

VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE SQUADS, INC.

CONSTITUTION AND BYLAWS

ARTICLE I

NAME and PURPOSE

- Section 1. This organization shall be known as the Virginia Association of Volunteer Rescue Squads, Incorporated (hereafter referred to as VAVRS).
- Section 2. The VAVRS is a membership organization for the Virginia Emergency Medical Services Community. It is formed as a Virginia non-stock corporation and its express purpose is to provide for the benefit of the community through the support of its membership and their emergency medical response and rescue functions in the community. It is further limited to only those activities allowed under Internal Revenue Code 501(c)(3) and that are charitable in nature.

ARTICLE II

OBJECT

- Section 1. "The VAVRS shall promote and assist member rescue squads in improving pre-hospital emergency care in Virginia."
- Section 2. In further clarification of the object, the following terms are defined.
- A. "Shall promote" – Shall mean to improve communications, training, recognition of exceptional service, and liaison between agencies and member squads.
 - B. "And assist" – Shall mean to offer guidance.
 - C. "Member rescue squads" – Shall mean any member of VAVRS engaged in the business, service, or activity of providing pre-hospital care.
 - D. "In improving" – Shall mean enhancing any and all of the services which involve all levels of pre-hospital and rescue functions.
 - E. "Pre-hospital" – Shall mean providing rescue functions and the rendering of emergency care for patients outside the hospital environment.

ARTICLE III

MEMBERS

- Section 1. Admission and membership to the VAVRS shall be under the supervision of the Membership Committee.
- Section 2. The requirements for admission shall be as follows:

A. Unit Membership

1. Units applying for membership shall submit acceptable evidence of adequate organization, trained membership and proper provisions for meetings and the acceptance of calls.
2. The unit shall accept all regulations of the VAVRS in force at the time by vote of its membership before the application is submitted.
3. All applications for Unit Membership shall be approved by a two-thirds (2/3) vote of the Executive Committee present and voting.
4. Units applying for membership shall make application on forms furnished by the VAVRS.
5. A check for dues of \$5.00 per member shall accompany the application.
6. Annually all units shall be required to pay dues of \$5.00 per member as indicated on the Activity Report submitted for that year and shall receive copies of the VAVRS Publication.
7. Dues must be paid and Activity Reports must be filed with the State Office prior to the Spring Board of Governors meeting. (**Art. III, Sec.3-Par. C item 1**)
8. All applications for unit membership in the VAVRS shall be from organizations having a majority of volunteer membership.
9. Any crew located in another state who serves the people of Virginia on a regular basis will be eligible for membership in the VAVRS.
10. All present and future crews are required to render 365 / 366 days, 24 hours per day service. All members shall obtain certification as required by State EMS Rules and Regulations. If any crew is not providing the above requirements, or has their EMS certification removed, they may continue to hold their Unit Membership status, with dues paid, for two (2) years while working to get reestablished.

B. Individual Membership

1. Shall consist of individuals actively engaged in training and / or practice of rescue, lifesaving, and first aid work or those comparable activities of safety accident prevention, and prevention of loss of life, injuries and property damage by accident, fire or disasters for any cause.
2. Individual dues shall be \$25.00 per year and each individual shall receive a membership certificate and a copy of the VAVRS Publication.
3. Individual members shall have the opportunity to participate in Association training and shall be permitted to attend the annual convention.
4. All applications for individual membership shall be approved by two-thirds (2/3) vote of the Executive Committee present and voting.
5. Applications for individual membership shall be made on forms furnished by the VAVRS.
6. A check for dues shall accompany the application.

C. Associate Membership

1. Associate membership shall consist of individuals, businesses or manufacturers who desire to financially support the rescue movement through the Association.
2. Associate dues shall be \$100.00 per year and each Associate Member shall receive a membership certificate, a copy of the VAVRS Publication and a copy of the Association Directory.
3. All applications for Associate membership shall be approved by a two-thirds (2/3) vote of the Executive Committee present and voting.
4. Applications for Associate Membership shall be on forms furnished by the VAVRS.
5. A check for dues shall accompany the application.

D. Sustaining Membership

1. Sustaining membership shall consist of those individuals or concerns who manufacture or sell rescue or first aid equipment or supplies, or otherwise interested in supporting the Association.

2. Sustaining dues shall be \$200.00 per year and each sustaining member shall receive a membership certificate, the VAVRS Publication and a copy of the Association Directory.
3. Sustaining Members shall have the opportunity to attend the convention and shall be permitted to exhibit at a reduced rate.
4. All applications for Sustaining Membership shall be approved by two-thirds (2/3) vote of the Executive Committee present and voting.
5. Applications for Sustaining Membership shall be made on forms furnished by the VAVRS.
6. A check for dues shall accompany the application.

