

# AVAVRS BYLAWS

Auxiliary to the Virginia Association of Volunteer Rescue Squads

## ARTICLE I – NAME

Section I This organization shall be known as the Auxiliary to the Virginia Association of Volunteer Rescue Squads [AVAVRS].

## ARTICLE II – OBJECTIVE

Section II The objectives of this organization shall be:

- A. To render any and all assistance, whenever called upon, by the Virginia Association of First Responders (VAFR)
- B. The AVAVRS shall operate as a subsidiary organization with the VAFR as the parent organization.
- C. To increase the efficiency of our members through education, personal contact, and participation in the Convention of the VAFR.

## ARTICLE III – MEMBERSHIP

Section I **Admission and membership** of Auxiliaries to this organization shall be made to and accepted by the Membership Committee.

Section II **Applying for Membership**

- A. Auxiliaries applying for membership shall submit proof of organization. This would include their application along with a copy of their Bylaws as well as an Auxiliary officer and membership list. There must be a minimum of three (3) persons to constitute an Auxiliary. [passed 2013 Convention]
- B. Each Auxiliary shall accept all regulations of this organization, in force at that time, by vote of its active members.
- C. Payment for AVAVRS dues, \$5.00 per active member, shall accompany the completed application for membership.
- D. Any Auxiliary joining this organization after January 1<sup>st</sup>, will have paid the next year's dues.
- E. An Auxiliary applying for membership in the AVAVRS shall first be affiliated with an Emergency Services Agency.

### Section III **Dues**

- A. All Auxiliaries shall be required to pay membership dues of \$5.00 per active member, to the AVAVRS Treasurer. Dues are payable at the end of each Convention, for the fiscal year of September 1<sup>st</sup> to August 31<sup>st</sup>.
- B. Any Auxiliary failing to pay their membership dues by January 1<sup>st</sup>, will be-suspended and-ineligible to vote, present Bylaw changes, receive awards given by the AVAVRS or the VAFR at Convention, nor will any member of this Auxiliary be allowed to hold a District or AVAVRS Office, until their dues are paid, and the Auxiliary has been reinstated by the Spring Executive Board Meeting.
- C. If the Auxiliary dues have not been paid by the Spring Executive Board Meeting, they will be dropped from the roll.
  - 1. In the event of a financial hardship of an Auxiliary to pay dues for the year, a letter stating said hardship and asking for a waiver, shall be sent to the AVAVRS Treasurer by January 1<sup>st</sup>.
  - 2. The Officers at the Spring Executive Board Meeting shall have the authority to grant a waiver of the Auxiliary dues for one [1] year.
  - 3. In the event of extenuating circumstances, upon receipt of a second letter by January 1<sup>st</sup> of the second year, the Officers may, at their discretion, grant another year of nonpayment of dues.
  - 4. All past dues of the waiver period shall be paid, or the Auxiliary will be dropped from membership at Convention.
  - 5. While using this waiver of dues for either one or two years, the Auxiliary will remain in good standing with the AVAVRS and therefore have the same rights and privileges as a paying member.
- D. In the event an Emergency Services Agency is dropped from or withdraws their membership in the VAFR, the Auxiliary associated with said agency may remain a member of the AVAVRS as long as they are still affiliated with an Emergency Services Agency.

### Section IV **Life Membership**

- A. Life Membership may be awarded to deserving members for outstanding Contributions to their local Auxiliary, District, and AVAVRS.
  - a. Nominees should be active members of the AVAVRS, for a minimum of Fifteen (15) years and have held office or served on committees in

the AVAVRS, the District and their Auxiliary; Or if they have been active members of their Auxiliary for a minimum of Twenty (20) years, held offices in their Auxiliary, attended most District meetings and AVAVRS Conventions, but not necessary held office in the District or State.

