

BYLAWS

OF THE

WILLIAMSON COUNTY

RESCUE SQUAD, INC.



405 Downs Blvd
Franklin, Tennessee 37064

TABLE OF CONTENTS

ARTICLE I

SECTION 1 – NAME _____ page 4
SECTION 2 - PURPOSE _____ page 4

ARTICLE II

SECTION 1 - MANAGEMENT STRUCTURE _____ page 5

ARTICLE III

SECTION 1 – BOARD OF DIRECTORS _____ page 6
SECTION 2 – DUTIES _____ page 6
SECTION 3 – TERMS OF OFFICE _____ page 8
SECTION 4 – POSITION DESCRIPTIONS _____ page 9
SECTION 5 – ELECTIONS _____ page 9
SECTION 6 – PURCHASING _____ page 10
SECTION 7 – SOLICITING BIDS _____ page 11

ARTICLE IV

SECTION 1 – OPERATIONS DIVISION _____ page 12
SECTION 2 – OPERATIONS DIVISION OFFICERS _____ page 12
SECTION 3 – OPERATIONS DIVISION OFFICERS MEETINGS _____ page 12

ARTICLE V

SECTION 1 – APPOINTED POSITIONS _____ page 13
SECTION 2 – DUTIES _____ page 13

ARTICLE VI

SECTION 1 – MEMBERSHIP _____ page 15
SECTION 2 – APPLICANT QUALIFICATIONS _____ page 16
SECTION 3 – VACANCY _____ page 16
SECTION 4 – RESIGNATION _____ page 17
SECTION 5 – LEAVE OF ABSENCE _____ page 17

TABLE OF CONTENTS – cont.

SECTION 6 – AUTHORITY _____ page 18

SECTION 7 – INFRACTIONS OR VIOLATIONS _____ page 18

ARTICLE VII

SECTION 1 – MEMBERSHIP MEETINGS _____ page 21

ARTICLE VIII

SECTION 1 – COMMITTEES _____ page 22

ARTICLE IX

SECTION 1 – EQUIPMENT _____ page 28

ARTICLE X

SECTION 1 – DRUG & ALCOHOL POLICY _____ page 29

ARTICLE XI

SECTION 1 – SUGGESTED OPERATING PROCEDURES _____ page 30

ARTICLE VII

SECTION 1 – AMENDMENTS _____ page 31

APPENDIX

APPENDIX A – DEPARTMENTAL COUNSELING & DISCIPLINARY FORM - page 32

APPENDIX B – REVISION/AMENDMENT LOG _____ page 33

ARTICLE I

SECTION 1 – NAME

- A. The name of the organization shall be "Williamson County Rescue Squad, Incorporated" herein after referred to as "WCRS".

SECTION 2 – PURPOSE

- A. The purpose of WCRS shall be to render emergency services and assistance within the realm of the resources, abilities, knowledge, and capabilities of the organization in order to preserve human life and to prevent the loss of property when called or requested by the general public, city, county, state, or federal agencies.

ARTICLE II

SECTION 1 - MANAGEMENT STRUCTURE

- A. WCRS shall be composed of an Administrative Division and an Operations Division.
- B. The Administrative Division is executed by the Board of Directors and has the final administrative authority.
- C. The Operations Division is executed by the Operations Division Officers and governs the daily functions of WCRS.
- D. The proceedings of this organization shall be governed in whole or in part by the Robert's Rules of Order, unless otherwise specified by the By-Laws or Constitution of this organization.

