

**VIRGINIA ASSOCIATION OF VOLUNTEER RESCUE SQUADS, INC.**  
**Doing Business as Virginia Association of First Responders**

**BYLAWS**

**ARTICLE I**  
**NAME and PURPOSE**

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

**ARTICLE II**  
**OBJECT**

- Section 1. "VAFR shall promote and assist First Responders in Virginia through training, networking, leadership, and advocacy to improve pre-hospital emergency care in Virginia."
- Section 2. In further clarification of the object, the following terms are defined.
- A. "Shall promote" – Shall mean to improve communications, training, recognition of exceptional service, and liaison between agencies.
  - B. "And assist" – Shall mean to offer guidance.
  - C. "First Responders" – Shall mean any member of VAFR providing emergency medical services, fire, law enforcement, or any other ancillary services.
  - D. "In improving" – Shall mean enhancing any and all of the services which involve all levels of first responders.
  - E. "Pre-hospital" – Shall mean providing rescue functions and the rendering of emergency care for patients outside the hospital environment.

## **ARTICLE III MEMBERS**

Section 1. The requirements for membership shall be as follows:

A. Agency Membership

1. Agencies applying for membership shall be actively engaged in training and/or the practice of pre-hospital emergency care, rescue, lifesaving, first aid work, or comparable activities of safety accident prevention, and prevention of loss of life, injuries, and property damage by accident, fire, or disasters for any cause.
2. The agency shall accept and agree to abide by the current and future revisions of the Bylaws of the VAFR by a vote of its' membership prior to the application being submitted.
3. All applications for Agency Membership shall be automatically approved when all documents and fees are received.
4. Agencies applying for Agency Membership shall make application on forms furnished by VAFR.
5. Payment for dues shall accompany the application.
6. Any agency located in another state who serves the people of Virginia on a regular basis will be eligible for membership in the VAFR.
7. Any "Junior Squad" consisting of a minimum of 5 members may apply for agency membership. The Junior agency shall not be assessed dues and the agency has full voting rights.

B. Individual Membership

1. Shall consist of individuals actively engaged in training and/or the practice of pre-hospital emergency care, rescue, lifesaving, first aid work, or those comparable activities of safety accident prevention, and prevention of loss of life, injuries, and property damage by accident, fire, or disasters for any cause.
2. Individual Members shall have the opportunity to participate in VAFR training, functions, and activities and shall be permitted to attend VAFR meetings without voting.
3. Individuals applying for Individual Membership shall make application on forms furnished by the VAFR.

4. Payment of dues shall accompany the application

Section 2. Dismissal from membership of the Virginia Association of First Responders Inc. shall be as follows:

- A. Any Agency or Individual Member may be dismissed from VAFR by action of a two-third (2/3) vote of the Board of Directors when it has become known that the agency has ceased to function or has reached a condition rendering it unfit to give the service it claims to offer.
- B. Any member shall be dismissed if judged by a two-thirds (2/3) vote of the Board of Directors to be guilty of behavior unsuitable to such an agency, individual, organization, or business.
- C. Members officially charged with delinquency in dues payment may be suspended by the President until the next Board of Directors meeting, upon notification of said action to the member.
- D. Any member charged with delinquency in dues payment shall have the right of a hearing before the Board of Directors if the member so desires.

Section 3. Life Membership

- A. The Board of Governors shall receive the recommendation(s) of the Life Member Committee and may elevate any member of a member agency to Life Member status.
  - 1. Candidates for Life Membership shall be approved by a two-thirds (2/3) vote of the Board of Governors at the Annual meeting.
- B. Life Membership status may be awarded to any member in good standing of the VAVRS/VAFR provided:
  - 1. The candidate for Life Membership shall have been active in the VAVRS/VAFR for a minimum of ten (10) years. Being “active” shall mean the candidate must have been active in the association by holding one (1) or more positions within VAVRS/VAFR or performing a task that furthers the growth or development of the association.
  - 2. The candidate for Life Membership shall have made distinguished contributions toward the development and support of the fundamental goals established by VAVRS/VAFR.
- C. Recommendations for Life Membership may also be presented, with proper documentation, by the Life Membership Committee.