E. Associate Unit Membership

1. Associate Unit Membership shall consist of groups or organizations who support the EMS system in their locality or area through search, rescue or EMS related operations.
2. The group or organization shall provide an organized or recognized EMS related service as required by their organization or operation.
3. Dues of \$10.00 per member of the unit shall be payable annually prior to the Spring Board of Governors Meeting and a check for dues shall accompany the application.
4. Applications for Associate Unit Membership shall be made on forms provided by the VAVRS and shall be from groups or organizations having a majority of volunteer membership.
5. Associate Unit Members shall receive a membership certificate, a copy of the Association Directory and shall receive copies of the VAVRS Publication.
6. Associate Units members shall have the opportunity to participate in Association training; shall be permitted to attend Board of Governors meetings and the annual convention.
7. All applications for Associate Unit Membership shall be approved by a two-thirds (2/3) vote of the Executive Committee present and voting.
8. Any Associate Unit Member shall be dismissed from the VAVRS by action of a two-thirds (2/3) vote of the Executive Committee present and voting when it has become known that the unit has ceased to function or has reached a condition rendering it unfit to give the service it claims to offer.

Section 3. Regulations concerning dismissal of units from membership in the VAVRS shall be as follows:

- A. Any unit shall be dismissed from the VAVRS by action of a two-thirds (2/3) vote of the Board of Governors registered and voting when it has become know that the unit has ceased to function or has reached a condition rendering it unfit to give the service it claims to offer.
- B. Any unit shall be dismissed if judged by a two-thirds (2/3) vote of the Board of Governors registered and voting to be guilty of behavior unsuitable to such an organization.
- C. Units or crews failing to comply with the constitution and bylaws shall be temporarily suspended from membership in the VAVRS and representation at Board of Governors meetings until the next Board of Governors meeting.
 1. Squads / crews suspended for failure to pay annual dues and / or file activity reports shall be reinstated automatically by the President upon payment of such delinquent dues and / or filing of activity report.
- D. Units officially charged with delinquency not requesting a hearing within thirty (30) days may be temporarily suspended until the next Board meeting by the President, upon notification of said action to each unit in the VAVRS.
- E. Any unit charged with delinquency shall have the right of a hearing before the Board of Governors if it so desires.

Section 4. Life Membership in VAVRS

- A. The Board of Governors shall receive the recommendation (s) of the Life Member Committee at the annual convention and may elevate any individual member of a squad / crew to Life Member status.
 - 1. Voting shall be conducted by ballot.
 - 2. Candidates for Life Membership shall be approved by a two-thirds (2/3) vote of the Board of Governors registered and voting.

- B. Life Membership status may be awarded to any member in good standing of the VAVRS provided:
 - 1. Individuals recommended for Life Membership shall have been active in the VAVRS for a minimum of ten (10) years.
 - 2. Applicants must have made distinguished contributions toward the development and support of the fundamental goals established by the VAVRS.
 - 3. Recommendations for Life Membership may be presented by a local unit in writing, setting forth in detail the exceptional considerations performed by the applicant toward the furthering of the growth or development of the VAVRS. Such recommendations must be delivered into the hands of the Life Membership Committee at least sixty (60) days prior to the annual convention.

- C. Recommendation for Life Membership may also be presented, with proper documentation, by the Life Membership Committee of VAVRS.

- D. Life Members, without cost, shall receive a Life Membership Card, badge, patch, certificate, subscription to the VAVRS Publication, a vote at all Board of Governors Meetings and admission to the annual convention.

Section 5. Honorary Membership for Non-VAVRS members

- A. Honorary membership may be awarded to individuals who have made or are making distinguished contributions towards the development and support of established goals of the VAVRS.

- B. The Board of Governors shall receive the recommendation (s) of the Executive Committee at the annual convention and may convey the status of Honorary Membership.
 - 1. Voting shall be conducted by voice vote.
 - 2. Candidates for Honorary membership shall be approved by a two-thirds (2/3) vote of the Board of Governors registered and voting.

- C. Recommendations for Honorary Membership shall be presented to the Executive Committee at least thirty (30) days prior to the annual convention.

- D. Individuals receiving this recognition shall receive a plaque and will be permitted to attend VAVRS functions.