ARTICLE III

SECTION 1 – BOARD OF DIRECTORS

- A. The members of the Board of Directors shall consist of the following: President, Vice President, Secretary, Under-Secretary, Treasurer, Under-Treasurer, Unit Director, and four (4) Members At-Large. The Chief shall serve on the Board in an ex officio capacity. The President shall serve as chairman.
- B. The total voting Board Members shall always be an odd number.
- C. The President, Vice President, Secretary, Treasurer, Unit Director, and the four (4) Members At-Large have voting privileges.
- D. A simple majority vote in the affirmative is required to pass any motion or resolution brought to a vote. Votes may be cast by a show of hands, voice, or by secret ballot, as the assembled body shall require.
- E. The four (4) Members-at-Large shall each represent the membership from two districts. The combined districts represented are: 12 & 14, 23 & 24, 22 & 35, and 21 & 30.
- F. The four (4) Members-at-Large shall not have a rank or position as an Administrative or Operations Officer in WCRS
- G. The President, Vice President, Secretary, Under-Secretary, Treasurer, and Under-Treasurer need not be members of the Williamson County Rescue Squad.
- H. The regular meeting of the Board of Directors shall be held on the 4th (fourth) Tuesday of each month at a designated location and time otherwise noted.

SECTION 2 – DUTIES

- A. President
 - 1. It shall be the duty of the president to:
 - a. Serve as the Chief Administrative Officer of the Board of Directors.
 - b. Be accountable to the membership of WCRS
 - c. Preside at all Board of Directors meetings.
 - d. Call special meetings when in his/her judgment they are necessary

ARTICLE III – cont.

- e. Appoint all administration-related committees.
- f. Enforce the observance of the By-laws.
- g. With the advice and consent of the Board, make every effort to further the objective and stimulate the further development of the organization
- h. Make every effort to further the goals and objectives of the organization and at all times representing the organization in a professional manner recognizing his/her behavior is a direct representation of the entire organization.
- i. Not vote on any question other than the election of officers and members. He shall, however, cast the tie-breaking vote when required.

B. Vice President

- 1. It shall be the duty of the Vice President to:
 - a. Assume the duties of President in the event of absence or inability of the President to serve, with all the rights, privileges, and powers pertaining to the office.

C. Secretary

- 1. It shall be the duty of the Secretary to:
 - a. Keep accurate minutes of all regular and special meetings of the Board of Directors in appropriate form. At the discretion of the President of the Board of Directors, the Secretary may keep minutes from committee meetings.
 - b. Co-sign checks in the absence of the Treasurer or President.

D. Treasurer

- 1. It shall be the duty of the Treasurer to:
 - a. Be bonded with a security bond paid for by the WCRS
 - b. Pay all bills from their respective accounts upon the approval of the President or Chief.

ARTICLE III – cont.

- c. Record all monetary transactions.
- d. Have in possession the monetary reports and annual budget of the Board of Directors.

E. Unit Director

- 1. It shall be the duty of the Unit Director to:
 - a. Be the WCRS spokesperson to the Tennessee Association of Rescue Squads (“TARS”), which is headquartered in Knoxville.
 - b. To attend state function as our representative with all voting privileges.

F. Members-at-Large

- 1. It shall be the duty of the Members-at-Large to:
 - a. Assist the management of the affairs of the Board of Directors
 - b. Accept and perform tasks and duties specifically delegated by the Board of Directors as a whole.

SECTION 3 – TERMS OF OFFICE

A. President

- 1. The Administrative term of President shall be 2 (two) years.
- 2. In the event an elected President is unable to complete his/her term, the Vice President shall fill the position of President until a special called election can be held to fill the position.

B. Vice President - The Administrative term of the Vice-President shall be 2 (two) years.

C. Secretary - The Administrative term of Secretary shall be 2 (two) years.

D. Treasurer - The Administrative term of Treasurer shall be 2 (two) years.

E. Unit Director - The Administrative term of the Unit Director shall be 2 (two) years.

F. Members-at-Large – The Administrative term of the Members-at-Large shall be 2 (two) years.

ARTICLE III – cont.

SECTION 4 - POSITION DESCRIPTIONS

- A. The Board of Directors shall be responsible for creating and implementing position descriptions of all employed, appointed, and elected positions. Documentation of these approved positions descriptions along with the position's authority (if applicable) shall be placed in the squads By-Laws and Suggested Operating Procedures (“SOP”) manual under a separate section termed “Position Descriptions” and shall be subject to periodic review by the Board of Directors.