- B. Life Members shall not pay dues to the AVAVRS but shall be listed with Their local Auxiliary and receive a membership card marked “Life Member”.
- C. Life Members shall maintain privileges of a regular member, such as the Opportunity to serve in District or State offices and on committees and may Serve as a Delegate, from their Auxiliary.
- D. Life Membership shall be valid even if the member becomes inactive on any Level of the Auxiliary, or if their Auxiliary discontinues locally, or does not Renew membership in the AVAVRS.
- E. AVAVRS Life Membership may or may not be awarded each year.
- F. Proper procedure for submitting a nomination for AVAVRS Life Membership Shall be as follows:
  - 1. The form and instructions may be obtained, upon request from the AVAVRS Life Member Chair and shall be filled out completely. This form is also located in the AVAVRS SOPs.
  - 2. A clear and recognizable picture of the person being submitted for Life Membership shall be included with the application and resume.
  - 3. The resume shall include contributions to the AVAVRS, Local Auxiliary and EMS agency work.
  - 4. The member must be qualified and recommended by their own Auxiliary or by another Auxiliary in their District.
  - 5. The Auxiliary will send the qualified application(s) and resume to the AVAVRS Life Member Chair. The application must be signed and dated by an elected officer of the Auxiliary submitting the nomination.
  - 6. All completed applications/resume/picture must be in the hands of the AVAVRS Life Member Chair by the deadline, sixty (60) days before Convention.
  - 7. The AVAVRS Life Member Chair shall send All nominee’s resumes out to the AVAVRS Auxiliaries no later than thirty (30) days prior to Convention.
  - 8. The AVAVRS Life Member Chair shall have ballots ready for Convention with All nominee’s names on one (1) ballot. The ballots

shall be distributed to the Delegates and a vote taken at the business meeting of the AVAVRS Convention.

9. The Delegates can vote for one (1), but no more than two (2) nominees. The Delegate(s) may choose not to vote on any resumes but should mark a zero (O) on the provided ballot. All ballots must be returned to the AVAVRS Life Member Chair.
10. The Vote shall be by majority of eligible voting delegates at Convention. The Votes shall be counted by the AVAVRS Life Member Chair, the Parliamentarian and two (2) Life Members, (chosen by the Life Member Chair.)

## **ARTICLE IV – OFFICERS**

### **Section I AVAVRS Elected and Appointed Officers**

- A. All officers shall adhere to their expenses per the AVAVRS budget.
- B. The regular term of office shall begin following election and installation at Convention.
- C. Voting shall be by ballot if there is more than one [1] candidate for the same office. Otherwise, the vote, unless an objection by the membership is heard, shall be cast as a unanimous vote by the AVAVRS Secretary.
- D. Election to office shall be by a plurality of votes cast. [If there are three [3] or more candidates for the same office, the candidate receiving the most votes on the first ballot is elected.] [Revised 9/96]
- E. AVAVRS Officers are elected for a one [1] year term and can hold office two [2] consecutive terms, or until their successor is elected. However, officers are eligible to hold any other office for another two [2] years.
- F. Any District or AVAVRS Officer must be a member of an active Auxiliary in good standing with the AVAVRS. [Exception: Life Members covered under the AVAVRS Bylaws, Article III, Section IV, C, D and E.]
- G. **AVAVRS President**
  1. Shall preside at all meetings of the AVAVRS and shall present a report at the Spring Executive Board Meeting and Convention.
  2. Shall approve payment of any funds from the treasury.
  3. Shall approve the Vice President's expenses, when representing the President, at the President's request.
  4. Shall appoint all committees.

5. The President shall fill any vacancies in offices or committees at the following Spring Executive Board Meeting or Convention.
6. Shall have the power to require written reports of officers and committee chairs, as deemed necessary, to accomplish the AVAVRS goals.

