

**BENSLEY-BERMUDA
VOLUNTEER
RESCUE SQUAD**

BY-LAWS

Article of Organization

For

**BENSLEY-BERMUDA VOLUNTEER RESCUE SQUAD, INC.
2500 RIO VISTA STREET P O BOX 3360
CHESTER, VIRGINIA 23831
804-748-6122**

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Article I: Purpose

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Date Modified: March 6, 2012

The purpose of this Corporation (hereafter referred to as the Organization or the Squad) is as set forth in Article III of the Charter, which reads as quoted below.

PURPOSES

“(a) To serve as a community rescue squad, providing 24 hour emergency ambulance and other first-aid services; to assist wherever possible in the saving of life or administering first-aid; to teach, among its members and throughout the community, methods of safety and first-aid; to render such other emergency services for the saving of life and other humane purposes as the Corporation is equipped to render.”

“(b) To acquire, own, hold, lease, possess, and use all kinds of apparatus and property, real and personal, for the carrying contracts or perform any act necessary and proper for its benefit and welfare, including the right and power to borrow money, mortgage its property, buy, sell, or exchange at any time such real estate as may be necessary for the promotion of the interests of the Corporation, subject to the provisions of Article VII of this Certificate of Incorporation, and to receive gifts, donations, and contributions of cash, property, both real and personal, tangible and intangible, and to secure funds for the purposes herein set forth by subscription or otherwise, and to receive, hold, expend and use the same.”

“(c) To exercise all such power and authority that may be necessary to carry out the purposes and essences of this Corporation, it is expressly declared that this is a Corporation, it is expressly declared that this is a Corporation not for gain or individual profit and that dividend shall ever be declared or paid to any of its members, and that none of its property, real or personal, shall ever be used or expended except in carrying into effect the legitimate ends and aims of its being.”

“It is the intention and is expressly provided, that the objects, purposes and powers specified and clauses contained in this Article II shall be construed to be in furtherance of and not to limit or restrict in any manner, the general powers of said Corporation bestowed hereby or conferred by law.”

Date Modified: January 4, 2022

Membership Classifications

Section 1: All members of the Rescue Squad shall be at least 16 years of age upon acceptance into the organization by the membership. Members under the age of 18 must be classified as a Junior Member as outlined in by-law Article II, Section 2.

Section 2: All members must be classified as either regular (minimum 24 hours per month) or reserve (minimum 12 hours per month). Members may be regular or reserve in any category of membership, except honorary membership, which holds no hours' requirement. In addition, all members shall declare themselves as being either operational or non-operational and fall into one of the listed membership designations in Article II of the by-laws. All requested status changes must be presented to the Board of Directors and approved by majority vote prior to those changes taking effect.

A. Operational Members

1. Regular Members:

- a. May vote in all elections and at all meetings.
- b. May hold elected offices and appointed positions.
- c. May operate and ride on ambulances and other apparatus.

2. Reserve Members:

- a. May not vote in elections or at meetings.
- b. May not hold elected offices.
- c. May operate and ride on ambulances and other apparatus.
- d. May hold appointed positions and may serve as a committee chair.

3. Junior Members:

- a. May vote in all elections and at meetings.
- b. May not hold elected offices or appointed positions.
- c. May serve as an assistant to any occupied office or appointed position.
- d. May ride on but are prohibited from operating ambulances and other vehicles.
- e. Automatically become Regular Members on their 18th birthday.

B. Non-Operational Members

1. Administrative Members:

- a. May vote in all elections and at meetings.
- b. May hold elected offices and appointed positions except for the Chief of Operations and any positions appointed by the Chief of Operations.
- c. May ride on ambulances and other vehicles to perform administrative functions, provided a qualified operational member accompanies them while on the vehicle.
- d. May not operate ambulances or other vehicles.

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Honorary Members

- a. This position is an honor bestowed on appropriate persons and carries no privileges or duties.
- b. May not operate ambulances or other vehicles.
- c. May ride on ambulances or other vehicles that are not in service (e.g.: parades, squad events, recruitment drives, etc.) with the prior approval of an Operations Officer. Should the unit be unexpectedly called into service, the honorary member will be classified as an Observer for the duration of the unexpected tour of duty.

C. Life Membership

1. Members may become Life Members by majority vote of the membership, upon meeting the Life Membership eligibility criteria. In order for a Life Member to be eligible to vote in any squad election or meeting, the member must have met their minimum single month hours' requirement within any of the previous 3 months. There will be two types of Life Members:

a. Active Life Members

- i. Active Life Members will have all of the rights and privileges of a regular Squad Members.
- ii. To remain in an active status the Life Member must have met the minimum single month hours requirements within the last 3 months.

b. Inactive Life Members

- i. Active Life Members that have not complied with the Life Member minimum hours' requirements are automatically transferred to an inactive status. Inactive Life Members that meet their minimum hours' requirement are automatically returned to active status.
- ii. May not vote in elections or at meetings.
- iii. May not hold elected offices or appointed positions, but may chair committees.
- iv. May ride on ambulances and other apparatus, if they retain proper certification and the Chief of Operations considers them qualified.

Membership Admittance Process

Section 3: Members will be admitted to the Squad by the following procedures:

- a. Persons desiring to be admitted as members must submit a completed, formal application to the Vice President of the Board of Directors.
- b. The Board of Directors will delay action on the application until all required documentation is provided and all requisite tasks are completed by the applicant.
- c. The Board of Directors may terminate an incomplete pending application by majority vote if the applicant fails to comply with the established application process in a timely manner. Generally, an applicant is expected to provide all required documentation to the volunteer recruitment coordinator and complete all required tasks (e.g.: hand scan, drug testing, etc.) within 45 days. Applicants that are dropped from the application process in this manner will be referred to the Chesterfield County Fire and EMS Volunteer Recruit Coordinator with an explanation of the circumstances.

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- d. The Board of Directors will make a recommendation concerning the applicant to the membership and the membership will vote by secret ballot on whether to accept the applicant, a 2/3 (two-thirds) majority of those present and voting being required for passage.
- e. If an applicant becomes a Probationary Member, he/she will have all the duties and privileges of a regular member except:
 - i. During the first 30 days of probation, the member may not ride as the “Attendant in Charge” of the patient unless the member has previously been a riding member of another Rescue Squad which follows the same treatment protocols and procedures.
 - ii. Probationary Members shall have no voting privileges.
 - iii. The Board of Directors will review any infraction of any rule. Any decision regarding the probationary status of a member reached by the Board will be final.
- f. At the first Membership Meeting following the end of six months of probation, unless the Board of Directors extends the probation, the membership will vote by secret ballot on whether to retain the applicant as a member. This will require a vote of two-thirds majority of those present and voting.
- g. Former Squad Members may be exempted up to four months from the six-month probationary period upon the approval of the membership.
- h. As provided in Article IX of the Charter, the Organization may have Honorary Members. Simple majority vote of those present and voting at any meeting may elect honorary members. Honorary Members shall have no voting privileges.

Life Membership Admittance Process

Section 4: Any member in good standing and who has totaled at least 10 years with the Organization shall be considered eligible to be a Life Member. Regular members must have contributed at least 120 months of service for which they meet the minimum hour requirement for each qualifying month. Reserve members receive one-half credit for each qualifying month, with eligibility for life membership being attained at a minimum of 240 months of service. Members that have changed status between regular and reserve may use a combination of these two hours’ requirements to become eligible, so long as the intent of the requirement is maintained when eligibility is calculated.