SECTION 5 - ELECTIONS

- A. The following officers shall be elected by the members of the general membership: President, Vice President, Secretary, Treasurer, Unit Director, Four (4) Members at Large.
- B. Schedule of Elections – The following time table of elections shall serve as a schedule for the Board of Directors.
1. The following positions shall be processed for election in the **even** numbered calendar of years: President, Secretary, and two (2) Members-at-Large.
 2. The following positions shall be processed for election in the **odd** numbered calendar of years: Vice President, Treasurer, Unit Director, and two Members-at-Large.
- C. Fifty-one percent (51 %) of the total active membership, less those excused, must be present in order to conduct an election of administrative officer(s).
- D. Newly elected officers shall be installed at the first regular meeting in July.
- E. Should a Secretary or Treasurer be re-elected, he/she may request the Board of Directors' approval to continue with the present Under-Secretary/Under-Treasurer.
- F. A simple majority vote in the affirmative is required to pass any elected position brought to a vote. Votes may be cast by a show of hands, voice, or by secret ballot, as the assembled body shall require. The results of the vote, pass/fail, and the amount of votes for each shall be duly announced and recorded.
- G. Absentee ballots - A WCRS member may submit an absentee ballot for the election of each administrative officer by submitting the name of the candidate and their elected position in writing on a separate piece of paper. Each completed piece of paper shall be placed in a sealed envelope and delivered personally to the Chief, President, or Secretary. The Chief, President, and Secretary shall then turn each absentee voting ballot envelope over to the Nominating Committee Chairman.

ARTICLE III – cont.

SECTION 6 – PURCHASING

- A. Checks for purchases must be signed by two of the following persons: Treasurer, President, Vice President, and/or Secretary.
- B. All new purchases less than fifty dollars (\$50.00) may be made from petty cash. Receipts must be turned in for all petty cash purchases.
- C. Purchases not to exceed five hundred dollars (\$500.00) for new supplies, material, and equipment may be authorized by the Chief or President. Purchases exceeding five hundred dollars (\$500.00) shall be brought before the Board of Directors for review and approval.
- D. Replacement parts and repairs of equipment not to exceed one thousand five hundred dollars (\$1,500.00) may be authorized by the Chief or President. Purchases exceeding one thousand five hundred dollars (\$1,500.00) shall be brought before the Board of Directors for review and approval.
- E. Any expenditure for capital items to be financed by long term debt shall not be expended or obligated unless approval has been given by the Williamson County Commission Budget Committee.
- F. Authorization requests for capital expenditures by committees within their allocated budgets must be made by the committee chairperson to the Chief.
- G. Authorization for capital expenditures by committees outside their allocated budgets must be made by the committee chairperson to the Chief, and presented to the Board of Directors by the Chief. If immediate action is necessary the Chief can secure approval from the President and the Treasurer.
- H. Reimbursement to members for their expenses to training seminars and/or meetings may be paid to members up to the allotted amount, by the following process.
 - 1. Prior to the start of training obtain approval by a Chief Officer and Training Officer.
 - 2. Participant must submit reimbursement request within 7 days of the event to the treasurer.
 - 3. Monies will be paid after a copy of awarded certificate is submitted.
- I. All Transactions will occur in U.S. Dollars.

ARTICLE III – cont.

SECTION 7 – SOLICITING BIDS

- A. Purchases up to & including \$5,000.00 may be secured without soliciting bids. Items purchased at less than this limit should, whenever possible, be based upon at least three (3) competitive bids. Competitive bids may be solicited by telephone, fax machine or email.

- B. For purchases greater than \$5,000.00, a sealed bid must be initiated. Sealed bids shall be solicited by public notice inserted at least once in a newspaper of county-wide circulation five (5) days prior to the final date for submitting bids. When necessary, sealed bids may also be solicited by sending requests by mail to prospective suppliers. All such notices shall include a general description of the materials, supplies, equipment, and contractual services to be purchased. They shall state where bid forms may be obtained, and the time and place of opening bids.

- C. Requisitions for items estimated to cost an amount such as to require public newspaper notice shall not be subdivided in order to circumvent the requirement for public newspaper notice as herein provided.