- D. Life Members shall have a vote at all Board of Governors meetings and shall, at no cost to the Life Member, receive registration to the annual Convention and membership in the VAVRS Death Benefit Plan.

Section 4. Honorary Membership

- A. Honorary Membership may be awarded to individuals, businesses, or groups who have made or are making distinguished contributions towards the development and support of the fundamental goals established by the VAFR.
- B. The Board of Directors shall receive recommendations from any member and may convey the status of Honorary Membership. Candidates for Honorary Membership shall be approved by a two-third (2/3) vote of the Board of Directors. Honorary Membership includes any recognition for emeritus officers.
- C. Individuals, businesses, or groups awarded Honorary Membership shall be permitted to attend VAFR functions and activities.

Section 5. Auxiliary to the Virginia Association of First Responders (AVAFR) Membership

- A. AVAFR shall operate under the parent company of VAFR.
- B. AVAFR shall elect/appoint officers to represent their interest.
- C. AVAFR may establish their own monetary accounts with a financial institution having signature authority over these accounts. Information will be provided to VAFR confirming that the President, Vice President and Treasurer are the only authorized individuals on AVAFR bank accounts.
- D. Moneys collected on behalf of or by the AVAFR shall be used for their purposes and shall not be part of the assets available to the VAFR.

Section 6. DUES

- A. All members, excluding Life Members and Honorary Members, shall be assessed dues on an annual basis. All dues' assessments shall be billed in January of each year and must be paid within ninety (90) days to maintain active membership. A hard copy of the invoice shall be sent to all members for dues assessments.
- B. Agency Membership dues assessment shall be based on the agency's reported number of members answering calls and participating in training according to the following schedule.

1-49 Members = \$200.00  
50+ Members = \$400.00

- C. Individual Membership dues shall be \$100.00 per year.
- D. AVAFR members shall meet any dues requirements established by their respective organizations.

Section 8. CONDUCT

- A. VAFR members, guests, or other persons are to conduct themselves at VAFR functions and activities in an acceptable manner at all times. Failure to act in an acceptable manner may result in the individual(s) removal from the function or activity by the coordinating VAFR official or highest VAFR officer present.
- B. The President shall have the power to suspend any member for violation of any rules, policies, or procedures until the next Board of Directors meeting.
- C. A decision by the Board of Directors shall be final.

**ARTICLE IV  
ORGANIZATION**

Section 1. The Board of Governors shall consist of one (1) representative from each Agency Member, all elected state officers, all appointed officers, the District Vice Presidents, the Immediate Past President, and all Life Members, who shall be the governing body of the VAFR and shall be entitled to one (1) vote no matter how many voting positions the individual may hold.

Section 2. Each Agency Member representative to the Board of Governors shall be named by the agency they represent.

- A. Each Agency Member is responsible for notifying the VAFR office of the name and contact information of their official representative.

Section 3. The Board of Governors shall meet regularly on a semi-annual basis at such time, place, and date as designated.

- A. The purpose of the first semi-annual meeting: To officially receive and review officers and committee reports and to transact any business of VAFR. This first semi-annual meeting will be known as the Spring Board of Governors Meeting.
- B. The purpose of the second semi-annual meeting: To elect the ensuing year's officers and to officially receive and review officers and committee reports and to transact any business of VAFR. This second semi-annual meeting will be known as the Annual Meeting.

Section 4. The powers of the Board of Governors are:

- A. To elect officers and directors of VAFR.

- B. To approve the budget of VAFR.
  - C. To amend the Bylaws of VAFR.
  - D. To suggest and recommend policy for consideration by the Board of Directors.
  - E. To review the actions of the Board of Directors taken after the last preceding meeting of the Board of Governors.
  - F. To overrule actions of the Board of Directors when submitted to it by a referendum.
- Section 5. Special meetings of the Board of Governors may be called by the President and shall be called upon written request of five (5) members of the Board of Directors or ten (10) percent of the membership of the Board of Governors, at such time, date, and place as designated by the President or those members requesting the meeting. When a special meeting is called, the Board of Governors shall be notified at least thirty (30) days prior to the meeting.
- Section 6. A quorum for all Board of Governors meetings shall consist of a minimum of thirty (30) Agency Members of the Board of Governors. A meeting notice shall be sent to each Agency Member at least thirty (30) days in advance of the meeting.