#### **H. AVAVRS Vice President**

1. In the absence or disability of the President, the Vice President shall act on behalf of the President and, upon resignation of the President, shall complete the term of office.
2. Represent AVAVRS at functions when requested by the AVAVRS President.
3. Shall be Chair of the Membership Committee.
4. Shall make a yearly report at the Spring Executive Board Meeting and Convention which includes new Auxiliaries, their date of joining and Auxiliaries dropped from membership.
5. The Vice President's postage, travel and other expenses, within the limits of the AVAVRS budget, shall be paid after approval by the AVAVRS President. [Revised 9/94]

#### **I. AVAVRS Secretary**

1. Shall be appointed by the AVAVRS President.
2. Shall record, in written form, the proceedings and actions of the AVAVRS meetings.
3. Spring Executive Board Meeting and Convention minutes shall be sent to all officers, committee chairs, Life Members and Auxiliary Presidents within 30 days of the meeting.
4. Shall preserve all necessary records pertaining to the AVAVRS.
  - a. After approval, AVAVRS minutes shall be sent to the VAFR Headquarters for storage in the Auxiliary room.
5. Shall carry out correspondence as directed by the President.

**J. AVAVRS Treasurer**

1. Shall be Chair of the Finance Committee.
  - a. All District Vice Presidents shall serve with the Treasurer to approve the President's expenses incurring in their District.
  - b. The Treasurer and two [2] other persons, appointed by the President, shall serve on the Finance Committee. see AVAVRS Bylaws, Article VII, Section G.
  - c. AVAVRS operating expenses shall be paid with the approval of the President.
  - d. Any check over \$100.00 must be signed by two (2) officers. There will be three (3) people who can sign checks, those being the President, the Vice President and the Treasurer.
  - e. All expense sheets presented to the Treasurer by officers are due quarterly. i.e. any expense incurred from January 1<sup>st</sup> to March 31<sup>st</sup> is due by April 15<sup>th</sup>; April 1<sup>st</sup> to June 30<sup>th</sup>, by July 15<sup>th</sup>; July 1<sup>st</sup> to September 30<sup>th</sup> by October 15<sup>th</sup>; October 1<sup>st</sup> to December 31<sup>st</sup> by January 15<sup>th</sup>. Any expense sheet not presented to the Treasurer within 60 days of the date due will not be paid.
2. Shall be responsible for the funds of the AVAVRS.
3. Shall deposit all funds in a bank whose deposits are guaranteed by the Federal Deposit Insurance Corporation [FDIC].
4. Shall receive all AVAVRS dues and maintain accurate records.
5. Shall send a monthly financial report to the AVAVRS President.
6. Shall send the monthly bank statement to the VAFR office with an explanation of debits and credits.
7. Shall be responsible for the funds of the Life Members.
  - a. Write checks as requested by the Life Membership Committee Chair, i.e. memorials, flowers, etc.
  - b. Deposit any funds collected.

**K. AVAVRS Historian**

1. Shall compile a scrapbook consisting of the activities of Auxiliaries as provided by each Auxiliary. The expense for the scrapbook will be paid as provided in the AVAVRS budget.
2. The Historian and the Outstanding Service Award Committee (one member who has received the Outstanding Service Award from each District) shall oversee the judging for the Outstanding Service Award given at Convention.
3. Shall present annually, as a gift, the AVAVRS Scrapbook to the AVAVRS President at Convention.

**L. AVAVRS Chaplain**

1. Shall be prepared with a prayer and/or a devotion at the beginning of all AVAVRS meetings. Also, read the Collect.
2. Shall close all AVAVRS meetings with the *Watchword*.
3. During the year shall send cards as necessary. Receipts must accompany all requests for reimbursement.
4. At the discretion of the VAFR, the Chaplain may be called upon for a part in the Opening Ceremony and/or the Memorial Service at the Installation of Officers and Awards Ceremony at Convention.
5. Shall be responsible for return of thanks, AVAVRS Collect, devotion, Memorial Service, and Watchword at the business meeting at Convention.

**M. AVAVRS Parliamentarian**

1. Shall be appointed by the AVAVRS President
2. Shall be responsible for the update and distribution to include the VAFR web page of the changes in the Bylaws within 30 days of the change.
3. Shall be Chair of the Bylaws Committee. See AVAVRS Bylaws, Article VII, Section 1, B.