- D. Bids and/or quotes shall be considered to the lowest and best bidder, taking into consideration the qualities of the articles to be supplied, their conformity with the specifications, and their suitability to the requirements of the department, and delivery terms. Any or all bids and/or quotes may be rejected for good cause.

ARTICLE IV

SECTION 1 – OPERATIONS DIVISION

- A. The members of the Operations Division shall consist of the following: Chief, Assistant Chief, Administrative Captain, Fire Marshal, Safety Officer, Training Officers, (District) Captains, (District) Lieutenants, Regular Members, and Probationary Members.

SECTION 2 – OPERATIONS DIVISION OFFICERS

- A. The Operations Division Officers shall consist of the following: Chief, Assistant Chief, Administrative Captain, Fire Marshall, Safety Officer, Training Officers, (District) Captains, and (District) Lieutenants.
- B. The Chief shall be appointed by the Board of Directors
- C. All other officers shall be appointed by the Chief with notification to the Board of Directors.

SECTION 3 – OPERATIONS DIVISION OFFICERS MEETING

- A. During the Operations Division Officers Meeting the Chief, Assistant Chief, Fire Marshal, Safety Officer, Training Captain, and (district) Captains have voting privileges.
- B. A simple majority vote in the affirmative is required to pass any motion or resolution brought to a vote. Votes may be cast by a show of hands, voice, or by secret ballot, as the assembled body shall require. The results of the vote, pass/fail, and the amount of votes for each shall be duly announced and recorded.
- C. The regular meeting of the Operations Division Officers Meeting shall be held on the 3rd (third) Tuesday of each month at a designated time & location unless otherwise noted.

ARTICLE V

SECTION 1 - APPOINTED POSITIONS

- A. The position of Chaplain, Under-Secretary, and Under-Treasurer shall be appointed by the Board of Directors at their first meeting every August.

SECTION 2 - DUTIES

A. Chaplain

1. It shall be the duty of the Chaplain to:
 - a. Provide spiritual and personal counseling to firefighters and other staff members.
 - b. Assist in any way possible when fire personnel are seriously injured, ill, or deceased.
 - c. Be available to all fire personnel. Any communications a person makes to the Chaplain is strictly on a confidential basis and will not be released to departmental members or any other person. Any fire personnel may go to the Chaplain without having to notify his or her supervisor or anyone else.
 - d. Attend WCRS Board of Directors or Operations meetings, when requested.
 - e. Be available to fire personnel to assist with unusual problems encountered when the normal channels of solution do not remove the stress.
 - f. Responds to all major fire situations for aid to fire personnel and to aid in panic situations with civilians.
 - g. Be available to victims of tragedy to help citizens receive aid from the American Red Cross and other organizations.
 - h. Keep distraught citizens from interfering with the work of Firefighters or rescue attempts.
 - i. Reports to hospitals in case of major injuries, quickly determines the extent of injuries, notify family members, and provide transportation if needed.
 - j. Work with family members of deceased Firefighters, to comfort them & to make sure they are aware of all benefits available to them.

ARTICLE V – cont.

B. Under-Secretary

1. It shall be the duty of the Under-Secretary to:
 - a. Learn the position by assisting the Secretary.
 - b. Assume (with the Board of Directors' approval) the responsibility of Secretary in the event the present Secretary is unable to complete his/her term.
2. In the event an appointed Under-Secretary is unable to complete his/her term, the Board of Directors shall seek to re-fill the position.
3. The Under Secretary is not authorized to sign checks.

C. Under-Treasurer

1. It shall be the duty of the Under-Treasurer to:
 - a. Learn the position by assisting the Treasurer.
 - b. Assume (with the Board of Directors' approval) the responsibility of Treasurer in the event the present Treasurer is unable to complete his/her term.
2. In the event an appointed Under-Treasurer is unable to complete his/her term, the Board of Directors shall seek to re-fill the position.
3. The Under Treasurer is not authorized to sign checks.