Upon written recommendation to the Board by any member of the Squad who is a member in good standing, the Board shall:

1. Recommend to the membership approval for Life Membership, or
2. Reject the nomination as being unworthy of consideration and passed over for a period of one year, whereupon a new recommendation may be made. If the Board again disapproves the nomination, the candidate will be considered by the membership as a whole, if so desired by the persons submitting the recommendation.
3. Membership approval requires a vote of two-thirds majority of those present and voting.

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Minimum Hours Requirement

Section 5: The various type of members will have the following hours requirements:

1. Regular Member: 24 hours per month
2. Reserve Member: 12 hours per month
 - a. Reserve Members will only be granted ½ year credit for each year of hours towards Life Membership
3. Junior Member: Regular - 24 hours per month
Reserve - 12 hours per month
4. Administrative Member: Regular - 24 hours per month
Reserve - 12 hours per month
5. Life Member: Active - 24 hours in a single month, within the last 3-months
Inactive - No Requirement
6. Honorary Member: No Requirement

Leave of Absence (LOA)

Section 6: The Board of Directors may grant a member a Leave of Absence (LOA) at the member's request for any reason that the Board feels is sufficient. The Board should have confidence in the ability of all members in active duty to be able to fulfill their obligations safely and effectively to the squad. The leave may be for a definitive time or until resolution of the circumstance justifying the leave. The Board shall review all leave of absences every 90 days.

1. Medical leave of absence (MLOA)
 - a. The member applying for a MLOA:
 - i. May not vote in elections and meetings
 - ii. May not ride on ambulances or other apparatus.
 - iii. May not hold an elected office or appointed position or be a committee chair. The President or Chief of Operations must appoint an eligible acting officer.
 - iv. Must have a doctor's note presented to the board permitting full return to riding duties
2. Personal Leave of Absence (PLOA)
 - a. PLOA may be granted for members who are unable to perform their duties effectively due to:
 - i. Loss or the need for medical care in the close family
 - ii. Economic hardship
 - iii. Temporary geographic distance due to work/family obligations

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- iv. Other temporary hindrances to effective fulfillment of obligations to the squad as recognized by the Board of Directors on a case-by-case basis.
- b. The member applying for a PLOA
 - i. Must provide written documentation to the Board of Directors including the length and reason for the request, and the extent to which riding and administrative obligations may be met
 - ii. May only vote in elections or at meetings granted hours commitments are met.
 - iii. May ride on ambulances or other apparatus following written permission from the Chief of Operations.
 - iv. May hold an elected office or appointed position or be a committee chair. If the member so chooses, they may delegate certain responsibilities to an eligible member to be approved by the President or Chief of Operations. If the requested PLOA is more than 30 days, or the member in question is unable to effectively perform duties as determined by the Board, the President or Chief of Operations must appoint an eligible acting officer.

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Article III: Officers

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Officer Classification

Section 1: There shall be two types of officers; those who are elected by the membership, and those who are appointed to their office by an elected officer. Officers must fulfill their duty requirements to remain in office.

Officers elected directly by the membership shall be:

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Chief of Operations
6. 3 At-Large Directors

The officers appointed by the President shall be:

1. Parliamentarian
2. Public Affairs
3. Buildings and Grounds
4. Comptroller
5. Chaplain
6. Security
7. Any other officer deemed necessary by the President

The Secretary may appoint an assistant if deemed necessary.

The officers appointed by the Chief of Operations shall be:

1. Deputy Chief of Operations
2. Deputy Chief of Administration
3. Training
4. Equipment
5. Compliance
6. Transportation
7. Logistics
8. Any other officer deemed necessary by the Chief of Operations

Section 2: The ALS Supervisor is elected by majority vote of the currently cleared ALS providers on the active duty membership list.

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Section 1: President

1. Elected by the Membership and serves as the Chairperson of the Board of Directors. Reports to the Board of Directors and to the Membership At-Large on all matters of Squad business.
2. Serves as a non-voting member of the Board of Directors unless a tie-breaking vote is required.
3. Does not hold an operational rank by virtue of their office alone, unless also concurrently serving in another appointed operational position. When such situation exists, the position of President shall not be used to leverage operational decisions over the established chain of command. The President may not serve concurrently as an appointed Deputy Chief of Operations or Deputy Chief of Administration.
4. Directs the workflow of all administrative staff as necessary to accomplish the goals of the Rescue Squad.
5. Has direct supervision and authority over the operation and performance of the Rescue Squad.
6. Ultimately responsible for the overall general morale and welfare of all members.
7. Maintains a current short and long-term strategic vision and direction for the organization.
8. Countersigns checks when deemed necessary by the Treasurer or Vice-President in accordance with applicable financial rules.
9. Presides as the Chairperson for all meetings or designates a chairperson in their absence.
10. Appoints all committees and serves as ex-officio member of each, except for the Nomination Committee and the Finance Committee, of which they may not serve as a member.
11. Appoints all subordinate officers of the President as listed elsewhere in these by-laws and ensures all appointed officers perform their duties as described herein.
12. Calls special meetings when deemed necessary or when requested by the Board of Directors or the Membership At-large.
13. Creates any new positions and appointments as deemed necessary to accomplish the duties of the Rescue Squad to the community and may appoint staff members to assist in the execution of their duties.

Section 2: Vice-President

1. Elected by the Membership and serves as Vice-Chairperson of the Board of Directors. Reports directly to the President or the Board of Directors in the absence of the President
2. Serves as a voting member of the Board of Directors unless acting in the capacity of the President as the Chairperson
3. Does not hold an operational rank by virtue of their office alone, unless also concurrently serving in another appointed operational position. When such situation exists, the position of Vice-President shall not be used to leverage operational decisions over the established chain of command. The Vice-President may not serve concurrently as an appointed Deputy Chief of Operations or Deputy Chief of Administration
4. Performs all duties of the President in their absence or when necessary to execute Squad activities

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5. Serves as Chairperson of the Finance Committee, appoints its members and presides over all Finance Committee meetings.
6. Ultimately responsible for all financial activities of the Rescue Squad to include fundraising, accounts payable, accounts receivable, donation activity, grant applications, and revenue recovery funds.
7. Ensures an independent third-party bookkeeper is hired and is performing their bookkeeping duties with reconciliation of accounts occurring at least every 30 days.
8. Initiates the annual auditing process with an independent third-party auditing firm no later than the first week of June to ensure a complete and deliverable audit is sent to Chesterfield County no later than the last day of August.
9. Countersigns checks when deemed necessary by the Treasurer or President in accordance with applicable financial rules.
10. Maintains responsibility for any debit or credit cards or standing accounts with all vendors with which Squad business is conducted.
11. Ensures the Finance Committee provides the Membership At-large with a proposed annual budget at the November membership meeting with membership approval of the annual budget occurring no later than the December membership meeting.
12. Responsible for solicitation of new members through direct communication and serves as the point of contact for the Chesterfield County Fire & EMS Volunteer Coordinator's referral activity.
13. Tracks applicants through the on-boarding process until they are approved for entry by the Membership At-Large.
14. Coordinates all morale and welfare activities, including membership incentive programs.
15. Performs any other duties as requested by the President for the benefit of the Rescue Squad.
16. May appoint staff members to assist them in the execution of their duties.