4. Shall be responsible for the updating of the AVAVRS Standard Operating Procedures (SOP) annually.

*Notation: Until further notice Carolyn Brand is responsible for the updating of the Bylaws and SOP electronically. (Motion passed August 2019)*

**N. AVAVRS District Vice Presidents**

1. Shall be installed as an AVAVRS Officer at the Convention and take office immediately.
2. Shall carry out duties as listed in the District Bylaws, and AVAVRS Bylaws.
3. Shall notify the AVAVRS Roll Call Committee Chair of District Auxiliaries that are not eligible to win awards and vote at Convention.
4. Shall appoint a representative and an alternate from the District to serve on the Roll Call Committee at Convention. [Revised 9/96]
5. Shall appoint a representative that has won the Outstanding Service Award before to serve on the Outstanding Service Award Committee.
6. Shall be members of both the Executive and Membership Committees.

**ARTICLE V – MEETINGS**

**Section I Convention**

- A. Shall be held annually, in conjunction with the Convention of the VAFR. The purpose of this meeting shall be to promote the AVAVRS and to elect officers.
- B. Each Convention shall be conducted by those officers who have held the office for the preceding year.
- C. All officers should refer to the AVAVRS budget for expenses allowable for reimbursement.
- D. Each Auxiliary shall have a Convention-registered representative, also registered with the AVAVRS Roll Call Committee, present at all regular business meetings of the Convention. These representatives shall attend the meeting in its entirety and be empowered to cast the vote of their respective Auxiliary, unless excused by the Roll Call Committee; otherwise, an Auxiliary will not be eligible for an award given by the AVAVRS or VAFR.

Section II **Spring Executive Board Meeting**

- A. Shall be held in conjunction with the VAFR Board of Governor's meeting.
- B. All AVAVRS Officers (elected and appointed), Committee Chairs and Auxiliary Delegates are expected to attend this meeting unless excused by the AVAVRS President.

**ARTICLE VI – EXECUTIVE BOARD**

Section I The AVAVRS Executive Board shall be composed of all officers, elected or appointed, Immediate Past President, Committee Chairs, District Vice Presidents, and Auxiliary Presidents.

- A. Only the Auxiliary Delegates have a vote.

**ARTICLE VII - COMMITTEES**

Section I The Committees and their duties are listed as follows:

- A. **The Membership Committee** shall consist of the AVAVRS District Vice Presidents and chaired by the AVAVRS Vice President and shall endeavor to strengthen the membership of the AVAVRS.
- B. **The Bylaws Committee** shall consist of three [3] members appointed by the President, will review all Bylaw changes presented by Auxiliaries and submit them for vote to the assembled Auxiliaries at Spring Executive Board Meeting and Convention.
- C. **The Nominating Committee** shall consist of the Chair, appointed by the AVAVRS President, and the Secretary of each District.
  - 1. Nominations for an AVAVRS office shall be sent to the AVAVRS Nominating Committee Chair, all AVAVRS Officers, Committee Chairs and all Auxiliary Presidents.
  - 2. The Nominating Committee shall have a slate of officers in place by 60 days before Convention.
  - 3. The Nominating Committee will present the slate of officers at the Business Meeting of the AVAVRS at Convention.
  - 4. Nominations from the floor shall be accepted before the Business Meeting and will be voted on at the Business Meeting. A nomination by the Auxiliary to include resume of

the nominee's work on local, district and state levels shall be presented in writing to the AVAVRS Nominating Committee Chair prior to the Business Meeting, with a statement of willingness to run for that office, signed by the nominee.