ARTICLE VI

SECTION 1 – MEMBERSHIP

- A. Probationary Membership -This class of membership is open to any qualified applicant at least eighteen (18) years of age, without any felony conviction, and has been approved by a simple majority vote of the membership present and voting. The probationary membership shall serve as a training period. Probationary Members must have completed the required training set forth by the Training Committee and outlined in the SOP, before responding to any emergency calls. Any probationary member who misses and is not excused from three (3) consecutive regular membership meetings will be automatically dismissed from the WCRS. Probationary Members cannot endorse an application for membership.
- B. Probationary Firefighters – This class of membership is open to any Probationary Member who has completed all required training at a minimum, the State of Tennessee 64 Hour Basic Firefighting Course (or equivalent). This class of membership is also open to applicants who have prior firefighting experience and have successfully passed the testing set forth by the Training Committee. Probationary Firefighters are required to perform all duties of Active Membership. Probationary Firefighters wishing to obtain Active Membership status must also obtain a State of Tennessee licensure as an Emergency Medical Responder (EMR) or higher. Failure to meet training or medical licensure requirements within a year of Probationary Firefighter status may result in a review by the Operation Committee.
- C. Active Membership - This class of membership is open to any probationary member/firefighter having successfully completed the required training, at a minimum the State of Tennessee 64 Hour Basic Firefighting Course (or equivalent), or a former member of WCRS who left in good standing. All Members are required to attend monthly WCRS stand-by duty. If no substitute is found, they are to contact their company officer. Any member missing more than two (2) scheduled stand-bys in a twelve (12) month period shall be suspended from active duties until reviewed by the Operations Division for consultation and or disciplinary action. Any Active Member who misses and is not excused from three (3) consecutive regular membership meetings shall be suspended from active duties until reviewed by the Operations Division for consultation and/or disciplinary action. Any Member who has been dismissed from WCRS cannot re-apply for a period of one (1) year. All Active Members will be required to meet the Williamson County, Length of Service Awards Program (LOSAP) requirements per year. Any member who does not meet these requirements in a calendar year will be subject for review by the Operations Committee. The Operations Committee on an annual basis will review all Active Members individual responses to all dispatched alarms. Based on this review, they may set a minimum alarm response requirement for the membership. All Active Members shall be responsible to meet this requirement; failure to do so may result in a review by the Operations Committee.

ARTICLE VI – cont.

- D. Lifetime Membership - This class of membership is open to charter members, past Chiefs and Active Members with ten (10) or more years of Active Service, prior to application. Lifetime members shall have all privileges and rights of Active members.
1. Active Lifetime Membership - If a Lifetime Member chooses to participate as an Active member, they will be assigned to one of the stations and or companies within the WCRS subject to all rules and By-Laws governing Active membership with the exception of attendance at membership meetings and standby's. Active Lifetime Members shall be required to attend at a minimum: one (1) membership meeting every six (6) months and attend their assigned Company Standby once every three (3) months.
 2. Inactive Lifetime Membership - If a Lifetime Member does not meet these requirements, they will be become an Inactive Lifetime Member, and they will be required to turn in all gear assigned to them.
- E. Honorary Membership - This class of membership shall consist of persons recommended to the membership by the Board of Directors who have excelled in supporting the principles and goals of WCRS and are accepted by a simple majority vote of the membership present and voting. This is an honorary position only. Honorary members may be elected to serve the position of President, Secretary, Treasurer, or Chaplain.

SECTION 2 - APPLICANT QUALIFICATIONS

- A. Admissions test - Each applicant whose application was submitted after January 1st, 1983, must complete an admissions test before a member of the Training/Membership Committee before his/her application can be voted on for probationary or active membership.
- B. Each applicant for active membership must be at least 18 years of age, and of good moral character.
- C. Any applicant not accepted may resubmit an application after a waiting period of 1 (one) year.
- D. Probationary members cannot endorse an application for membership

SECTION 3 – VACANCY

- A. All applicants for membership must be referred to the Training / Membership Committee. The applicant will be investigated to determine whether he/she desires to become a member, and whether he/she can meet the Squad's requirements. If the committee's findings are in the affirmative, his/her name will be placed in line for nomination by the Training / Membership Committee chairperson. If the committee's findings are negative, they shall report their findings to the Squad, the vacancy will still be open, and the same procedure shall be required to fill the vacancy.

