

**BYLAWS OF THE  
COUNCIL OF VIRGINIA BEACH VOLUNTEER RESCUE SQUADS, INC.**

**AS ADOPTED 11/26/02**

**ARTICLE I - NAME**

The name of the corporation shall be the Council of Virginia Beach Volunteer Rescue Squads, Inc., hereafter referred to as the "Council".

**ARTICLE II - PURPOSE**

**Section 1:** The purpose of this corporation shall be:

- A. To promote the cooperation of those responsible for administering emergency care in the City of Virginia Beach.
- B. To increase the efficiency of those administering emergency care through education and personal contact.
- C. To improve communications between persons and organizations administering emergency care.
- D. To serve as a forum to discuss mutual problems and to assist in settling disputes which may arise.
- E. To promote and guarantee the continuation of the all volunteer, self-governing emergency rescue service in the City of Virginia Beach.
- F. To participate in policy decisions that affect the overall administration and operation of emergency medical services in the City of Virginia Beach.

**Section 2:** The Council is a volunteer organization incorporated under the laws of the Commonwealth of Virginia as a nonprofit corporation and shall operate on a fiscal year from January 1<sup>st</sup> to December 31<sup>st</sup>.

**ARTICLE III - MEMBERSHIP**

**Section 1:** The membership shall be composed of the following:

- A. One (1) elected or appointed active representative from each of the Volunteer Rescue Squads in the City of Virginia Beach.

B. One (1) elected or appointed active representative from the Virginia Beach Volunteer Water Rescue Team.

C. One physician endorsed by the Medical Society of the City of Virginia Beach..

D. One legal advisor.

**Section 2:** The Council members and their alternates (excluding physician representative and legal advisor) shall be certified in writing as authorized by their respective Volunteer Rescue Squads or Volunteer Special Operations Division to represent them on their behalf.

**Section 3:** Any elected officer who has not served out his/her term of office on Council and is not re-appointed or elected by his/her Rescue Squad or the Virginia Beach Volunteer Water Rescue Team as a representative to the Council shall remain as a non-voting member of the Council for the duration of his/her office.

**Section 4:** The legal advisor shall be a non-voting member.

#### **ARTICLE IV - ELECTION OF OFFICERS, PHYSICIAN AND LEGAL ADVISOR**

**Section 1:** Election of officers, physician representative and legal advisor shall be held annually at the December meeting. Voting shall be done by secret ballot. A majority of voting members shall be necessary to elect.

#### **ARTICLE V - OFFICERS AND DUTIES**

**Section 1:** The officers of the Council shall consist of a President, Vice President, Secretary and Treasurer. Their duties are as follows:

A. The President shall provide the leadership and direction of the Council and shall preside over all meetings.

B. The Vice President shall assume the duties of the President in the absence of the President.

C. The Secretary shall keep all records of all meetings of the Council. The Secretary shall maintain a current list of all members, a roster of attendance of each meeting, and accurate minutes of each meeting.

D. The Treasurer shall receive and be responsible for all funds of the Council making such disbursements for expenses as may be incurred by the Council. The Treasurer shall make a financial report at each Council meeting. The Treasurer shall make a complete written financial report to the Council annually as audited by a certified public accountant.

**Section 2:** A parliamentarian shall be appointed by the President with the majority approval of the Council. The parliamentarian will be chairman of the Constitution and bylaws Committee if such a Committee is appointed during the year.

## **ARTICLE VI - COMMITTEES**

**Section 1:** Appointments to the following Committees shall be made by the 15<sup>th</sup> of January. All Committees shall serve for a period of one year. It shall be the responsibility of the Committee Chairperson to notify all Committee members of Committee meetings.

### **Section 2: The Executive Committee**

A. The Executive Committee shall consist of:

1. The President
2. The Vice President
3. The Secretary
4. The Treasurer.
5. The Physician Representative
6. The Immediate Past President

B. The Executive Committee shall operate under the following guidelines:

1. The President shall be the Chairperson of this Committee.
2. The Executive Committee shall meet at least once a month to conduct the business of the Council and shall report monthly to the members of Council.
3. Special meetings may be called upon the request of the President or any (3) Executive Committee members with (5) days notice to members. Only business identified in the notice of the special meeting may be transacted.
4. A quorum shall consist of (3) members.
5. Shall have the power to approve all normal operating expenses and conduct the day to day operations of the Council.
6. Shall review the Council budget as prepared by the Finance Committee and present it to the Council membership for approval.
7. Shall be responsible for all matters pertaining to Council policies as set forth in the Bylaws.