- D. **The Convention Committee** shall consist of a Chair and Co-Chair, appointed by the AVAVRS President, and shall be responsible for the AVAVRS Spring Executive Board Meeting and Convention activities.
- E. **The Finance Committee** shall consist of three [3] persons appointed by the President, including the AVAVRS Treasurer as chair; a former AVAVRS Treasurer; and a former AVAVRS President. If the former Treasurer and former President is the same person a third member shall be appointed.
1. The committee shall examine the income and expenses for the year and present a proposed budget at the Spring Executive Board Meeting and to the delegates at Convention for vote.
- F. **The Roll Call Committee** shall consist of a Chair and Co-Chair appointed by the AVAVRS President. A representative and an alternate from each District shall be appointed by the District Vice Presidents.
1. The Committee shall handle the sign-in roll call for all Convention meetings and the Spring Executive Board Meeting.
  2. The Committee shall work closely with the AVAVRS officers and District Vice Presidents to determine an Auxiliary's eligibility to:
    - a. Vote at the Spring Executive Board Meeting and Convention
    - b. Win awards given by the AVAVRS or VAFR at Spring Executive Board Meeting and Convention.
    - c. Have a member hold AVAVRS or District Office.
- G. **The Fund-Raising Committee** shall consist of a Chair and/or Co-Chair to be appointed by the AVAVRS President annually. [Adopted 9/2014]
1. Individuals willing to assist will be designated by the Fund-Raising Chair and/or Co-Chair.
  2. The Fund-Raising Chair and/or Co-Chair will oversee and be responsible for the Fund-raising events of the

AVAVRS as approved by the AVAVRS officers.  
[Adopted 9/2006]

- H. **Outstanding Service Award Committee** shall consist of the Historian as Chair and one person from each district who has received this award before chosen by the District VP.

## ARTICLE VIII – DISTRICTS

- Section I The AVAVRS shall recognize Districts. These Districts shall be organized to maintain contact and unity between the Auxiliaries of the Districts. The District shall be governed by an elected District Vice President.
- Section II These Districts shall be financially independent of the AVAVRS.
- Section III Any Auxiliary failing to pay their District membership dues by January 1<sup>st</sup>, will be suspended and ineligible vote, present Bylaw changes, receive awards given by the AVAVRS or the VAFR at Convention, nor will any member of this Auxiliary be allowed to hold a District or AVAVRS Office, until their dues are paid and the auxiliary has been reinstated at the Spring Executive Board Meeting.
- Section IV If the District dues have not been paid by the Spring Executive Board Meeting, they will be dropped from the roll.
- Section V An Auxiliary must attend at least one [1] District meeting during the period between Conventions to be eligible to vote, present Bylaw changes, receive awards given by the AVAVRS or the VAFR at Convention, or any member to hold District or AVAVRS offices. [Exception: Life Members covered under the AVAVRS Bylaws, Article III, Section IV, D and E.]

## ARTICLE IX – AMENDMENTS AND PARLIAMENTARY AUTHORITY

- Section I **Amendments**
- A. Proposed amendments to the Bylaws must be submitted by the Parliamentarian to the Secretary in writing before a scheduled meeting and voted on the same meeting.
- B. All Bylaw changes to be voted on at the Spring Executive Board Meeting or Convention must be received by the AVAVRS Parliamentarian sixty [60] days prior to Convention.
- Section II Parliamentary procedures for the AVAVRS shall be the current edition of Robert's Rules of Order.

Organized September 28, 1951

## **AVAVRS DISTRICT BYLAWS**

### **Districts of the Auxiliary to the Virginia Association of First Responders.**

#### **ARTICLE I - NAME**

Section I The Districts, as governed by the following rules and regulations, shall be known as the Midwestern, Northeastern, Southcentral, Southeastern, Southwestern, and Western Districts.

#### **ARTICLE II - OBJECT**

Section I The objectives of the Districts shall be:

- A. To promote fellowship
- B. To exchange ideas
- C. To organize new Auxiliaries
- D. To maintain contact and unity between the Auxiliaries of the Districts respectively, and shall be governed by an elected Vice President

#### **ARTICLE III - MEMBERSHIP**

Section I Admission and membership of an Auxiliary to a District shall become effective upon acceptance of membership in the AVAVRS.

Section II Auxiliaries shall have a voting delegate, who shall make motions and cast one [1] vote for their entire Auxiliary.

Section III All members are encouraged to take part in discussion and make suggestions prior to voting.

#### **ARTICLE IV – ELECTION OF OFFICERS**

Section I The regular term of office shall begin following the District installation.