## **ARTICLE V OFFICERS**

- Section 1. The elected officers of the VAFR shall be President, Vice President, Secretary, Treasurer, Training Officer, Chaplain, the Immediate Past President and the District Vice Presidents. The appointed officers shall be an Editor, a Parliamentarian, and a Chief Rescue Officer. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by the VAFR. Only members of Agency Members or Life Members are eligible to hold an elected or appointed office.
- Section 2. The President, Vice President, Secretary, Treasurer, Training Officer, and Chaplain shall be elected by ballot. The Secretary may cast a unanimous vote for all unopposed positions. The District Vice Presidents and Alternate District Vice Presidents shall be elected by the districts they represent. These aforementioned officers may serve no more than two (2) consecutive one (1) year terms, or until their successors are elected. All elected officers, appointed officers, and District Vice Presidents shall be elected or ratified at the Annual Meeting. The officers and District Vice Presidents shall take office at the end of the Annual Meeting.
- A. The duly elected Alternate District Vice President shall have the authority to vote during the absence of the District Vice President.
- Section 3. Any office, except President, made vacant during the term, shall be filled at the

direction of the Board of Directors. The Board of Directors shall ratify the selection of District Vice Presidents selected to fill a vacancy. The Vice President shall become President if a vacancy occurs in the office of President.

- Section 4. If during the term of any office, the said officer becomes disassociated with their agency and is not associated with any other agency of the VAFR or is not a Life Member, that office shall become vacant.
- Section 5. All elected officers, appointed officers and committee chairs are expected to make a written report to the Board of Governors concerning the activities of said office or committee at both semi-annual meetings.
- Section 6. No employee of VAFR can hold an elected office on the VAFR Board of Directors.

## **ARTICLE VI DUTIES OF OFFICERS**

- Section 1. The President shall:
- A. Have the responsibility of ensuring that the bylaws and policies are enforced.
  - B. Preside at all meetings of the Executive Committee, Board of Directors, and Board of Governors.
  - C. Sign or countersign all contracts and official association documents.
  - D. Have the power to appoint the Parliamentarian, Editor, Chief Rescue Officer committee chairs, and members of all committees except the Nominating Committee.
  - E. Interview, with the Vice President and one other member as designated by the President, any VAFR member who submits an application/resume for appointment to any board or commission of the Commonwealth of Virginia when applicants are requested. This shall be completed prior to submission to the Governor's Office with VAFR recommendation and ranking.
- Section 2. The Vice President shall:
- A. Perform the duties of the President in the absence of the President.
  - B. Compile an annual summary of the activities of the member agencies.
  - C. Be bonded.

Section 3. The Secretary shall:

- A. Record the proceedings and actions taken by the VAFR at all Board of Governors, Board of Directors, and special meetings and assure distribution within thirty (30) days.
- B. Preserve and coordinate all necessary records pertaining to the operation of VAFR.
- C. Ensure that all historically significant items are properly maintained, organized, stored, recorded, and archived. This includes both physical copies as well as scanned and digital copies of items. Physical copies of items are to be archived in the repository at the VAFR office dedicated to VAFR historical items.
- D. Carry out correspondence as directed by the President.

Section 4. The Treasurer shall:

- A. Be responsible for all funds of the VAFR.
- B. Ensure that all funds are deposited in a bank whose deposits are guaranteed by the Federal Deposit Insurance Corporation.
- C. Ensure that all bills are paid in a timely manner. Any check written is to be signed by the Treasurer or facsimile signature authorized by the Treasurer. In the absence of the Treasurer, checks may be signed by either the President or Vice President. Any check in the amount of ten thousand dollars (\$10,000.00) or more shall require two (2) authorized original signatures.
- D. Make a written quarterly report to the President.
- E. Report all delinquencies in dues payments to the President and the Board of Directors.
- F. Make a written financial report to the Board of Governors twice yearly, to be submitted at the Spring Board of Governors meeting and the Annual Meeting.
- G. Ensure that VAFR's books are audited by a CPA company with reports to the Board of Directors and the Board of Governors.
- H. Be bonded.

Section 5. The Training Officer shall:

- A. Oversee all training provided by VAFR.
- B. Appoint individuals, in consultation with President, as needed to assist in the

implementation and delivery of VAFR training courses.