### **Section 3: The Finance Committee**

A. The Finance Committee shall consist of:

1. The President
2. The Treasurer
3. Three Council Members appointed by the President

B. The Finance Committee shall operate under the following guidelines:

1. The Treasurer shall be the Chairperson of this Committee
2. This Committee shall develop and present to the Executive Committee a budget for the upcoming fiscal year prior to the November meeting, monitor the finances of the Council and present a report on the fiscal condition of the Council to the membership at the end of the fiscal year.
3. This Committee shall present the budget as approved by the Executive Committee to the Council for final approval at the December meeting.

**Section 4: The Fund Raising and Public Relations Committee**

A. The Fund Raising and Public Relations Committee shall consist of:

1. The Vice President
2. The Treasurer
3. Three Council Members or their alternates appointed by the President

B. The Fund Raising and Public Relations Committee shall operate under the following guidelines:

1. The Vice President shall be the Chairperson of this Committee.
2. This Committee shall develop an annual program for raising funds to support Council operations.
3. This Committee shall develop and implement an annual program for increasing public awareness of the Volunteer Rescue System and the benefits that this system provides to the citizens and visitors of Virginia Beach.

**Section 5: The Retention and Recruitment Committee**

A. The Retention and Recruitment Committee shall consist of:

1. Four Council Members appointed by the President

B. The Retention and Recruitment Committee shall operate under the following guidelines:

1. The Chairperson of this Committee shall be elected by its members.
2. This Committee shall assist the Department of EMS Recruitment Officer and EMS Retention Officer in the performance of recruiting and retaining members for the Volunteer Rescue Squads and Virginia Beach Volunteer Water Rescue Team.
3. This Committee shall help plan and participate with the Department of EMS in the annual Volunteer Awards ceremony.

**Section 6. Special Committees:**

The President may appoint other Committees as is deemed necessary.

## **ARTICLE VII - MEETINGS**

**Section 1:** Meetings shall be held once each calendar month.

**Section 2:** Special meetings may be called by the President or upon written request of any five voting members in good standing of the Corporation..

**Section 3:** One-half (?) of the voting membership shall constitute a quorum to legally transact business.

## **ARTICLE VIII - RULES OF ORDER**

**Section 1:** The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the organization except where they are inconsistent with the by-laws of the corporation or with any special rules of order adopted.

## **ARTICLE IX - CONDUCT OF MEETINGS**

**Section 1:** The order of business for General Council meetings shall be as follows:

Call to Order  
Welcome  
Guest Speaker  
Motion to Waive the Reading of the Minutes  
Treasurers Report  
Presidents Report  
Committee Reports  
Office of EMS Administration Report  
Office of EMS Operations Report  
Old Business  
New Business  
Adjournment

**Section 2.** The order of business may be adjusted as needed.

## **ARTICLE X - CONDUCT OF MEMBERS**

**Section 1.** Council members and their alternates shall conduct themselves, at all times, in a manner which will command the respect of Rescue Squad Officers, Rescue Squad Members and the general public.

**Section 2.** Council members and their alternates shall conduct themselves in accordance with and abide by the rules, regulations, policies and standard operating procedures of the Council, the Department of Emergency Medical Services and the City of Virginia Beach..

**ARTICLE XI - SUSPENDED OR EXPELLED MEMBERS**

**Section 1.** Violation of any of these Bylaws or other Rules and regulations as may be in effect shall be investigated and heard by the Executive Committee. The President shall have the power to suspend a member's voting privilege for any violation of the Bylaws or other Rules and regulations until a meeting of the Executive Committee can be arranged. After a hearing before the Executive Committee, the Executive Committee may rescind the suspension or impose such discipline as it deems appropriate.

**Section 2.** Should it become necessary to consider dismissing a member, there shall be a hearing at a regular or special meeting of the Council. The vote for dismissal shall be by secret ballot. A two thirds (2/3) majority vote of the Council members present shall be required for dismissal.

**Section 3.** Should a member be dismissed, a new representative from the affected Rescue Squad or the Water Rescue Team shall be appointed to fill their position prior to the next Council meeting.

**ARTICLE XII - AMENDMENT TO BY-LAWS**

**Section 1.** These bylaws may be amended when necessary by a two-thirds (2/3) majority vote of the Council members present.

**Section 2.** The proposed amendment must be tabled for a period of twenty-seven (27) days before being voted upon.

These bylaws were approved at meeting of the Council on November 26,2002

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President

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Secretary