Section 3: Secretary

1. Elected by the Membership and reports directly to the President or the Vice-President in the absence of the President.
2. Serves as a voting member of the Board of Directors.
3. Does not hold an operational rank by virtue of their administrative office alone, unless also concurrently serving in another appointed operational position. When such situation exists, the position of Secretary shall not be used to leverage operational decisions over the established chain of command. The Secretary may not serve concurrently as an appointed Deputy Chief of Operations or Deputy Chief of Administration.
4. Maintains all membership files, disciplinary records, and an accurate roster of the current membership's information to include names, addresses and phone numbers.
5. Maintains all business records, legal documents, contractual agreements, insurance documents and any other pertinent records and shall promptly produce any document upon request by any member or officer of the Rescue Squad. Business documents that do not require confidentiality (at the discretion of the Board of Directors) shall be archived on the Rescue Squad's website in a reasonable time frame.
6. Records all meetings of the membership, the Board of Directors and any other meetings as required, distributes those records to the membership in a timely fashion via electronic mail (maximum 14 days from the meeting occurrence) and ensures those records are ultimately archived on the website by the webmaster.

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7. Serves as the webmaster for the Rescue Squad's website or may designate a responsible member to perform webmaster duties on their behalf. The Secretary is ultimately responsible for the conduct and activities of any appointed webmaster and is granted the authority to rescind the designation at any time should they deem it necessary to do so.
8. Maintains a current hours roster of all hours reported and publishes the year-end master hours' roster to the website no later than the last day in January.
9. Facilitates all necessary correspondence both internally and externally between the Board of Directors, the Membership and the community.
10. Regularly checks and disperses mail and packages received to both the physical address mailbox and the PO Box.
11. May appoint an assistant in the execution of their duties.
12. Performs any other duties as requested by the President for the benefit of the Rescue Squad.

Section 4: Treasurer

1. Elected by the Membership and reports directly to the Vice-President or the President in the absence of the Vice-President.
2. Serves as a voting member of the Board of Directors.
3. Does not hold an operational rank by virtue of their office alone, unless also concurrently serving in another appointed operational position. When such situation exists, the position of Treasurer shall not be used to leverage operational decisions over the established chain of command. The Treasurer may not serve concurrently as an appointed Deputy Chief of Operations or Deputy Chief of Administration.
4. Keeps an accurate accounting of all transactions, receipts and disbursements made in all accounts maintained by the Rescue Squad.
5. Provide written reports to the Board of Directors each month of all accounts.
6. Ensures that all transactions are approved by the appropriate authority or officer prior to their occurrence and issues checks to satisfy all payable accounts within 7 days of their receipt.
7. Issues all checks as the primary signer unless a conflict of interest exists, in which case the Vice-President will serve as the primary signer with the President as the countersigner.
8. Countersigns checks when deemed necessary by the President or Vice-President in accordance with applicable financial rules.
9. Serves as a permanent member of the Finance Committee.
10. May appoint staff members to assist in the execution of their duties, but may not delegate financial actions to appointed staff.

Section 5: Comptroller

1. Appointed by the President and reports directly to the Vice-President or the President in absence of the Vice-President.
2. Maintains custody of all monies (except for Bingo revenue) received by the Rescue Squad and deposits the funds into the appropriate accounts or as directed by the Vice-President within 7 days of receipt.

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3. Provides receipts to the Treasurer for all monies deposited into an account within 7 days of the deposit. In the event the Treasurer is unavailable, receipts will be provided to the Vice- President in the Treasurer's absence.
4. Makes appropriate recognition to donors when requested or over \$200.
5. Regularly checks and disperses mail and packages received to the PO Box.
6. Reports any unusual or suspicious financial activity promptly to both the Vice-President and the President with a detailed accounting of the activity in question. A summary report of the unusual or suspicious financial activity must be provided to the Membership At-large by the Vice-President or President at the next regular meeting.
7. May not delegate their responsibilities to another member or designate someone to maintain custody of monies in their absence. In the event the Comptroller is unavailable, monies received will be accounted for jointly by the President and the Vice-President, sealed and secured until the Comptroller's return.
8. May not serve concurrently as the President, Vice-President or Treasurer.

Section 6: Chief Operations

1. Elected by the Membership and reports directly to the President or the Board of Directors in absence of the President.
2. Serves as a voting member of the Board of Directors.
3. Holds the rank of EMS Chief and commands all duty operations and subordinate duty officers. Directly supervises the Deputy Chief of Operations, The Deputy Chief of Administration, The Training Officer, and the Equipment Officer.
4. Maintains ultimate responsibility for all duty hours, duty scheduling programs and duty coverage coordination. The Chief of Operations may appoint a responsible member to perform this administrative function if deemed necessary for Squad operations, or delegate the responsibility to the Deputy Chief of Operations or Deputy Chief of Administration.
5. Ensures duty hours logged by members are reported to the Secretary monthly for publishing to the Squad website.
6. Creates and Enforces all applicable Standard Operating Rules governing duty operations.
7. Administers disciplinary actions as required and in accordance with disciplinary procedures to maintain good order and discipline of the membership.
8. Advises the President and the Board of Directors on all actions impacting duty coverage or actions by members that are detrimental to Squad operations.
9. Appoints all subordinate officers of the Chief of Operations as listed elsewhere in these by- laws and ensures all appointed officers perform their duties as described herein.
10. Assigns an investigating officer for any reportable instances.
11. May appoint staff members to assist in the execution of their duties that are not already established within these by-laws.
12. Must have EVOC certification within the last five years and current EMT certification. Must be currently cleared as an AIC or Driver.

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Section 7: Deputy Chief of Operations

1. Appointed by and reports directly to the Chief of Operations or the President in absence of the Chief of Operations.
2. Serves as an advisor to the Chief of Operations on all matters related to duty operations.
3. Holds the rank of EMS Deputy Chief, is second in command after the Chief of Operations and commands duty operations and subordinate crew leaders.
4. Performs all duties of the Chief of Operations in their absence or when necessary to execute Squad activities.
5. Responsible for maintaining appropriate staffing levels and filling vacancies as necessary.
6. Completes all FD21s for any changes to a member's operational status.
7. Directs workflow and responsibilities of subordinate duty officers and crew leaders.
8. Enforces all applicable Standard Operating Rules.
9. Administers disciplinary actions as required in accordance with disciplinary guidelines to maintain good order and discipline of the membership.
10. Establishes standards for the appointment of duty crew leaders and refers recommended members to the Chief of Operations for promotion.
11. Must have EVOC certification within the last five years and current EMT certification. Must be currently cleared as an AIC or Driver.