- C. Ensure that all course requests, instructor updates, and expenses incurred in the training program are handled in a timely manner.
- D. Assist in maintaining and securing any training equipment owned by or under the control of the VAFR.

Section 6. The Chaplain shall:

- A. Conduct the religious exercises of the VAFR.
- B. Handle the sending of memorial gifts for deceased members of the VAFR.
- C. Ensure that the VAFR office processes all requests for Deceased Member Certificates. Shall make every effort to deliver or present the same in person if requested to do so.
- D. Contact deceased or ill member's families and offer his/her assistance or other officers' assistance when he/she has knowledge of same.
- E. Be available to conduct memorial services or participate in other religious activities.

Section 7. The Editor shall:

- A. Edit the VAFR publication and attend all meetings.
- B. Supervise the publication and distribution of all editions to all Agency Members, Life members, and subscribers.
- C. Verify all bills and expenses incurred in connection with the Editor's office and forward them to the Treasurer for payment.

Section 8. The District Vice Presidents shall:

- A. Preside over a minimum of four (4) meetings of their district each year.
- B. Visit as many Agency Members in their district as possible during their term of office.
- C. Encourage all non-member agencies in their district to join the VAFR and notify the VAFR office of any potential applicants from within their district.
- D. Forward a copy of the minutes of their district meetings to the VAFR office and President.

- E. Appoint any district committees or officers needed to assist in the work of the district.
- F. Carry out duties assigned by the President or Vice President.
- G. Assist in the collection of membership dues in the assigned district.

Section 9. The Parliamentarian shall:

- A. Be appointed by the President to serve one (1) year at a time.
- B. Be responsible for maintaining a current updated copy of the Bylaws.

Section 10. The Chief Rescue Officer shall:

- A. Be appointed by the President to serve one (1) year at a time.
- B. Recommend an individual to the President to be appointed as Deputy Rescue Officer. The Deputy Rescue Officer shall have all rights and privileges of the Chief Rescue Officer in their absence.
- C. Serve as a liaison for the VAFR with state and/or federal emergency management organizations.
- D. Make a report to the Board of Directors on all functions performed by this office.

Section 11. The Immediate Past President shall:

- A. Be considered an elected officer based on he/she having been elected to the office of President.
- B. Serve in an advisory capacity with full voting rights.
- C. Accept assignments or appointments from the President as mutually agreed upon.

## **ARTICLE VII BOARD OF DIRECTORS**

Section 1. The Board of Directors shall consist of the elected officers, appointed officers, the District Vice Presidents, one member under age 21 appointed by the president, and the Executive Director as a non-voting member.

Section 2. The Board of Directors shall have all the powers of the Board of Governors between meetings of the Board of Governors except the Board of Directors shall not have the power to make or amend the Bylaws, or to take final action on the proposed initial

budget for the ensuing year and shall be subject to any other limitations which may be imposed upon it by the Board of Governors. The foregoing does not preclude the right of the Board of Directors from approving final budgetary changes during any fiscal year provided that the sum of such changes do not exceed twenty thousand dollars (\$20,000.00). All budgetary changes are subject to review by the Finance Committee prior to being submitted to the Board of Directors for consideration.

- Section 3. The Board of Directors shall be responsible for matters concerning evaluation, long range planning, budget, and fiscal affairs.
- Section 4. The Board of Directors shall hold a minimum of three (3) meetings annually at a time and place determined by the President.
- Section 5. The Board of Directors may also act without meetings, but in such a case, the concurrence in writing of a majority of the members of the committee shall be necessary.
- Section 6. The Board of Directors shall determine the policies and activities of the VAFR, establish fees and prices, install and maintain an efficient system of accounts, designate the depositories of all funds, take counsel with committees, and have general management of the VAFR and its affairs. The Board of Directors may employ or authorize the employment of paid personnel and fix the terms and conditions of such employment.
- Section 7. The Board of Directors shall create an Executive Committee composed of the President, Vice President, Secretary, Treasurer, Training Officer, and the Executive Director as a non-voting member and may assign to it such duties and delegate to it such powers as from time to time may seem advisable, such duties to be performed and powers to be exercised only when the Board of Directors is not in session. The Executive Committee shall serve as the grievance committee for the VAFR. The Executive Committee shall maintain minutes of all action taken by it, a summary of which shall be reported in writing to the Board of Directors at its next meeting following any such action. Unless disapproved by vote of the majority of the Board of Directors present at such next meeting, the action of the Executive Committee shall be final to the same extent as though taken by the Board of Directors.
- Section 8. The Executive Director shall be the Chief Administrative Officer of the VAFR and shall be responsible for the management of the VAFR offices, where all VAFR records shall be maintained. The Executive Director shall be responsible for the acquisition and discharge of such staff and resources as may be approved by the Board of Directors.