- A. Voting shall be by ballot if there is more than one [1] candidate for the same office; otherwise, the Secretary shall be asked to cast a unanimous ballot.
- B. Election to office shall be by a plurality of the votes cast. (If there are three [3] or more candidates for the same office, the candidate receiving the most votes on the first ballot is elected.) [Revised 9/96]
- C. If a vacancy should occur in an elected office the District Vice President shall appoint someone to fill the office until the next District meeting or shall have the power to call a special called meeting of the District to fill the vacancy. If a vacancy should occur in an appointed office, the District Vice President shall appoint a replacement immediately.

Section III Officers are elected for a one [1] year term and can hold office only two [2] consecutive terms in that office or until their successor is elected.

Section IV Each District shall install officers. It is suggested that the officer's list of duties, as listed in the District Constitution, be used as a guide for installation. The past District Vice President shall appoint an installing officer.

## **ARTICLE V – OFFICERS DUTIES**

Section I The officers of the District and their duties shall be as follows:

### **A. District Vice President**

1. Shall preside at all meetings of the District. Shall present a report at the AVAVRS Spring Executive Board Meeting and at the annual Convention on the activities of the district. Convention report should also include recognition of current officers; introduction of officers for the coming year; and presentation of the District Attendance Trophy if awarded.
2. Shall serve on the AVAVRS Membership Committee.
3. Shall be a member of the AVAVRS Executive Board.
4. Shall appoint all District Committees.
5. Shall be installed as District Vice President, an AVAVRS officer, at the Installation Ceremony at Convention and take office immediately.
6. Shall notify AVAVRS Roll Call Committee Chair of District Auxiliaries that ARE and ARE NOT eligible to win awards and vote at Convention; and shall appoint a representative and an alternate from the District to serve on the Roll Call Committee at Convention. [Revised 9/96 and 9/09]

### **B. Assistant District Vice President:**

1. In the absence or disability of the District Vice President, shall exercise all functions and, upon resignation of the District Vice President, shall serve until the end of the term of office.

### **C. Secretary**

1. Shall record, in written form, the proceedings and actions of the District meetings. District minutes shall be sent to all officers and Auxiliary Presidents within 30 days of the first District meeting.
2. Shall coordinate with the hosting Auxiliary/Squad and the District Vice President to notify all District Auxiliaries, District Officers,

AVAVRS Officers and Committee Chairs as to the date, time and place of each District meeting.

3. Shall be a member of the Nominating Committee of the AVAVRS.

**D. Treasurer**

1. District expenses shall be paid with the approval of the District Vice-President.
2. Shall be responsible for the funds of the District.
3. Shall deposit all funds in a bank whose deposits are guaranteed by the Federal Deposit Insurance Corporation [FDIC].
4. Shall receive all District dues and maintain accurate records.

**E. Chaplain**

1. Shall conduct the religious exercises of the District meetings and shall send cards as requested.

**F. Historian** (if the District chooses to have a Historian)

1. Shall prepare a permanent record, in the form of a scrapbook, of all activities of the District.
2. The scrapbook shall be presented to the District VP for them to keep, at the first meeting following the Convention.

**ARTICLE VI – COMMITTEES**

Section I The Committees and their duties shall be as follows:

**A. The Nominating Committee:**

1. Shall be appointed no later than March of each year.
2. Each member of the Committee shall represent an individual Auxiliary.

For more detailed information, Officers and Committee Chairs see the AVAVRS SOP.

**ARTICLE VII – MEETINGS**

Section I It shall be required that there be at least three [3] District meetings held during the fiscal year.

Section II The District Vice President shall have the authority to call additional meetings as necessary. A majority must be present to take action. Minutes of all meetings must be recorded in written form.

Section III An Auxiliary must attend at least one [1] District meeting, in their district, during the period between Conventions to be eligible to vote, present Bylaw changes receive awards given by the AVAVRS or VAFR at Convention, or any member hold a District or State office. Exception: Life Members covered under AVAVRS Bylaws, Article III, Section IV, D and E. [Revised 9/96].

**For more detailed information on officer and committee chair duties see the AVAVRS SOP.**