Section 6. CONDUCT

- A. VAVRS members are to conduct themselves at VAVRS functions in an acceptable manner at all times. Failure to act in an acceptable manner may result in removal from the function by

coordinating VAVRS official or highest state officer present. Examples of unacceptable conduct include (but not limited to): intoxication, disruptive behavior, abuse of any kind, vandalism, or larceny.

- B. The President shall have the power to temporarily suspend a VAVRS member for violation of any rules until the next Executive Committee meeting.
- C. A decision by the Executive Committee may be appealed to the Board of Governors by the VAVRS member involved. The decision by the Board of Governors is final.

ARTICLE IV

ORGANIZATION

- Section 1. The Board of Governors shall consist of one (1) representative from each member Unit Membership in the VAVRS, all elected state officers, District Vice Presidents, the Immediate Past President, and all VAVRS Life Members, who shall be the governing body of the Association and entitled to one (1) vote no matter how many voting positions the individual may hold.
 - A. The Board of Governors shall also constitute a Board of Trustees or Directors.
 - B. The Board shall be the body politics of the Association.
- Section 2. Board of Governors representatives to the Association shall be named by the local squad / crew.
 - A. Each squad / crew shall notify the VAVRS office in writing on or before March 1 of the name of the representative from the squad / crew during the coming year to the Board of Governors.
 - B. Representative from each Unit Membership shall be eligible for reappointment.
- Section 3. The Board of Governors shall meet regularly in the months of April and September at such time, place, and date as designated.
 - A. The purpose of the April meeting: To officially receive and review officers and committee reports and to transact any business of the Association.
 - B. The purpose of the September meeting: To elect ensuing year's officers and to officially receive and review officers and committee reports, and to transact any business of the Association.
- Section 4. The Board of Governors shall have charge of the interest and all affairs of the Association. They shall have the power and privilege to do any and all acts which the members of the Association might do pertaining to all affairs of the Association.
- Section 5. Special meetings may be called by the President and shall be called upon written request of ten (10) percent of the membership of the Board of Governors, at such time, date and place as designated by the President or those members requesting the meeting.
- Section 6. At every such meeting, each Governor shall be entitled to a vote on each matter of business.

Section 7. A quorum shall consist of two-thirds (2/3) of the members registered. A notice shall be sent to each member crew at least fourteen (14) days in advance of the meeting. When a special meeting is called, the membership shall be notified by certified mail.

ARTICLE V

OFFICERS

- Section 1. The officers of the VAVRS shall be a President, a Vice President, a Secretary, a Treasurer, a Training Officer, an Historian, a Chaplain, the Immediate Past President and 10 District Vice Presidents. These officers shall perform the duties prescribed by these bylaws and the parliamentary authority adopted by the VAVRS.
- Section 2. The President, Vice President, Secretary, Treasurer, Training Officer, Historian, and Chaplain shall be elected, by ballot, and the District Vice Presidents ratified, at the annual convention. These aforementioned officers may serve no more than two (2) consecutive one (1) year terms, or until their successors are elected, starting at the adjournment of the convention. All elected officers may be elected by a plurality of votes cast. The secretary may cast all unopposed positions as a unanimous ballot.
- Section 3. The District Vice Presidents are elected by the district they represent. The Board of Governors shall ratify such election.
- Section 4. Any office, except President, made vacant during the term, shall be filled at the direction of the Executive Committee, except for the reasons as provided in Article V Section 6.
- Section 5. The offices of Legal Advisor, Chief Medical Advisor, Editor and Parliamentarian are appointed by the President to serve one (1) year at a time.
- Section 6. If during the term of any office, said officer becomes disassociated with their crew, and is not associated with any other crew of this Association and is not a VAVRS Life Member, that office shall become vacant, and an election held to fill the vacancy. In the event said officer's crew disbands or drops from the VAVRS, said officer may continue in that office until the term expires, at which time it will be declared vacant.
- Section 7. All elected officers, appointed officers, committee chairs and committee members shall be in good standing with the VAVRS and their home unit. The appointed officers of Legal Advisor Editor, and Chief Medical Advisor are exempt from this section.
- Section 8. All elected officers, appointed officers and committee chairs shall make a written yearly report to the Board of Governors at the annual convention concerning the activities of said office.
- Section 9. No employee of the VAVRS can hold an elected office on the VAVRS Executive Committee. These offices include the President, Vice President, Secretary, Treasurer, Training Officer, Historian, Chaplain and District Vice President.