ARTICLE VI – cont.

- B. Anytime a vacancy occurs, any or all members may refer an application to the Training / Membership Committee. Upon completion of the Training/Membership Committee's investigation, a preferential ballot shall be used to determine who shall be voted on for membership. Each member lists the candidates' names in the order of preference on a secret ballot; the candidate with the greatest number of number one slots wins the preferential ballot.
- C. Anytime the above mentioned process of elimination is completed, an affirmative vote of a simple majority of the members present and voting shall be required to make the final selection.

SECTION 4 - RESIGNATION

- A. Any Member wishing to resign from WCRS shall give written notification to the Chief or Assistant Chief. Upon resignation, the member can re-apply to WCRS whenever time warrants availability, with no time discrepancies.

SECTION 5 - LEAVES OF ABSENCE

- A. A leave of absence is available to any active member who meets the qualifications detailed below. A member who is on a leave of absence, shall not attend any emergency or non-emergency squad functions unless approved by the Chief and / or the Operations Division.
- B. A written request shall be made to the Operations Division requesting a leave. All requests will be reviewed by the Operations Division prior to approval. The review shall consider the member's level of activity, level of training, seniority and other pertinent factors in granting a leave. A member who is on any type of probation may not request a leave of absence. (i.e. disciplinary probation or probationary member) It is the responsibility of the member on leave to keep their Company Officer informed of the status of their leave. The Chief and/or the Operations Division reserves the right to request the return of any WCRS issued equipment upon notification of approval of leave.
- C. Special - Health Leave: A Health Leave may be granted for up to five (5) years, subject to review at any time at the discretion of the Chief. The Chief and / or the Operations Division reserve the right to request the return of any WCRS issued equipment upon review of the leave. Any member requesting to be placed on a Health leave shall provide written documentation from the member's doctor that shows his / her ability or inability to perform duties as an active member of the WCRS. When the member requests to return to active membership he/she must provide documentation from their doctor releasing them for active duty.

ARTICLE VI – cont.

- D. The member that is on either of the above listed leaves of absence will not receive credit for Lifetime Membership or the LOSAP program during the period of the leave unless approved by the Chief and / or the Operations Division.
- E. All leaves of absence are subject to review by the Chief and / or the Operations Division at any time. The Chief and / or the Operations Division retain the right to revoke any leaves upon their review.

SECTION 6 – AUTHORITY

- A. A Squad member shall conduct himself at all times in such a manner as to command the respect of the membership and general public.
- B. The Chief of the Squad can authorize active members who are over the age of 21, have an EVOC course, and at minimum, be at the position of Driver, to display and use red lights and sirens on their private vehicles, pursuant to Tennessee Code Annotated 55-8-101, (2) and 55-9-201, (c), as amended in 1983. The Chief can also revoke this privilege at his/her discretion.
- C. No Squad member will be authorized by the Squad to carry any firearms.
- D. Any member in good standing, and who is a member of TARS, will have authority to use TARS license tags on their private vehicle. Members who have not paid their dues are not permitted to buy TARS category license tags.
- E. All members shall refrain from being a party to any malicious gossip, report, or activity that would tend to disrupt Squad morale or bring discredit to the Squad or any member(s) thereof; or make derogatory statements or adversely criticize Squad policy, activities, or officers, except in written and oral report to the Chief or Operations Division.

SECTION 7 – INFRACTIONS OR VIOLATIONS

- A. Should any member commit any infraction or violation of any Rule(s), Regulation(s), or By-Law(s) of the organization, upon written and signed complaint, his/her name shall be submitted to their superior officer for consideration of the alleged violation(s).
- B. For members dismissed from the Squad, the Squad will also pay transfer fees to revoke TARS category license tags, “F” category license tags, and “E” category license tags.
- C. Any member who violates the laws of the United States, the State of Tennessee, or local ordinances, is subject to an administration leave, at the discretion of the Chief, pending outcome of such actions in question. Members who are convicted of a crime are subject to appropriate disciplinary action.