**ARTICLE VIII  
STANDING COMMITTEES**

Section 1. Nominating Committee shall:

- A. Consists of one (1) person from each district elected by the district. The committee shall elect its own Chair.
- B. Interview all candidates for qualification of the offices they seek and to recommend one (1) candidate for each vacancy. Any officer seeking the nomination for the second term in that same office, and being unopposed, is not required to be interviewed unless that officer or a member of the Nominating Committee requests such an interview. Interested candidates and Agency Members desiring to place nominations before the committee shall submit them to the VAFR office or the Chair of the Nominating Committee no later than June 1. The committee shall convene no later than July 15 to submit its recommended slate of officers and a list of other qualified candidates in the ballot for each office to the Board of Governors. The committee may seek qualified candidates for each position if a nomination for a qualified candidate is not received by the June 1 deadline. Nominations may be allowed from the floor if no nomination for a position is received by June 1.

Section 2. Membership Committee shall:

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

Section 3. Life Membership Committee shall:

- A. Consist of a Life Member appointed by the President as Chair and four (4) Life Members elected to two-year terms by the Life Members at the Annual Meeting. No member may serve more than two (2) consecutive terms on the committee.
- B. Receive all applications for Life Membership and recommend only those worthy of consideration in accordance with the procedures enumerated in policies to the Board of Governors.
- C. The deadline for applications for Life Membership is March 1 to be considered for that year.
- D. No more than two (2) individuals may be elevated to Life Membership in a single year.

Section 4. Rescue Hall of Fame Committee shall:

- A. Consist of a Hall of Fame Member appointed by the President as Chair four (4) Hall of Fame Members elected to two-year terms by the Hall of Fame Members at the Annual Meeting. No member may serve more than two (2) consecutive terms on the committee. Receive all applications for the VAFR Rescue and Life Saving Hall of Fame, establish that candidates are qualified, select the worthiest of those qualified and present the selected inductees to the Board of Governors at the Annual meeting. No more than two (2) candidates shall be selected annually from the candidates.
- B. The Board of Governors shall receive the recommendation(s) of the Hall of Fame Committee and may recommend any individual that has made significant contributions to public safety in Virginia.
  - 1. Candidates for the Hall of Fame shall be approved by a two-third (2/3) vote of the Board of Governors at the Annual meeting.
  - 2. No more than two (2) individuals may be elevated to the Hall of Fame in a single year.
- C. Hall of Fame status may be awarded to any individual provided:
  - 1. The candidate for Hall of Fame shall have been active in public safety or as a first responder for a minimum of fifteen (15) years.
  - 2. The candidate for Hall of Fame shall have made distinguished contributions toward the development and support of the fundamental goals established by VAVRS/VAFR.
- D. The deadline for applications is March 1 to be considered for that year.
- E. Recommendations for Hall of Fame may also be presented, with proper documentation, by the Hall of Fame Committee.
- F. Hall of Fame members shall not have a vote at all Board of Governors meetings unless qualified by other positions and shall, at no cost to the Hall of Fame member, receive registration to the annual Convention.

Section 5. Bylaws Committee shall:

- A. Consists of the Parliamentarian as chair and three (3) additional members appointed by the President.
- B. Received all proposed amendments to the Bylaws and shall, after due consideration, report on such amendments for review by the Board of Directors prior to submission to the Board of Governors for a vote.

