other rules and regulations of the squad.
- Section 6: Any member willfully destroying, defacing, or misusing equipment or other property of the squad shall be subject to disciplinary action.
- Section 7: Members violating the articles of these By-Laws shall be subject to disciplinary action.
- Section 8: Any member who has pending criminal charges, felony or misdemeanor, shall be automatically placed on suspension pending disposition of said charges. However, the general membership may override this provision by 2/3's secret ballot vote.
- Section 9: Any member convicted of a felony will be automatically terminated. All property issued to the member shall be returned to the Captain.
- Section 10: Any member convicted of a misdemeanor will be subject to disciplinary action, which may include termination, decided by the general membership in a 2/3's secret ballot vote.
- Section 11: Patient confidentiality must be maintained at all times. Medical Records are extremely sensitive and confidential. Information may be discussed or released only when necessary to provide hospital staff or other EMS providers with pertinent data; written/signed release of medical information form; subpoena; or in cases that require legal release of pertinent information.

Article VI – DISCIPLINARY PROCEDURES

- Section 1: Disciplinary action is intended to be progressive in nature starting with constructive suggestions for improvement or change followed by verbal reprimand, written reprimand, and finally dismissal from the squad. Because of the severity of a problem, any step may be bypassed.
- Section 2: Operational discipline
- Paragraph 1: Grounds for operational discipline shall include:
- (1) Insubordination
 - (2) Violation of any article of these By-Laws or any of the established rules and regulations of the ERVRS with reference to operations.

Paragraph 2: Should operational disciplinary action be necessary, a Team Leader may issue reprimands. Should further disciplinary action be necessary, it shall be taken before the First Lieutenant who also may issue reprimands. The First Lieutenant may, if necessary, review the situation and take the action before the Captain or other line officers. These officers may reprimand and prescribe other penalties as deemed necessary, but only the Captain or the Board of Directors may suspend a member.

Paragraph 3: The Captain may suspend a member if such action is considered necessary on basis of operational violations. This suspension may include certain activities or duties, or it may be a complete suspension form the squad. The extent of suspension as sell as the time period shall be at the discretion of the Captain.

Paragraph 4: The Captain shall be informed of any operational disciplinary action taken by another officer as soon as possible.

Paragraph 5: Discipline involving any operational officer shall be handled by the Captain or the Board of Directors if the Captain so deems. Discipline involving the Captain shall be handled by the Board of Directors.

Section 3: Administrative discipline

Paragraph 1: Grounds for administrative discipline shall include:

- (1) The interference with administrative functions and/or duties of any officer or member.
- (2) Incompetence or failure to fully and properly perform the duties of an office by an officer.

Paragraph 2: Should any administrative disciplinary action become necessary, the Board of Directors may initiate action it deems necessary, including suspension.

Section 4: A member may appeal any disciplinary decision of any operation officer to the Captain or any administrative reprimand to the President. The Captain or President may review the situation and take any appropriate disciplinary action as deemed necessary. A member may appeal any disciplinary decision made by the Captain or the President to the Board of Directors which shall give a fair appeals hearing to the member. If so desired, the member making the appeal may request any other member, other than members of the Board of Directors, to act as his council in the hearing. The Board of Directors may take any appropriate disciplinary action, but this action shall not exceed that prescribed by the Captain.

Section 5: Dismissal proceedings may be brought against any member by any other member or upon recommendation of the Board of Directors. Charges and/or reasons, along with the request, must be presented in writing to the Secretary. A member accumulating within any one-year period, three or more written reprimands shall automatically become subject to dismissal. A member subject to dismissal must first receive a dismissal hearing by the Board of Directors. The member may request any other member, other than members of the Board of Directors, to act as council. If the member makes no request, the President shall take the appropriate disciplinary action.

Article VII – OFFICERS

Section 1: Officers

- A. The administrative officers of the ERVRS shall be President, Vice-president, Secretary, and Treasurer. The operational officers of the ERVRS shall be Captain, First Lieutenant, Second Lieutenant, and Sergeant. These officers shall perform the duties outlined.
- B. All officers shall be elected.
- C. Only active members shall be eligible for office.