ARTICLE VI

DUTIES OF OFFICERS

- Section 1. The President shall:
- A. Be directly responsible for the performance of the work entrusted to all elected and appointed officers.
 - B. Have the power to require such written reports of officers and committees, as he/she deems necessary to accomplish this program.
 - C. Report non-active units, officers and committees to the Board of Governors.
 - D. Have the power to appoint Sergeants-at-arms, the Legal Advisor, the Chief Medical Advisor, Parliamentarian, Editor, and chairs and/or co-chairs of all standing committees, except the Nominating Committee and Hall of Fame Committee, whose chairs are appointed by the Nominating and Hall of Fame Committees, respectively.
 - E. Have the power to suspend any officer, chair, or committee member for a period of thirty (30) days for misconduct or failing to discharge his/her duty. If the condition is corrected satisfactorily in the discretion of the President, he/she may reinstate the said officer, chair or committee member or arrange to have a hearing before the expiration of thirty (30) days. Such hearing shall be held by a committee composed of all elected officers. The President shall issue a written statement by the Executive Committee giving the reason for suspension, how the matter was corrected, and the recommendation. Final recommendation and approval shall be subject to the approval of the Executive Committee.
 - F. Be bonded.
 - G. Serve as a member of the Finance Committee.
 - H. Serve as chair to the Executive Committee.
 - I. Appoint the membership of the Life Membership, Bylaws, Convention, Finance and Legislative Committees; appoint the Rescue College and Supply Chairs; appoint three (3) members of the Personnel Committee; and, in consort with the Editor, jointly appoint the VAVRS Publication Committee members.
 - J. Serve as the representative to the International Rescue and Emergency Care Association Convention.
- Section 2. The Vice President shall:
- A. Perform the duties of the President in the absence of the President.
 - B. Present all new VAVRS applications to the Board of Governors at their next scheduled meeting.
 - C. After it is ascertained whether the applicant has been accepted or rejected, send notification to said, by letter, as soon as possible.
 - D. Compile an annual summary of activities of the member squads.

- E. Serve as a member of the Membership Committee.
- F. Serve as a member of the Personnel Committee.
- G. Serve as a member of the Finance Committee.

Section 3. The Secretary shall:

- A. Record proceedings and actions of the Association taken at all BOG, Executive and Special meetings.
- B. Preserve and coordinate all necessary records pertaining to the operation of the Association.
- C. Carry out correspondence as directed by the President.
- D. Publish an annual directory of squads, committees and officers following the annual convention.
- E. Serve as a member of the Finance Committee.

Section 4. The Treasurer shall:

- A. Be responsible for all funds of the Association.
- B. Deposit all funds in a bank whose deposits are guaranteed by Federal Deposit Insurance Corporation.
- C. Pay all bills, by check only, to be signed by the Treasurer or facsimile signature authorized by the Treasurer. In the absence of the Treasurer, checks may be signed by either the President or Vice President. Any check ten thousand dollars (\$10,000.00) or more will require two (2) authorized original signatures.
- D. Make a written quarterly report to the President.
- E. Report all units' delinquent dues to the President.
- F. Make a written financial report to the Board of Governors twice yearly, to be submitted at the Spring Board of Governors meeting and the annual convention, copies of which shall be documented into the official VAVRS records.
- G. Be authorized to close the books on the 31st day of December. This will include all expenses in in the current year.
- H. Ensure that the Association's books are audited by a CPA company with reports to the Executive Committee and the Board of Governors.
- I. Be the Purchasing Agent for the Association.
- J. Be bonded.
- K. Serve as a member of the Personnel Committee.

- L. Serve as a member of the Finance Committee.

Section 5. The Training Officer shall:

- A. Be responsible for conducting training courses on a state level.
- B. Be responsible for disseminating information of an educational nature pertaining to safety, life saving and first aid to all units who are members of the VAVRS.

Section 6. The Historian shall:

- A. Act as librarian and keep records of facts pertaining to officers, members, units, relating the accomplishments in permanent form as directed by the Association beginning with the personnel of the VAVRS, time of organization and unit membership.
- B. Assure that all files, memorabilia, and artifacts are properly maintained, stored and recorded.
- C. Assure that all VAVRS approved names are properly recorded and displayed in a timely manner.
- D. Work with the Historian of the AVAVRS and the VAJVRs on projects as deemed necessary.
- E. Be Chair of the VAVRS Scrapbook annual competition.