Section 6. Human Resources Committee shall:

- A. Consist of the Vice President, Treasurer, and three (3) individuals appointed by the President. These three (3) individuals must have a personnel management background (ex: personnel manager, plant supervisory level, or government management position).
- B. Have the following responsibility:
  1. Hiring of the Executive Director.
  2. An annual and formal written performance evaluation of the Executive Director's Executive Summary.
  3. Provide guidance and support to the employees.
  4. Ensure personnel and employee policies are updated and are in compliance with the employee laws, regulations, and with ethical guidelines. Ensure that these policies are distributed to the staff and are implemented.
  5. Ensure that there is a grievance process and whistle blower policy to provide all members and the employees with a safe, non-harassment, non-discriminatory behavior environment.
  6. Act as a grievance board for employee complaints. Employees are directed to contact the HR Committee after attempts of resolution through the Executive Director and the process has been followed by the employee.
  7. Review annually individual salaries as well as employee performance.
  8. Grant additional sick leave beyond the earned amount based on the merits of the case. Such additional leave may be with or without pay depending on the individual circumstances.
  9. Grant leave without pay for further education or other specific needs.
  10. To act on employee complaints and make recommendations to the President.
  11. Review the employee handbook annually.
  12. Make a written report to the BOG outlining our full-time staff positions to determine if the positions are adequate or if there is a need for more full-time positions. This will also include any pay or special leave granted to our full-time employees during the year.

Section 7. Convention Committee shall:

- A. Consist of a Convention Chair and Vice-Chair(s), appointed by the President, and additional members necessary to accomplish the work of the committee.
  - 1. The Committee, in coordination with the VAFR office staff, shall be responsible for working with hotels and other bodies in making proper arrangements for VAFR events.
  - 2. Such duties include, but are not limited to:
    - a. Working with the Training Officer on conducting training courses at the Convention.
    - b. Arranging for meeting space, training space, and other functions of the event.
    - c. Recommending the event location and dates.

Section 8. Finance Committee shall:

- A. Be composed of the Treasurer, serving as Chair, the President, Vice President, Secretary, Training Officer, and three (3) at-large members.
- B. Be responsible for administering the financial affairs of VAFR and for preparing the annual budget.
- C. Meet a minimum of two (2) times per year.
- D. Receive any request for funding beyond the approved budget by anyone including, but not limited to, an Individual, Agency Member, Board of Directors Member, Committee Chair, and Board of Governors Representative. After reviewing the request(s), the Finance Committee will make recommendations to the Board of Directors for their approval. If the request exceeds twenty thousand dollars (\$20,000.00) (Article VII, Section 2), the Board of Directors will present the request to the Board of Governors for final approval. Anyone submitting a request for funds beyond the approved budget will be required to provide an offsetting income amount to justify the request. Under no circumstances will a request for funding beyond the approved budget be brought directly to the Board of Governors for approval. In cases where monies are removed from a committee's budget, the Committee Chair must be notified.

Section 9. Legislative Committee shall:

- A. Consist of a Chair, appointed by the President, the VAFR Legislative Liaison as a non-voting member, and additional members as necessary to accomplish the legislative agenda of the VAFR.

1. The VAFR representative to the EMS Advisory Council shall relay all information related to legislation to the Chair of the Legislative Committee.
- B. Meet prior to the upcoming session of the Virginia General Assembly to review any proposals or endorsements for the upcoming session of the Legislature.
- C. Have the approval of the Board of Governors or the Board of Directors before presenting any proposals or endorsements to the Virginia General Assembly.
- D. Report any information or problems at all Board of Directors meetings.
- E. Be able to act on behalf of the VAFR, in an emergency, if the President agrees.

Section 10. Rescue College Committee shall:

- A. Consist of a Rescue College Chair and Vice-chair, appointed by the President, and additional members as needed to accomplish the work of the committee.
  1. The Chair, in coordination with the VAFR office staff, shall be responsible for working with the hotels and other bodies in making proper arrangements for the Rescue College.
  2. Such duties include, but are not limited to:
    - a. Working with the Training Officer conducting training courses at Rescue College.
    - b. Recommending the Rescue College site.

Section 11. Strategic Planning Committee shall:

- A. Consist of the President, Vice President, Treasurer, Secretary, Training Officer, Immediate Past President, and additional members as needed to accomplish the work of the committee. The President shall serve as Chair of the committee.
- B. Will evaluate the structure of the VAFR and make recommendations for updates/changes to the Board of Directors, who will approve any changes before being presented to the Board of Governors.