Section 8: Deputy Chief of Administration

1. Appointed by and reports directly to the Chief of Operations or the Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Chief of Operations on all matters related to administrative functions.
3. Holds the rank of EMS Deputy Chief, is third in command after the Deputy Chief of Operations and directly commands The Logistics Officer, The Transportation Officer, and the Compliance Officer.
4. Performs all duties of the Deputy Chief of Operations in their absence or when necessary to execute Squad activities.
5. Directs workflow and responsibilities of subordinate administrative officers.
6. Establishes standards for the appointment of administrative officers and refers recommended members to the Chief of Operations for promotion.
7. Enforces all applicable Standard Operating Rules.
8. Administers disciplinary actions as required in accordance with disciplinary guidelines to maintain good order and discipline of the membership.
9. Must have EVOC certification within the last five years and current EMT certification. Must be currently cleared as an AIC or Driver.

Section 9: Training Officer

1. Appointed by and reports directly to the Chief of Operations or the Deputy Chief of Operations in their absence.

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2. Serves as an advisor to the Chief of Operations on all matters relating to the training and competency of operational members.
3. Holds the rank of EMS Captain and supervises the activities of all training staff, Field Training Officers and Instructors.
4. Directs the workflow of all training conducted within the Rescue Squad.
5. Establishes guidelines for the qualification and clearance of all Field Training Officers cleared to train operational members and maintains full discretion to authorize or revoke Field Training Officer status as they deem necessary for the benefit of the Rescue Squad.
6. Establishes guidelines for the qualification and clearance of all drivers engaged in duty operations and maintains full discretion to authorize or revoke clearance status as they deem necessary for the benefit of the Rescue Squad.
7. Facilitates the BLS and ALS Provider clearance process through coordination with the Operational Medical Director and ALS Supervisor (if applicable) and makes recommendations to them on clearance status. Provider clearance ultimately rests with the OMD or to the officer the OMD designates for this task, in accordance with State Law, VOEMS Regulations, Standard Operating Rules and training guidelines.
8. Maintains a running schedule of all training to be conducted within the agency and provides the schedule to the Secretary for publishing and advertisement.
9. Provides training records to the Secretary for filing in the individual member's folder, responsible for submitting training certificates to the county digital training records database and to VOEMS when applicable.
10. Serves on the QA/QI committee and ensures the objectives of that committee are accomplished.
11. May appoint training staff members and instructors to assist in the execution of their duties.
12. Must maintain current Virginia State EMT certification, a cleared AIC status, and a cleared driver status.

Section 10: Equipment Officer

1. Appointed by and reports directly to the Chief of Operations or the Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Chief of Operations on all matters relating to the readiness of operational apparatus in the field.
3. Holds the rank of EMS Captain and directly supervises the maintenance and condition of all operational apparatus and communications equipment.
4. Initiates and maintains licensure for all EMS vehicles with VAOEMS.
5. Maintains maintenance service records and a preventive maintenance program for all vehicles.
6. Responsible for determining the readiness of apparatus and cycling their usage at appropriate intervals.
7. Assigns units for use in field operations and for standby requests received to them through the Transportation Officer.
8. Coordinates with the Logistics Officer to ensure the operational readiness of all equipment normally affixed or stored on operational apparatus.

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9. Ensures available fuel is provided for apparatus and records of all fuel purchases and consumption are maintained.
10. Responsible for the maintenance and upkeep of fuel storage and dispensing equipment.
11. May appoint equipment staff to assist in the execution of their duties but may not delegate their expenditure authority to subordinate staff.
12. Must maintain a cleared driver status.

Section 11: Logistics Officer

1. Appointed by the Chief of Operations and reports directly to the Deputy Chief of Administration or the Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Deputy Chief of Administration and Chief of Operations on all expendable supply and uniform needs.
3. Holds the rank of EMS Captain and directly supervises the purchase and fielding of supplies and uniforms for duty operations.
4. Ultimately responsible for maintaining appropriate stock levels of all supplies and uniforms needed for normal operations.
5. Responsible for maintaining records of all supply and uniform purchases and submitting records when necessary.
6. May appoint logistics staff to assist in the execution of their duties and may delegate their expenditure authority to subordinate staff with the approval of the Deputy Chief of Administration.

Section 12: Transportation Officer

1. Appointed by the Chief of Operations and reports directly to the Deputy Chief of Administration or the Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Deputy Chief of Administration on all matters related to non-emergent transport requests, standby events and public outreach initiatives.
3. Holds the rank of EMS Lieutenant.
4. Serves as the primary point of contact for the Chesterfield County Fire & EMS standby request list and commits resources to the community after coordination with the Equipment Officer and Deputy Chief of Operations.
5. Coordinates standby events with applicable operations officers to ensure proper duty coverage is maintained.

Section 13: Compliance Officer

1. Appointed by the Chief of Operations and reports directly to the Deputy Chief of Administration or Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Deputy Chief of Administration on matters relating to regulatory compliance, member and patient safety, infection control and quality management.
3. Holds the rank of EMS Lieutenant and supervises all compliance related issues.
4. Serves as the Primary Infection Control Officer point of contact for the VAOEMS.
5. Facilitates infection control procedures and ensures proper disposal of regulated

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- medical waste.
6. Serves as the Primary point of contact and subject matter expert for all workplace injury reports and coordinates with administrative staff on all workers' compensation claims.
 7. Investigates injury reports and makes written recommendations to the chain of command on changes necessary to prevent reoccurrence.
 8. Answers inquiries from all federal, state and local regulatory bodies related to health and safety.
 9. Responsible for facilitating all operational testing compliance received through the Chesterfield Fire & EMS random drug and alcohol screening program.
 10. Gathers and interprets pertinent data obtained from Chesterfield Fire & EMS and other monitoring agencies related to coverage availability and advises the Deputy Chief of Administration of their findings.
 11. Submits operational reports to the Virginia Association of Volunteer Rescue Squads when requested by their office.
 12. Establishes and monitors a robust safety program and encourages the participation of operational members in safe work practices.

Section 14: Parliamentarian

1. Appointed by the President and reports directly to the President or to the Chairperson of the Board of Directors in the President's absence.
2. Serves as an advisor to the President, the Board of Directors and the Membership At-Large on all matters relating to the interpretation of By-Laws, Standard Operating Rules, Robert's Rules of Order, Squad history and traditions of Rescue Squads in general.
3. Provides expertise on meeting procedures and monitors appropriate conduct during civil debate.
4. Serves in a purely advisory role to the Chairperson of any committee or body on decisions of parliamentary procedure.
5. Unobtrusively calls the attention of the presiding officer to serious errors in procedure or violations of standing rules.
6. May be consulted to assist in the drafting of new bylaws or Standard Operating Rules.
7. Expected to remain neutral and impartial at all times and to educate the membership on parliamentary procedures when necessary for the benefit of the Rescue Squad.
8. Serves as the certifying official for all executive sessions and remains available during the executive session to interpret disciplinary guidelines and procedures as requested by the Board of Directors. While in executive session, the Parliamentarian may not speak to the circumstances of the session outside the context of procedural inquiries from the board members present.

Section 15: Chaplain

1. Appointed by the President and reports to the President or the Vice-President in the President's absence.
2. Provides spiritual guidance and support as needed or requested by any member.

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3. Provides peer counseling to members in need.
4. Leads invocation and benediction of sanctioned events or when requested by the membership or the Board of Directors.
5. Coordinate with the Secretary and Vice-President to ensure the needs of the membership are met in regards to morale and welfare.
6. Serves as the lead coordinator and expert on the Employee Assistance Program (EAP) provided through Chesterfield Fire and EMS. Assists members in obtaining assistance as needed through this program.
7. Serves any other spiritual or bereavement support needs as requested.