Section 7. The Chaplain shall:

- A. Conduct the religious exercises of the VAVRS.
- B. Handle the sending of memorial gifts for deceased members of the VAVRS.
- C. Process all requests for Deceased Member Certificates and issue same, if eligible. Shall make every effort to deliver or present same in person if requested to do so.
- D. Make contact with deceased or ill member's families and offer his assistance or other Associations Officers' assistance when he has knowledge of same.
- E. Be available to conduct memorial services or participate in other Religious Activities, upon request.
- F. Write monthly article for the VAVRS publication.
- G. Be the Primary spokesperson for the Death Benefit Plan.

Section 8. The Editor of the VAVRS Publication shall:

- A. Edit the VAVRS Publication and attend all meetings.
- B. Supervise the VAVRS Publication and distribution of all editions to all squads and subscribers.
- C. Verify all bills and expenses incurred in connection with the Editor's office and forward them to

the Treasurer for immediate payment.

- D. Be a Chair of the VAVRS Publication Committee.

Section 9. The District Vice Presidents shall:

- A. Preside over all district meetings to which elected.
- B. Visit as many squads in the district as possible during term of office.
- C. Encourage all non-member squads in the district to join the VAVRS.
- D. Inform the State Vice President of any and all potential applications from within the district and forward all membership applications to the State Vice President.
- E. Be considered a State Officer.
- F. Submit a quarterly expense voucher in duplicate to the President.
- G. Call at least four (4) meetings per year, not including the convention, within the district. The last meeting shall be held at least thirty (30) days prior to the convention for the purpose of electing a District Vice President for the coming year.
- H. Forward a copy of the minutes of each district meeting to the President, Vice President and Secretary.
- I. Appoint a District Rescue Officer if needed.
- J. Appoint a District Training Officer in consultation with the State Training Officer.
- K. Appoint a District Secretary and Chaplain.
- L. Appoint a District Medical Advisor in consultation with the State Medical Advisor.
- M. Be available to install officers when requested by crews in the district.
- N. Carry out duties assigned by the President or Vice President.
- O. Appoint a person who may, in the absence of the District Vice President, assume the duties of that office.
 - 1. The duly designated alternate shall have the authority to vote during the absence of the District Vice President.
 - 2. Expenses for the alternate will be covered, in the amount set forth in these bylaws, only for the time period during which the District Vice President is absent.
- P. Appoint a Junior Advisor for his/her district.
- Q. Appoint one active member in each district to help with the gathering and giving of information to the Legislative Committee.
- R. Appoint a representative from his/her respective district to serve on the VAVRS Nominating Committee.

Section 10. The Office Manager shall:

- A. Manager the office and serve as the Registered Agent for the Association.
- B. Be hired by the Personnel Committee.

Section 11. The Legal Advisor shall:

- A. Be appointed by the President to serve in an advisory capacity on all legal matters pertaining to the activities and development of VAVRS.
- B. Act as legal council on any legal matters between the VAVRS and individual or member squads.

Section 12. The Chief Medical Advisor shall:

- A. Be appointed by the President to serve in an advisory capacity on all medical matters pertaining to the activities and development of VAVRS.
- B. Advise the Association of any and all new developments in medical practice that may affect the Rescue Squad personnel in the treatment of the sick and injured.

Section 13. The Parliamentarian shall:

- A. Be appointed by the President in office to serve one (1) year at a time.
- B. Be responsible for maintaining a current updated copy of the Constitution and Bylaws.
- C. Be a member of the Bylaws Committee in an advisory capacity.

ARTICLE VII

EXECUTIVE COMMITTEE

Section 1. The Executive Committee shall consist of all the elected officers, the ten District Vice Presidents and the Immediate Past President.

Section 2. The Executive Committee shall have all the powers of the Board of Governors between meetings of the Board of Governors except the Executive Committee shall not have the power to make or amend the Constitution and Bylaws, or to take final action on the proposed initial budget for the ensuing year, and shall be subject to any other limitations which may be imposed upon it by the Board of Governors. The foregoing does not preclude the right of the Executive Committee to approve final budgetary changes during any fiscal year provided that the sum of such changes does not exceed \$20,000.00. All budgetary changes are subject to review by the Finance Committee prior to being submitted to the Executive Committee for consideration.

Section 3. The Executive Committee shall be the committee of reference for matters concerning evaluation, long range planning, budget and fiscal affairs.

Section 4. The President shall serve as Chair of the Executive Committee. A quorum shall be a majority of the Executive Committee membership.

Section 5. The Executive Committee shall hold a minimum of four (4) meetings annually at a time and place determined by the President.

Section 6. The Executive Committee may also act without meetings, but in such a case, the concurrence in writing of a majority of the members of the committee shall be necessary.