- D. At the regular business meeting held in October, a nominating committee of three members, including a chair, shall be appointed by the President. It shall be the duty of this committee to nominate a candidate for each office to be voted on at the regular business meeting held in January. The nominating committee shall report prior to the elections. Before the elections, additional nominations from the floor shall be accepted. The elected officers shall assume duties at the end of the meeting.
- E. Voting shall be by secret ballot with a simple majority of active members present necessary to elect.
- F. The elected officers shall serve for one year, or until their successors are elected.
- G. No member shall hold more than one office at a time, and no member shall be eligible to serve more than two consecutive terms in the same office. Exceptions to this clause may be made by majority vote.
- H. Any unexpired term of office shall be filled in the original manner at the next regular business meeting. The nominating committee shall be required to report.

Section 2: PRESIDENT's duties shall be:

- A. To look after the welfare of the ERVRS as a primary responsibility.
- B. To chair the Board of Directors.
- C. To call and president at meetings of the ERVRS.
- D. To represent the squad to the community and at all functions as directed by the Board of Directors unless another representative is designated. (Operational functions shall be delegated to the Captain.)
- E. To be responsible for administrative activities and all administrative officers.
- F. To conduct all administrative business affecting the ERVRS.
- G. To sign all certified copies of acts of the ERVRS unless otherwise directed by the Board of Directors.
- H. To carry out directives of the ERVRS and Board of Directors.

Section 3: VICE PRESIDENT's duties shall be:

- A. To be responsible for all administrative officers below this office and to see that they are performing their duties properly.
- B. To conduct internal administrative business of the squad and other administrative duties as delegated by the President.
- C. To preside at all meetings in the absence of the President.
- D. To be a member of the Board of Directors and an ex-officio member of all other committees, except the nominating committee, and as such, see that all committees function properly.
- E. To serve as Public Relations Officer.

Section 4: SECRETARY's duties shall be:

- A. To keep accurate records of all meetings of the ERVRS, all meetings of the Board of Directors, and of other meetings upon request.
- B. To maintain proper files and records for the ERVRS.
- C. To carry out the duties of the secretary as specified under the parliamentary authority adopted by the ERVRS unless otherwise specified herein.
- D. To be a member of the Board of Directors.

Section 5: TREASURER's duties shall be:

- A. To keep accurate records of all funds received, disbursed, and held by the ERVRS.
- B. To give a financial report to the ERVRS at each regular business meeting and to the Board of Directors as requested.
- C. To deposit all funds belonging to the ERVRS in the official bank of the ERVRS.

- D. To pay all bills promptly by procedures such as check, bank draft, electronic banking, which have been approved by the ERVRS.
- E. To submit a yearly summary to the membership at the monthly meeting in July.
- F. To develop with input from the proper officers and committee chairs, a proposed budget for the upcoming next fiscal year for review at the meeting in July. In general, purchase of new equipment even though approved as a budget line item, requires that comparison prices be presented to the membership for final selection and approval. Purchase of emergency replacement equipment may be done on a more expedient basis, as long as the price falls within limits allowed certain officers between meetings. Otherwise, approval must be obtained from the Board of Directors. The treasurer must certify funds are available prior to purchase.
- G. To submit all financial records for audit at the end of each fiscal year.
- H. To serve with proper bonding as required by the governing authority and provided by the ERVRS.
- I. To be a member of the Board of Directors.

Section 6: CAPTAIN's duties shall be:

- A. To be responsible for the enforcement of these By-Laws, standard operating procedures, and all other rules and regulations with respect to operational activities and duties and supervision thereof.
- B. To be the chief operation officer responsible for all operations and operational officers of the ERVRS.
- C. To assume full charge on any ERVRS call.
- D. To establish standard operating procedures for the ERVRS, subject to approval of the Board of Directors and the general membership.
- E. To be a member of the Board of Directors.
- F. To represent the ERVRS only in an operational capacity and with approval of the President concerning administrative matters.
- G. To carry out the directives of the ERVRS and the Board of Directors with respect to operational policy.
- H. To assign teams and insure that the ERVRS is properly manned and that all approved requests for stand-bys are properly covered.
- I. To be responsible along with the Sergeant for checking out and servicing all equipment used in life saving.
- J. To be authorized to spend up to \$500 between meetings in emergencies. Larger expenditures shall require approval of the Board of Directors or general membership.
- K. To supervise or delegate responsibility for issuing all squad equipment.