Section 16: Public Affairs Officer

1. Appointed by the President and reports to the President or the Vice-President in the President's absence.
2. Serves as an advisor to the President and Board of Directors on all matters related to the public image of the Rescue Squad.
3. Coordinates with the Vice-President and Secretary to ensure website and social media content remains current and represents a professional appearance to the public.
4. Answers media requests after coordination with the President and Chief of Operations as necessary to accomplish this task.
5. Captures pictures and video material as necessary during operations and special events. Provides them to the Secretary for promotion on the website and social media networks in accordance with applicable regulations and privacy concerns.

Section 17: Buildings and Grounds Officer

1. Appointed by the President and reports to the President or the Vice-President in the President's absence.
2. Responsible for the upkeep of the buildings and its contents and ensures repair work is completed in a timely manner.
3. Maintains the appearance of squad utilized property.
4. Enters into maintenance and service agreements when necessary to facilitate maintenance of the buildings and grounds.
5. Recommends capital improvement projects to the board of directors and coordinates completion of all capital improvements projects once they are approved.
6. Ensures station supplies remain stocked and may appoint an assistant to accomplish this task. Any designated assistant may be granted authorization to approve expenditures related to station supplies with the approval of the Buildings and Grounds Officer.

Section 18: Security Officer

1. Appointed by the President and such appointment must be confirmed by the membership-at-large by majority vote of members present. Reports to the President or the Vice-President in absence of the President.
2. Serves as the primary key custodian for all keys utilized by the Rescue Squad.
3. Responsible for maintaining all locks, padlocks, combination locks and digital access

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- to all areas utilized by the Rescue Squad.
4. Maintains the building access system and serves as the primary point of contact for any vendor responsible for maintaining the building access system.
 5. May enter into service agreements with a security vendor selected and approved by the board of directors to facilitate accomplishment of all preventative and unscheduled maintenance requests.
 6. Maintains the proper function of the closed-circuit video monitoring system on the grounds and makes recommendations to the Board of Directors when necessary to ensure the protection of squad property.
 7. Serves as the investigation officer for violations of established security policies and makes recommendations to the Chief and Board of Directors of their findings.

Section 19: Crew Leader/Lieutenant

1. Appointed by the Chief of Operations and reports to the Deputy Chief of Operations or the Deputy Chief of Administration in the absence of the Deputy Chief of Operations.
2. Holds the rank of EMS Lieutenant and is assigned by the Chief of Operations to supervise all duty crews as assigned by the operations division.
3. Ensures coverage of all shifts within their scope of responsibility and enforces compliance with all standard operating rules.
4. Serves as the first-line supervisor of all duty crews to which they are assigned and makes changes as necessary during the tour of duty to ensure the squad mission is accomplished successfully.
5. May serve as an investigating officer at the discretion of the Chief of Operations or Deputy Chief of Operations to investigate specific incidents when they occur.
6. Ensures all duty crews complete assigned tasks to include vehicle checks, equipment checks, routine building upkeep, cleaning, and reports deficiencies to the chain of command.
7. Ensures duty hours completed by their assigned crews are properly reported to the appropriate recorder.
8. Completes any other duties assigned by the operational leadership as needed for the benefit of the Rescue Squad.

Section 20: ALS Supervisor

1. Elected by majority vote of the cleared ALS Providers in the agency and reports directly to the Chief of Operations or the Deputy Chief of Operations in their absence.
2. Serves as an advisor to the Chief of Operations, The Board of Directors and all care providers on all matters related to the rendering of patient care.
3. Holds the rank of EMS Captain and supervises all provider care rendered during regular duty.
4. Serves as the ALS member of the QA/QI committee.
5. Investigates all patient care related concerns brought to the attention of the agency.
6. Primary point of contact for ODEMSA for quarterly drug box accountability.
7. Advises all providers on the state of care provision and makes recommendations on

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Article IV: Duties of Officers

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improvements to the operations division.

Section 21: At-Large Director

1. Elected by majority vote of the membership.
2. Serves on the Board of Directors as a voting member and represents the membership during board discussions.

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Date Modified: July 10, 2018

Section 1: The Board of Directors shall meet every month on the last Tuesday of the month.

Section 2: The Board of Directors shall assume the following duties:

1. To make recommendations to the membership on all matters of policy.
2. To hear and investigate complaints of any nature by the members of the Organization and others.
3. To hear and investigate alleged violations of the provisions of the Charter and By-Laws or of any rules and regulations established by the Organization in accordance with these By-Laws.
4. To hold hearings and to pass such resolutions as necessary declaring that any amendments, change, or alteration of the Charter of Organization is advisable and calling special meetings of the members to take action thereon, after notice of such meeting.
5. The approval of all appointed officers.

Section 3: The Board of Directors of the Organization shall consist of the President, Vice President, Secretary, Treasurer, Chief of Operations, three elected At-Large Directors, Parliamentarian, and the Medical Director.

The Medical Director and Parliamentarian shall be non-voting members of the Board.

At-Large Directors shall be filled in one of the following ways:

1. The immediate past President will fill one of the At-Large Directors' positions for a one-year term provided they do not run for another Board of Directors' position or decline the position.
2. The remaining positions shall be filled by election with the member receiving the largest number of votes serving a two-year term and the other candidate/candidates receiving the second largest number of votes serving a one-year term.
3. If the member holding the current two-year term desires to run for another elected position at the end of their first year's term, they must forfeit the second year of their term.

A quorum shall consist of at least five voting Board members with no official business conducted if fewer than five are present.

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Article VI: Committees

Page 1 of 1

Date Modified: April 24, 2018

Section 1: Finance Committee

This committee shall consist of five members as follows:

1. The Vice President, who shall be the Chairman.
2. The Treasurer, and
3. Three additional members, not officers with an operational budget, to be appointed by the President.

Section 2: Nominating Committee

This committee shall consist of five members to be appointed by the President. These members shall be appointed before the September membership meeting and the names of the members shall be announced at that meeting.

Section 3: Special Committees

These shall be committees appointed by the President. Membership will consist of the number of persons needed to handle the business properly.

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Article VII: Duties of the Committees

Page 1 of 1

Date Modified: January 22, 2001

Section 1: Finance Committee

1. Investigate and make recommendations to the Organization respecting all expenditures.
2. Review all expenditures and receipts wherever necessary.
3. Organize and coordinate all solicitations and grant applications
4. Upon request by the Board of Directors or the President, to make reports and recommendations regarding any matters concerning the finances of the Organization.

Section 2: Nominating Committee

1. Nominate appropriate members to fill the slate of candidates to be elected at the annual meeting.
2. Post the report of the committee at least two weeks before the November membership meeting.

Section 3: Special Committees

1. Investigate and determine possible solutions to the problem assigned.
2. To report to the President and the Board of Directors such findings and recommendations.

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Date Modified: May 1, 2018

Section 1: The fiscal year of the Organization shall be the same as the Calendar year.

Section 2: No person may spend Squad funds or obligate the Squad to expend funds except as provided in this article.

Section 3: All Squad expenditures shall be by check or debit. No Squad cash withdrawals may be made unless 2 signing officers agree and an expenditure form is filled out and signed.