ARTICLE VIII

STANDING COMMITTEES

Section 1. The Nominating Committee shall:

- A. Consist of ten (10) members to be appointed by the District Vice Presidents, one (1) person from each district. The committee shall appoint its own Chair.
- B. Interview all candidates for qualification of the offices they seek and to recommend one (1) candidate for each vacancy. Unit Memberships desiring to place nominations before the committee shall submit them to the VAVRS Office no later than June 1. The committee shall convene no later than July 15 to submit recommendations for each office to the Board of Governors. All nominees from the floor shall be interviewed to assure their qualifications for the office they seek.

Section 2. The Membership Committee shall:

- A. Consist of the VAVRS Vice President and the ten (10) District Vice Presidents.
- B. Endeavor to strengthen the membership of the VAVRS, conduct such investigation as is necessary to provide needed information to the Board of Governors concerning active or prospective member units, and make recommendations to the Board of Governors for disposal of matters regarding membership.

Section 3. The Life Membership Committee shall:

- A. Consist of five (5) Life Members, appointed by the President.
- B. Receive all applications for Life Membership and recommend only those worthy of consideration to the Board of Governors at its annual convention.

Section 4. The Bylaws Committee shall:

- A. Consist of three (3) members appointed by the President.
- B. Receive all proposed amendments to the Constitution and Bylaws and shall, after due consideration, report on such amendments at the Board of Governors meetings.

Section 5. The Rescue Hall of Fame Committee shall:

- A. Consist of seven (7) Rescue Hall of Fame Members. The elected members term shall be for three (3) years. Their terms shall be staggered such that two replacements are elected in two of the years and three replacements are elected in the third year during the annual convention by the Life Members. The Rescue Hall of Fame Members shall elect their own chair each year.

- B. Induct members into the Virginia Association of Volunteer Rescue Squads Life Saving and Rescue Hall of Fame by an affirmative two-thirds (2/3) vote, by ballot, in accordance with the procedure enumerated below for such purpose. A quorum shall consist of five (5) members of the Rescue Hall of Fame.
- C. The following procedure will be used:
1. An application for the Rescue Hall of Fame candidate will be sent to the sponsor from the VAVRS office upon request. The application and supporting information must be in the VAVRS office by December 31 to be considered for the following year.
 2. The State Office will record the date and time the application is received. The application and supporting information will be forwarded to the Rescue Hall of Fame Committee Chair.
 3. The Rescue Hall of Fame Committee Chair shall review each application. Each application meeting the requirements shall be copied and forwarded to each Rescue Hall of Fame Committee member.
 4. The Rescue Hall of Fame Committee shall meet to discuss the applications. At this meeting the Rescue Hall of Fame Committee Chair shall assign each candidate's application and supporting information to a committee member for investigation into the Rescue Hall of Fame.
 5. Committee members shall investigate applicants and report to the committee who will make the selections. The vote for the Rescue Hall of Fame candidates shall be by ballot.
 6. No more than three candidates shall be selected from the applicants. These names shall be submitted to the VAVRS Office by Rescue Hall of Fame Committee Chair.
 7. A summary of each nominee's accomplishments containing no more than 500 words, using information from the application, will be written by the Rescue Hall of Fame Committee and edited by VAVRS Office Staff.
 8. The ceremony for the induction into the Rescue Hall of Fame shall be held each year at the Annual Convention.
 9. A brass plaque will be placed in the Life Saving and Rescue Hall of Fame and a 11"x14" award containing the photograph and biographical information will be given to each individual or their family.
 10. The name (s) along with each 500-word summary will be placed in the Rescue Hall of Fame Book and the plaques containing the name, squad and date must be displayed at a designated location in the VAVRS State Office.
- D. The Rescue Hall of Fame Committee Chair shall be the representative to the National Life Saving and Rescue Hall of Fame Board of Directors.

Section 6. The VAVRS Publication Committee shall:

- A. Consist of not less than two (2) individuals in addition to the Editor.
- B. Be appointed by the President.
- C. Assist the Editor with the VAVRS Publication. Such duties shall consist of, but not be limited to: Securing news items and feature stories, proof reading and maintenance of the mailing list in compliance with postal regulations.

Section 7. The Convention Committee shall:

- A. Consist of a Convention Chair and Co-Chair (s), appointed by the President.
 - 1. The Chair shall be responsible for working with the hotels and other bodies in making proper arrangements for the annual convention.
 - 2. Such duties include, but are not limited to:
 - a. Appointing a Chair of the various convention sub-committees and being responsible for their performance.
 - b. Signing contracts for service, provided that such contracts have been reviewed by the President and Treasurer.
 - c. Selecting the convention center.
 - d. Arranging for meeting space, exhibit space, contest space and other functions of the convention.