Section 12. Training Committee shall:

- A. Consists of the Training Officer as Chair, Training Coordinator, Rescue College Chair, Course Division Managers, and additional members as necessary to accomplish the work of the committee.
- B. Be responsible for the recording and accuracy of all VAFR instructor certifications.

- C. Provide input to the Training Officer on the budgetary needs of the training programs and submit input prior to the deadline set for submission.
- D. Develop and implement policies and administrative guidelines for each of the VAFR certification courses. The Training Officer will present those policies and guidelines to the Board of Directors for approval.
- E. Hold regularly scheduled meetings at least quarterly, to work on course development, instructor updates, course updates and other training issues and opportunities.
- F. Assure a quality assurance and improvement process is established for each course and use information that is obtained during those processes to address instructor and course issues.
- G. Serve as a grievance committee for instructors, instructor trainers, or course coordinators that desire to appeal any disciplinary action.

Section 13. Youth Activities Committee:

- A. Consist of a Chair, appointed by the President, and additional members necessary to accomplish the work of the committee.
  - 1. The Chair of the Youth Activities Committee shall serve as the Junior Advisor.
- B. Recommend activities to strengthen the involvement of individuals under the age of 18 in EMS activities.

Section 14. The EMS Representative shall:

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

Section 15. No committee Chair may serve more than three (3) consecutive terms.

**ARTICLE IX  
FINANCE**

- Section 1. The Board of Directors may waive payment of all dues and assessments for any member for one (1) year.

Section 2. The expenses of the following individuals shall be paid out of the VAFR treasury when such expenses are incurred through attendance at any meeting or activity in carrying out duties: All elected and appointed officers, the Chair, Co-Chair and members of all standing committees, office staff, and any individual appointed on an emergency basis to carry out a specific VAFR duty.

Section 3. Travel Expense Voucher Rates

A. Eligible reimbursements and their rate(s) shall be referenced in the VAFR Reimbursement of Expenses Policy. The policy shall be reviewed and updated at the first Board of Directors meeting held after the “Annual Meeting” and will be posted on the VAFR website and available by request from the VAFR office. This policy may be changed by 2/3 voting members at any regularly scheduled Board of Directors meeting.

Section 4. Should an individual(s) be on an expense allowance provided by any other source outside the VAFR, that individual(s) shall not collect full expenses from the VAFR, but only that portion not covered by the source and within written limits prescribed above.

## **ARTICLE X ELECTRONIC MEETINGS AND COMMUNICATIONS**

Section 1 Meetings-The Board of Governors, Board of Directors, districts, and all committees and subcommittees shall be authorized to meet and vote by telephone conference and/or through other electronic communications media so long as members can simultaneously hear each other and participate during the meeting.

Section 2 Communications-Unless the members indicate otherwise, to the Board of Directors or Board of Governors, all communications required in these Bylaws, including meeting notices, may be sent electronically.

## **ARTICLE XI INDEMNIFICATION**

Any individual who is a party to a proceeding because he or she is or was a director, employee or agent of VAFR shall be indemnified to the fullest extent permitted by law under the Virginia statutes governing nonprofit corporations.

## **ARTICLE XII AMENDMENTS**

Section 1. Any Agency Member, Officer, Life Member, or the Bylaws Chair may propose an amendment to the Bylaws.

Section 2. The proposed amendments of the Bylaws must be in possession of the Secretary and

the Bylaws Committee Chair not less than sixty (60) days prior to a meeting of the Board of Governors.

- Section 3. The Secretary must forward copies of the proposed changes from the Bylaws Committee to the Parliamentarian, all Agency Members, and all identified members of the Board of Governors at least thirty (30) days prior to a meeting of the Board of Governors.
- Section 4. Any proposed amendment must be approved by a two-third (2/3) affirmative vote of the Board of Governors registered and voting.
- Section 5. A notification of change shall be made to each member in the VAFR by the Secretary.

### **ARTICLE XIII DISSOLUTION**

Upon dissolution of this association all remaining assets shall be transferred to an organization, which is exempt from federal tax under Internal Revenue Code Section 501(c) (3).

### **ARTICLE XIV PARLIAMENTARY AUTHORITY**

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