If a person expends his own funds for the benefit of the Squad and presents a receipt therefore to the Treasurer, and if the expenditure is otherwise authorized by this article, then the person may be reimbursed by check with a notation showing the purpose of the expenditure.

In the event that the Treasurer determines that an advance is required for a member to complete an assigned duty, the Treasurer may make an advance by check. Any member receiving an advance must present receipts or repay the advance within one week.

All checks shall be signed by two of the following three officers:

1. The Treasurer,
2. The Vice President, or
3. The President.

Section 4: Except under emergency conditions, as described below, no person may expend Squad funds or obligate the Squad to spend funds, unless that person has been previously granted a budget by the Finance Committee or the membership.

The Finance Committee may grant a budget to any officer who needs to expend funds to fulfill the duties of his/her office and to any person appointed by the President or the membership to perform a task for the Squad who needs to expend funds to accomplish the appointed task.

An emergency expenditure is an expenditure for one of the following:

1. To complete a call.
2. To repair equipment used on emergency calls, except for repairs, which are routine maintenance or the normal replacement of worn parts.
3. To prevent imminent damage to Squad property.
4. To correct a condition which may cause an injury or damage for which the Squad may be liable.

The President, Chief Operations Officer, Deputy Chief of Operations or Deputy Chief of Administration may make emergency expenditure of up to \$500 without prior approval. The Equipment Officer may make emergency expenditures of up to \$500 for the purpose of repairing equipment only. An emergency expenditure above \$500 may be made by any three members of the Finance Committee acting unanimously.

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Date Modified: May 1, 2018

Section 5: Expenditures for new vehicles, changes to the buildings or grounds new equipment, or the adoption of new areas of operation may be made by any officer if the expenditure, less the sale price of any equipment replaced, will not cause the officer to exceed his budget.

Request for capital expenses in the excess of \$7500 will be reviewed by the Finance Committee. The committee will report its findings to the Board of Directors before being brought to a vote by the membership.

Any “capital” financial issue which received negative recommendations by the Board of Directors or the Finance Committee, must receive a vote of two-thirds in favor from all voting members present and voting to be passed and acted upon.

Section 6: Sale of Squad property which is used primarily for operations may be approved by either the President or the Chief Operations Officer. Sale of other property must be approved by the President.

Squad property may be sold by any person appointed for that purpose by the officer authorizing the sale. This person may sell it in any commercially reasonable manner.

If the property being sold is to be replaced, the proceeds of the sale may be used to defray the cost of purchasing the replacement property. Only the difference in sale price of the cost of the replacement item is included in the budget of the officer replacing the property. If the sale price exceeds the replacement cost, the excess shall be placed in the Squad’s general funds. This procedure is used whether the replacement is purchased before or after the sale.

If the property is not replaced the sale price is included in the Squad’s general funds.

Items sold for fund raising projects must be for a designated purpose. Projects must be approved by the Finance Committee and funds obtained must be used for the designated purpose.

Items resold to members (patches, etc.) shall be sold at no more than actual cost, plus related shipping expenses.

Section 7: Embezzlement or theft of Squad funds or property will be cause for dismissal from the Squad. Receiving bribes or kickbacks relating to the conduct of Squad business shall be cause for dismissal from the Squad. In each of these cases the Board of Directors may take appropriate legal action to recover the bribe, kickback, or property stolen or embezzled.

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Date Modified: May 1, 2018

Any person may be disciplined by the Squad or any organization under the control of the Board of Directors and officers may be removed from office for the following:

1. Intentionally exceeding the budget granted to him by the Finance Committee.
2. Intentionally spending outside his area of authority, or
3. Using emergency spending procedures for a non-emergency.

The Treasurer may be removed from office for failing to follow the procedures delineated in Section 3 of this article.

This procedure for dismissal, suspension or removal for the above reasons shall be the same as required elsewhere in these by-laws.

Section 8: All funds raised by Squad members, either individually or collectively, shall be turned over to the Comptroller or placed in the Comptroller's box within 5 business days. This excludes the bingo funds, which will be turned in to the bank by the Bingo Manager. Failure to do so could result in dismissal from the Squad for misappropriation of Squad funds.

Section 9: Open Accounts – To ensure operational readiness, the Squad will maintain a limited number of open accounts. These accounts are for supplies, equipment repair and maintenance, utilities, and other needs as approved by the Board of Directors.

1. All accounts will be paid in full by the end of each billing cycle, barring any disputed charges or in accordance with contract terms.
 - a. Invoices will be signed by individual who received the order or the appropriate Officer for the department that the purchase was made.
 - b. Statements will be reviewed by the Treasurer and matched with the invoices.
 - c. All Invoices will have "Net 30" terms for payment unless approved by the Treasurer or Vice President.
2. All accounts will be reviewed by the Finance Committee as needed.
3. All one-time, stand-alone contracts will be reviewed by the Finance Committee with recommendations made to the Board of Directors. The President or their designee is responsible for signing all contracts and ensuring the enforcement of contracts.

Section 10: Revolving Accounts – These will be limited and individuals who have access to these accounts will be determined by the Board of Directors upon recommendations from the Finance Committee.

1. All receipts will be submitted to the Treasurer attached to the appropriate explanation of expense form, with explanation of purchase, and signed by the appropriate Officer.
2. All accounts will be paid in full by the end of each billing cycle, barring any disputed charges.

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3. All accounts will be reviewed by the Finance Committee as needed.
4. Recommendations as to whether to maintain an account will be made by the Finance Committee and submitted to the Board of Directors for action.
5. A limited number of people are to have access to these accounts. These individuals must have the approval of the Board of Directors and be members in good standing with the Squad.
6. Any individual who has access to a revolving account will sign an agreement taking responsibility for all charges on the card. Failure to fulfill the agreement will result in confiscation of the card, reimbursement of charges lacking documentation, and will only be reissued by the Board of Director.

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Date Modified: July 10, 2018

Section 1: All members who have fulfilled their voting requirements will have voting privileges at all monthly and special meetings of the Squad. Members who are not present at meetings will have no vote except as otherwise stated in these By-Laws.

Section 2: No member shall be allowed to hold an elected office unless they have:

1. Fulfilled their hours' requirement in six of the ten months prior to nominations.
2. Attended a minimum of ½ of the monthly membership meetings during the past twelve months.
3. Been a Regular Member of the Squad one year prior to nomination for office.

Section 3:

Any member may nominate eligible candidates for elected offices at the November meeting. The Secretary will post the names that have been nominated and provide the absentee ballots as soon as reasonably convenient after the meeting, but at least two weeks before the Annual Meeting.

If there is only one person nominated for an office, that person will be automatically elected to the position and no voting is required.

In order to defeat a candidate for an office it is necessary to nominate or vote for an opposing candidate. A "No" vote will not be allowed.

No member may be nominated for more than one elected office.

Write in candidates will not be permitted.

Section 4:

Officers will be elected on the day of the Annual Meeting by a plurality of those members voting.

If the balloting does not result in any candidate receiving a plurality of the votes cast, a runoff election shall be held on the following Tuesday to fill the office.

If a candidate is not elected by this process, then an election will be held at the next valid membership meeting.