Section 8. The Personnel Committee shall:

- A. Consist of the VAVRS Vice-President, Treasurer and three (3) individuals appointed by the VAVRS President. These three (3) individuals must have personnel management background (ex: personnel manager, plant supervisory level, or government management position).
- B. Fill the full-time positions of the Association and if needed make the appropriate decisions regarding disciplinary action including terminations. All action shall be confirmed by the Executive Committee.
- C. Have the following responsibility:
 - 1. Review annually individual salaries as well as employee performance.
 - 2. Grant additional sick leave beyond earned amount based on the merits of the case. Such additional leave may be with or without pay depending on the individual circumstances.
 - 3. Grant leave without pay for further education or other specific needs.
 - 4. To act on employee complaints and make recommendations to the VAVRS President.
 - 5. Review the employee handbook annually.
 - 6. Make a written report to the BOG outlining our full-time staff positions to determine if the positions are adequate or if there is a need for more full-time positions. This will also include any pay or special leave granted to our full-time employees during the year.

Section 9. The Finance Committee shall:

- A. Be composed of the following members: President, Vice President, Secretary, Treasurer, Immediate Past President, and a member at large appointed by the President.
- B. Be responsible for administering the financial affairs of the VAVRS and for preparing the annual budget.
- C. Receive any request for funding beyond the approved budget by anyone including, but not limited to, an Individual, Sustaining, Associate, Associate Unit, Unit Member, Executive Committee Member, Committee Chair, and Board of Governors Representative. After reviewing the request (s), the Finance Committee will make recommendations to the Executive Committee for their approval. If the request exceeds \$20,000.00 (Article VII, Section 2), the Executive Committee will present the request (s) to the Board of Governors

for final approval. Anyone submitting a request for funds beyond the approved budget will be required to provide an offsetting income amount to justify the request. Under no circumstances will a request for funding beyond the approved budget be brought directly to the Board of Governors for approval. In cases where monies are removed from a committee's budget, the Chair of the committee must be notified.

Section 10. The Legislative Committee shall:

- A. Have a Chair and two (2) other members or a Chair, Co-Chair and one (1) other member appointed by the President to serve one (1) year at a time.
 - 1. The District Vice President will appoint one (1) active member in each district to help with the gathering and giving of information.
 - 2. The VAVRS representative to the EMS Advisory Council shall relay all information related to legislation, to the Chair of the Legislative Committee.
 - 3. The district representative will convey any information to the Legislative Committee prior to the November Executive Committee meeting.
- B. Meet prior to the November Executive Committee meeting to review any proposals for the upcoming session of the Legislature.
- C. Have the approval of the BOGs or the Executive Committee before presenting any proposals.
- D. Report any information or problems at all Executive Committee meetings.
- E. Be able to act on behalf of the VAVRS, in an emergency, if three (3) of the four Administrative Officers are in agreement with the Legislative Committee.

Section 11. The Rescue College Committee shall:

- A. Consist of a Rescue College Chair appointed by the President.
 - 1. The Chair shall be responsible for working with the hotels and other bodies in making proper arrangements for the Rescue College.
 - 2. Such duties include, but are not limited to:
 - a. Working with the VAVRS Training Officer on conducting training courses at the college.
 - b. Signing contracts for service, provided that the contracts have been reviewed by the President and Treasurer.
 - c. Selecting the Rescue College site.

Section 12. The EMS Representative shall:

- A. Be appointed by the Governor of Virginia as the EMS Representative for the VAVRS or the EMS Advisory Board.
- B. Disseminate information from the EMS meetings and submit a written report to the Board of Governors at the annual convention.

Section 13. The Junior Advisors shall:

- A. Consist of one Junior Advisor from each VAJVR District appointed by the VAVRS District Vice President to serve for a one (1) year term.

- B. Coordinate the affairs between the Junior Districts and the senior organization.
- C. Offer said Juniors in their respective districts the following:
 1. Be consultant to the Junior Officers.
 2. Attend their respective VAJVRS meetings.
 3. Aid in the development leadership and growth of the VAJVRS.

Section 14. Julian Stanley Wise Scholarship
(See Julian Stanley Wise Constitution and Bylaws.)