Section 7: FIRST LIEUTENANT's duties shall be:

- A. To be in charge of all training, to see that members are properly trained, and to keep a check on all members to see that their training records are kept valid and up to date.
- B. To organize all monthly training meetings and other special training programs.
- C. To see that written records are kept of all courses taught through the ERVRS with each member's training to be furnished upon request.
- D. To be a member of the Board of Directors.
- E. To assume the operational duties of the Captain when absent.
- F. To serve as Chair of the Membership Committee.
- G. To be responsible for the administration of policies regarding membership, to be administered with the help and advice of the Captain and the Membership Committee.
- H. To be responsible for the orientation and precepting of new members. In the absence of the First Lieutenant, the precepting responsibility may be delegated to a medically trained active member.

I. To be in charge of Junior Members as specified under Article IV, Section 5.

Section 8: SECOND LIEUTENANT's duties shall be:

- A. To be in charge of all vehicles, vehicular equipment, and communication equipment owned or operated by the ERVRS.
- B. To see that all vehicles and communications equipment are properly maintained, serviced, and operational, and that all vehicles are kept neat and clean.
- C. To keep maintenance records for inspection and review as requested, and to keep all vehicle manuals.
- D. To be a member of the Board of Directors.
- E. To assume the operational duties in the absence of the Captain or of the First Lieutenant.
- F. To be authorized to spend up to \$500 between meetings in emergencies. Larger expenditures shall require approval of the Board of Directors or general membership.

Section 9: SERGEANT's duties shall be:

- A. To be in charge of first aid supplies and equipment used in providing first aid services and the purchase and maintenance thereof.
- B. To be responsible, along with the Captain, for having a system of periodic checking and servicing of all equipment used in life saving.
- C. To be authorized to spend up to \$500 between meetings in emergencies or in replacement of supplies. Larger expenditures shall require approval of the Board of Directors or general membership.
- D. To be a member of the Board of Directors.
- E. To assume the operational duties in the absence of the Captain, First Lieutenant, or Second Lieutenant.

Article VIII – BOARD OF DIRECTORS

Section 1: All officers of the ERVRS, both administrative and operational, shall constitute the Board of Directors, with the President serving as the chair.

Section 2: The Board of Directors shall have general supervision of the affairs of the ERVRS between regular business meetings, make recommendations to the squad, and perform such other duties as are specified in these By-Laws.

Section 3: The Board of Directors shall review, revise, and recommend for final approval by the general membership all standard operating procedures provided by the operational officers and all other procedures the Board deems necessary. The Board may place in effect any procedures before approval by the ERVRS if deemed necessary, providing that these procedures are brought before the membership at the next business meeting.

Section 4: The Board of Directors shall appoint persons to fill any positions that it deems necessary. The duties of these positions may be established by the Board.

Section 5: Unless otherwise ordered by the Board, regular meetings of the Board of Directors shall be held one-half hour prior to the regular business meetings.

Article IX – COMMITTEES

- Section 1: There shall be a membership committee consisting of the First Lieutenant who shall act as Chair and three crew members to be appointed by the Board of Directors. This committee shall be responsible for investigation of all applicants and probationary members including criminal checks and make its report to the membership prior to such probationary members being voted into the ERVRS as active members. This committee shall also investigate candidates for life and honorary membership and submit a written recommendation to the membership at a regular business meeting.
- Section 2: There shall be a nominating committee consisting of three members appointed by the President. The committee shall present a nomination for each office to be filled.
- Section 3: Such other committees, standing or special, and committee chairs shall be appointed by the Board of Directors from time to time as deemed necessary to carry on the work of the ERVRS. This task may be delegated to the President, if desired.
- Section 4: Any committees that are formed which deal with a subject that is also under the responsibility of an officer, shall as a courtesy and a means to keep communications open, directly inform that officer of the decisions or recommendations made by that committee. This is in no way granting that officer membership on the committee or control of that committee.

Article X – PARLIAMENTARY AUTHORITY

- Section 1: The rules contained in the current edition of Roberts Rules of Order, newly revised, shall govern the ERVRS in all cases to which they are applicable and in which they are consistent with these By-Laws, any special rules of order the ERVRS may adopt, and any statutes applicable to this organization.

Article XI – AMENDMENTS

- Section 1: These By-Laws can be amended at any regular business meeting of the squad, provided the amendment has been submitted in writing and read at the previous regular business meeting.
- Section 2: A two-thirds vote by secret ballot shall be necessary for adoption of any amendments.

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