The total number of ballots cast for any election must meet the requirements for a quorum.

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Section 5: All votes will be cast by absentee ballot, which will be placed in a designated locked box. The voting will cease at 7 pm on the day of the election.

1 . Absentee Ballot Procedure:

- a. Mark the ballot with your selections and include no other stray marks or identifying characteristics.
- b. Place your ballot in the small envelope and seal this envelope. Do not make any marks on this envelope. If a small envelope is not available use a large envelope and fold it in half to fit into a larger envelope.
- c. Insert small envelope into large envelope.
- d. Print your name on the front of the large envelope.
- e. After sealing the large envelope, sign across the seal of the large envelope.
- f. Deposit your ballot in the absentee ballot box by designated time.
- g. Failure to follow the procedure above will invalidate your vote.

Section 6: Three persons appointed by the President will unlock and count the votes cast.

1 . Ballot Counting Procedure:

- a. Take the large, signed ballot envelope and validate member's voting eligibility with the list of eligible voters.
- b. If the member is ineligible to vote, put unopened envelope off to the side.
- c. If the member is eligible to vote, open the large, signed envelope and place the inside envelope in a separate pile to be counted.
- d. After processing all large, signed envelopes, then proceed to opening the unmarked envelopes.
- e. Record the votes from each ballot for all positions.
- f. Upon completion, verify all votes have been counted for and are recorded properly.
- g. Place all ballots and the final tally sheet into a large sealed envelope.
- h. Give the large sealed envelope and a copy of the final tally sheet to the President or their designee.
- i. The President or their designee announces the members elected for all positions on the ballot.
- j. The large sealed envelope is given to the Secretary for filing and retained for one year.

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Section 7: Unless otherwise stated in these By-Laws, officers, whether elected or appointed, serve a one-year term. There is no limit on the number of terms that can be served. Each term of office will run from January 1 through December 31.

Incoming and outgoing officers shall work together to achieve an orderly transition. This includes passing along any relevant information, passwords, keys, badges, radios or any other items necessary to perform the duties of the position or be subject to disciplinary action by the Board of Directors.

Outgoing officers will have until midnight of December 31 to complete all paperwork and duties remaining from their terms of office or be subject to disciplinary action by the Board of Directors.

Officers who resign their position, have 30 days to complete all paperwork and duties remaining from their terms of office or be subject to disciplinary action by the Board of Directors.

Section 8: Vacancies of Elected Position Prior to Term

In the event that an elected position is vacated prior to the end of the normal term of office, the following guidelines shall apply:

1. An immediate temporary appointment of an eligible candidate will be made by the appropriate officer. The membership will be notified of the appointment within 4 days.
 - a. Vacated Chief of Operations Officer will be temporarily filled by the Deputy Chief of Operations.
 - b. Vacated Vice-President, Secretary, Treasurer, or At-Large Director will be temporarily filled by appointment by the President.
 - c. Vacated President will be temporarily filled by the Vice President or through the normal order of succession passing in order to the Secretary, then the Treasurer.
2. Election by the membership to filled vacated elected positions shall proceed by the following guidelines:
 - a. Eligible candidates shall be nominated from the floor at the next monthly membership meeting.
 - b. The Secretary will post those names that have been nominated.

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Article IX: Elections

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c. Elections shall be held within two weeks of the membership meeting and shall follow the form of the normal election process.

3. Exceptions

a. No special elections shall be held within 90 days of the annual meeting.

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Article X: Meetings

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Date Modified: July 10, 2018

Section 1: The annual meeting shall be held on the first Tuesday of December of each year.

Section 2: The monthly meeting will be held on a monthly basis, on the first Tuesday of each month.

Section 3: In December the annual meeting and monthly meeting will be held jointly.

Section 4: The Board of Directors may, at its discretion, change the date of any meeting provided that notice is given to the membership.

Section 5: A special meeting may be called by the President or upon the request of one half of the active members of the Squad.

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Article XI: Administrative Regulations

Page 1 of 1

Date Modified: January 22, 2001

- Section 1: The President may call a special meeting whenever he deems it wise to do so, and must call a special meeting upon request of 25% of the members. Notice of all special meetings shall be given by mail to all members at least 24 hours before the meeting is scheduled to be held.
- Section 2: A quorum for any meeting, annual, monthly, or special, shall consist of 25% of the voting membership (not including the President of the Squad) and no business may be transacted without a quorum present.

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Article XII: Operational Rules and Regulations

Page 1 of 1

Date Modified: January 22, 2001

Operation Rules and other permanent rules will be adopted by the following procedures:

Proposed permanent rules will be given to the Secretary or placed in the Secretary's box at least 48 hour prior to the Board meeting.

The Chief Operations Officer will make a recommendation to the Board regarding all proposed Operations rules.

The Board will make a recommendation to the Membership regarding all proposed permanent rules.

The membership can adopt a permanent rule by a majority vote at any meeting.

A permanent rule so adopted becomes effective immediately and will remain effective for 7 days. This rule shall be posted within 7 days by the Recording Secretary. The rule will be effective from the time the Recording Secretary places a copy on the bulletin board until the next membership meeting. It will then lapse unless the Recording Secretary makes on copy for each member available at that meeting. Once these copies have been made available at the meeting the rule will be effective until repealed.

Any rules or regulations developed as port of this Article must not be inconsistent with the by-laws or with the Charter. In any case where there is a discrepancy, the order of precedence will be the Charter, the by-laws, and the Regulations.

These rules and regulations may be modified or amended by a majority vote of the membership present at any meeting, but no such rule or regulation shall change or be inconsistent with the by-laws or the Charter in any respect.

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Date Modified: February 13, 2008

Section 1: “Placing limits or conditions on the Squad activities” or a person means to restrict a person from any type of activity associated with the Squad either for a period of time or until certain conditions are met, including, but not limited to the following examples:

Restricting a person from driving under emergency conditions for 60 days.

Restricting a person from driving until he has taken a course in driving.

Restricting a person from “riding second” for 30 days.

Restricting a person from being in the building after dark.

“Suspending” a person means instructing that person to participate in no Squad activities, to stay away from Squad property, and not to identify himself as being associated with the Squad for a specific period of time or until certain conditions are met. A person on suspension may continue to attend classes as a Squad member even if those classes are held on Squad property if the person obtains permission of the President.

An officer who has been suspended must continue to perform the duties of his office.

“Dismissing” a member means terminating all of the privileges of Squad membership, forbidding that person to participate in any Squad activity, and instructing that person to stay off of Squad property. A member who is dismissed from any organization under control of the Board of Directors may not be a member of any other organization under the control of the Board of Directors.

“Dismissing a member without prejudice,” means terminating all privileges of Squad membership without any of the other restrictions of a dismissal.

Extending a probationary member’s probation means extending the period during which the decision of the Board of Directors to dismiss the member cannot be appealed to the membership. Once a member has been voted off probation by the membership, the member cannot be placed back on probation.

Placing a member on “Disciplinary Probation” means that the member may receive additional disciplinary actions unless the member follows the highest standard of conduct, attitude and appearance. The member may be asked to perform specified tasks, which are beneficial to the Squad, while the member is on disciplinary probation.