Section 15. The Supply Advisor shall:

- A. Be appointed by the President of the VAVRS and report directly to the Treasurer of the VAVRS and assist the President and Vice President of the VAVRS when called upon to do so.
- B. Locate and inventory all permanent supplies, equipment and all other items belonging either wholly or in part to the VAVRS.
- C. Keep a controlled inventory on all resale items belonging to the VAVRS.
- D. Make available to member squads/crews and the officers through the VAVRS Office and/or the contracted vendor any item for resale.
- E. Work in consultation with the contracted vendor to maintain the image and integrity of the VAVRS by ensuring the quality of the items offered.

Section 16. The Historian Committee shall:

- A. Consist of the Historians of the VAVRS, AVAVRS, VAJVRS and the chief administrative officer of the Julian Stanley Wise Foundation. The VAVRS Historian shall be the committee chair.
- B. Work jointly to coordinate their activities to complement each group, VAVRS projects and functions as needed, including the "To The Rescue" Museum.
- C. Meet at the call of the Chair.

Section 17. Any committee herein named in Article VIII may meet, either in person, by electronic mail or by teleconference, to conduct their business.

ARTICLE IX

FINANCE

- Section 1. The Board of Governors may waive payment of all dues and assessments for any one (1) year.
- Section 2. The expenses of the following individuals shall be paid out of the VAVRS treasury when such expenses are incurred through attendance at any meeting or activity in carrying out duties: All elected officers, the Chair, Co-Chair and members of all standing committees,

Office Staff, Chief Medical Advisor, Parliamentarian, Legal Advisor, Editor and any individual appointed on an emergency basis to carry out a specific VAVRS duty. The expenses of such an individual shall be subject to the approval of the Executive Committee.

- Section 3. Rates and travel, room and meals.
- A. Travel – Actual expense when by rail, bus or air. If by automobile based on the same mileage rate paid by the Commonwealth of Virginia per mile.
 - B. Room – Hotel and Motel accommodations, when billed at the best negotiated rates not to exceed \$170.00 per day.
 - C. Meals – A per diem allowance of \$40.00 per person shall be made for those covered by Section 3.
- Section 4. Should the officer or officers be on an expense allowance provided by any other source outside the VAVRS, that officer or officers shall not collect full expenses from the VAVRS, but only that portion not covered by the source and within written limits prescribed above.
- Section 5. The VAVRS President shall be the representative to the International Rescue and Emergency Care Association Convention and individual state rescue association conventions, with expenses paid.
- Section 6. The expenses of the first place EMT Team, Rescue Team and ALS Team, or its designated alternate representing the VAVRS at the International Rescue Conference, shall not exceed \$1,500.00 per team.

ARTICLE X

ELECTIONS

- Section 1. Nominations for officers in the VAVRS shall be opened and closed at the first business session of the convention and election of officers shall be on the final day of convention.
- Section 2. Qualifications for candidates for election to an office:
- A. All candidates must have the ability to fill the required job descriptions of the office they seek.
 - B. Candidates for the office of Treasurer must be interviewed by no less than two (2) members of the Finance Committee plus the Chair and one (1) member of the Nominating Committee, before qualifying as a candidate for election to this office.

ARTICLE XI

CONVENTION

- Section 1. Conventions shall be held annually to promote the organization in any desired manner.

- Section 2. The VAVRS shall hold its annual convention on the last Wednesday, Thursday, Friday and Saturday during the month of September, unless otherwise designated by the Board of Governors.
- Section 3. Contest standards shall be prescribed by the Executive Committee.

ARTICLE XII

RESCUE SQUAD WEEK

- Section 1. Rescue Squad Week shall be the last full week prior to Memorial Day.

ARTICLE XIII

AMENDMENTS

- Section 1. Any member unit, elected officer, Immediate Past President, District Vice President, Life Member and the Bylaws Chair may propose an amendment to the constitution and bylaws to the Board of Governors.
- Section 2. Proposed amendments of the constitution and bylaws must be in the possession of the Secretary and the Bylaws Committee Chair not less than sixty (60) days prior to a meeting of the Board of Governors.
- Section 3. The Secretary must forward copies of the proposed changes from the Bylaws committee to the Parliamentarian, Legal Advisor and Board of Governors representative at least thirty (30) days prior to a meeting of the Board of Governors.
- Section 4. Any proposed amendment must be approved by a two-thirds (2/3) affirmative vote of the Board of Governors registered and voting.
- Section 5. Notification of change shall be made to each member organization in the VAVRS by the Secretary.

ARTICLE XIV

PARLIAMENTARY AUTHORITY

The rules contained in "Robert's Rules of Order Newly Revised" shall govern this organization in all cases to which they are applicable, and in which they are not inconsistent with this Constitution and Bylaws.