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Date Modified: February 13, 2008

Section 2: If an Operations Officer or the Training Officer determines that a person does not have sufficient skill or judgment to perform a particular Squad activity, that officer, with the concurrence of the Chief Operations Officer, may restrict that person from performing the activity for which he is unqualified. This is not a disciplinary action and this article does not apply to such restrictions.

Such restrictions may be appealed to the Board in the same manner as a disciplinary action. At the hearing a doctor's recommendations will be followed unless six Directors vote against it.

Section 3: A member may be subject to a disciplinary action listed in Section 1 (except dismissal) for the following reasons only:

- a. Any act for which he could have been dismissed.
- b. Any violation of a Squad rule which is:
 1. Included in the by-laws or any permanent rule including Operations Rules.
 2. Posted, but only while it remains posted on the bulletin board, or
 3. Announced at a meeting, but only until the next meeting.
- c. Any reason stated elsewhere in these by-laws or the Operations Rules.

Any disciplinary action listed in Section 1, except dismissal, may be imposed by either the Day Operations Office the Night Operations Officer, the Weekend Operations Officer, the Chief Operations Officer, or the Board of Directors.

Any disciplinary action taken by either the Day Operations Officer, the Night Operations Officer, or Weekend Operations Officer may be overruled by the Chief Operations Officer.

A disciplinary action taken by either the Day Operations Officer, the Night Operations Officer, the Weekend Operations Officer, or the Chief of Operations may be appealed to the Board of Directors by the disciplined member.

An overruling by the Chief Operations Officer may be appealed to the Board, by the Officer overruled.

Appeals must be asked for in writing by letter given to the Recording Secretary or placed in the secretary's box.

The Board must act on an appeal within ten days of the date of the letter requesting appeal.

Before the Board may act upon a disciplinary matter, either on appeal or originally, it must notify the member, the Officer involved, and the Chief

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Operations Officer by letter mailed at least seven days prior to the day of the hearing. Presence at the hearing waives the right to such notice.

The member will have the right to present witnesses and to be represented by any member.

The action of the Board will be final.

Section 4: Members may be dismissed for the following reasons only:

- a. Conviction of a felony in any jurisdiction within the United States
- b. Numerous suspensions within the previous 24 months.
- c. Hindering the operations of the Squad by opposing the duly formed policies and goals of the Squad before any governmental agency (except the courts), before any association of which the Squad is a member, in the media, or to any contributor.
- d. Disrupting or hindering the administration or operation of the Squad in order to prevent the Squad from achieving duly formed policies or goals of the Squad.
- e. Conduct while in uniform, in the Squad building, or otherwise identified with the Squad which will cast discredit upon the Squad.
- f. Conduct while not identified with the Squad which has gained wide notoriety and which is disapproved of by the vast majority of the members of the public.
- g. Failure to fulfill his duty requirements unless granted leave by the Board of Directors. The Board may grant leave retroactively in cases which it deems appropriate.
- h. Violation of any by-laws or permanent rule of the Squad when the violation shows a serious lack of judgment or fitness to be a member.

Section 5: A member may be dismissed from the Squad by a majority vote of the Board of Directors. The Board may also determine by a majority vote whether the member will be dismissed without prejudice.

A member must be notified by telephone or certified mail at least seven days before any Board meeting, which will consider a motion to dismiss him/her. He/She must be allowed to hear the charges and witnesses against him and he must be allowed to present or have another member present, witnesses and arguments in his/her behalf.

A member who had been dismissed by the Board may appeal the Board's decision to the membership by giving written notice to any member of the Board within 48 hours of the Board's decision, or, if the member did not attend the Board meeting

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at which the decision was made, within 48 hours of being notified of the Board's decision.

If a member appeals his/her dismissal, the question will be considered at the next regularly scheduled meeting. A two-thirds vote of the members present and voting will be required to uphold the dismissal.

At the meeting the findings of the Board will be presented to the membership and the appealing member will be given an opportunity to make arguments, in his behalf. Neither argument may last longer than ten minutes.

Section 6: Any member who has been dismissed for any reason under this article may not become a member again, except through application from such person and acceptance as a new member. No applications from such person will be accepted or acted upon within a period of one year from the date of dismissal.

Section 7: A member of the Board who either brings or is accused of charges shall no longer be a part of that body until such charges have been considered and disposed of by vote.

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Date Modified: January 22, 2001

Section 1: An officer may be removed for the following reasons:

- a. Conduct which would justify dismissing the Officer from the Squad
- b. Dishonesty in the conduct of his/her office.
- c. Incompetence in the conduct of his/her office, and
- d. Failure to perform the duties of his/her office.

Section 2: Officers appointed by the President or the Chief Operations Officer may be removed by a majority vote of the Board of Directors.

Officers elected by the membership may be removed by a majority vote of the active members who cast ballots on the questions. The removal election shall be held on a day set by the Board of Directors and shall be conducted like an election of officers.

The Board may vote to remove an appointed officer at the suggestion of any member. The membership will be asked to vote on the removal of an officer on the recommendation of the Board of Directors or on the petition of 25% of the active members.

Section 3: Pending a vote by the Board or the membership on the question of removal of an officer, that officer may be suspended from acting as an officer by the officer who appointed him, or by the board if the officer was elected.

No such suspension may last longer than seven days.

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Article XVI: Parliamentary Authority

Page 1 of 1

Date Modified: December 27, 2011

The current edition of Roberts Rules of Order, Newly Revised shall govern this Organization and its Board of Directors in all cases to which they are applicable and in which they are not inconsistent with the Charter or the By-Laws.

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Article XVII: Seal

Page 1 of 1

Date Modified: January 22, 2001

The Seal of this organization is designed as follows:

A circular design with words "BENSLEY-BERMUDA VOL. RESCUE SQUAD" around the margin. The center consists of a triangle with the word "CHESTER" inside a cross on a circle around the triangle the words "RICHMOND", "PETERSBURG", AND "HOPEWELL".

**Bensley-Bermuda Volunteer Rescue Squad
By-Laws**

Date Modified: December 27, 2011

- Section 1: The Board of Directors may, on its own motion, make recommendation to the Organization at any regular meeting for amendments of the By-Laws. Any current voting member may offer proposed amendments to the By-Laws by submitting the same in writing to the Board of Directors at least 21 days prior to the regular meeting of the Organization. The Board shall consider such proposal and make a report and recommendation thereon to the Organization at the next succeeding regular meeting.
- Section 2: These by-laws may be amended at any regular meeting of the Organization by a two-thirds vote of all of the qualified members of the Organization provided the requirements of Section 1 have been complied with, and provided further that notice of the proposed amendment shall have been given at the previous meeting. If, at the meeting, there is not a two-thirds affirmative vote of the majority of the membership, then the Recording Secretary will poll the absent members within ten days after the meeting at which the vote was taken (by secret ballot) and report the results to the Organization.
- Section 3: Any changes, amendments, or additions, which are made to the By-Laws, must be made available electronically through e-mail to the membership, posted on the website and a hard copy posted at each station at the next scheduled meeting. In the event that any amendment is not so published and made available, that amendment will become ineffective until it is published and made available.

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Article XIX: Reapplication

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Anyone who had applied for any level of membership to this rescue squad and is subsequently denied membership by a vote of the members at large, will not be eligible to re-apply for 365 days from the date at which the initial request was denied.