ARTICLE VI – cont.

- D. The following Disciplinary Action may be assessed against any member of the organization.
1. Verbal Counseling (Documentation only)
 2. Written Reprimand
 - a. Documentation
 - b. Probation (Time in / Time out)
 - c. Suspension (Time in / Time out)
 - d. Dismissal
- E. Chain of Command for Disciplinary Procedures:
1. Company officer with non-bias officer.
 2. Assistant Chief
 3. Chief
 4. Operation Division
 5. Appeal to General Membership (Dismissal) or Appeal to Board of Directors (Officer Demotions)
- F. Reports Of Disciplinary Action Taken Or Recommended - Whenever disciplinary action is taken or recommended, a written report must be submitted to the Chief within seventy two (72) hours of the occurrence, on the appropriate form in quadruplicate; the original and three copies containing the following information:
1. The name, rank, and assignment of the person being disciplined.
 2. The date(s), time(s) and location(s) of the incident(s).
 3. The section(s) of the By-Laws allegedly violated.
 4. A complete statement of the facts of the alleged misconduct.
 5. The disciplinary action(s) imposed or recommended.
 6. The written signature and rank of the preparing officer, a non-bias officer, and his/her position relating to the member being disciplined.

ARTICLE VI – cont.

- G. Distribution Of Reports Of Disciplinary Action - The report shall be distributed as follows: original to the Operations Division, one (1) copy to the member being disciplined, one (1) copy for the Squad files, and one (1) copy to be retained by the officer taking action.
- H. Informing The Person Being Disciplined - The member being disciplined shall be informed of the charges made and the disciplinary action taken, and that he/she has a right to appeal any disciplinary decision through the Chain of Command.
- I. Appeal process to the General Membership for Dismissal from the organization:
1. The appellant shall bring his / her appeal of Dismissal before the membership at the next general membership meeting.
 2. The appellant and a member representing the Operation Division shall present their case before the membership.
 3. A secret ballot, in written form shall be taken on the dismissal appeal. The votes shall be counted by the chairperson of the meeting, with a member selected by the appellant observing.
 4. Decision of the Membership is final.
- J. Appeal process to the Board of Directors for officer demotions:
1. Any Operations Division officer not properly carrying out his/her duties shall be subject to review by the Operations Division, which may then refer the matter to the Board of Directors with any recommendations for proper action.
 2. Any officer has a right to appeal his / her demotion to the WCRS Board of Directors.
 3. The officer needs to submit the appeal in writing to the Board of Directors, stating specifically where he / she disagrees with the Operations Division decision.
 4. The Board of Directors will review all evidence presented, including reports and written evidence at a Board of Directors meeting, with the appeal on the agenda.
 5. If the Board of Directors finds any evidence to support the Operations Division decision, then the Board of Directors will uphold the Operations Division decision.
 6. Decision of the Board of Directors is final.

ARTICLE VII

SECTION 1 – MEMBERSHIP MEETINGS

- A. Regular Membership Meetings shall be on the first Tuesday of each month at 1900 hours (7:00 p.m.) at headquarters.
- B. Fifty percent (50%) of the total voting active membership, less those properly excused, must be present to conduct business. Should, during the course of the business meeting, an emergency call arise, and as such, less than 50% (fifty percent) of the voting membership remain, the business meeting shall recess or be adjourned.
- C. The annual meeting and banquet shall be held on the Third Saturday following July 1st, unless otherwise rescheduled by the Board of Directors.

ARTICLE VIII

SECTION 1 - COMMITTEES

- D. The Chief and President shall serve as ex-officio members of all committees.
- E. **Committee Meetings** - Fifty percent (50%) of the committee members must be present in order to conduct official committee business.
- F. **Nominations Committee** - The WCRS President shall appoint a Nominations Committee on the first meeting night in April. The committee shall make its presentation and written report on the first meeting night in May, prior to the election on the first meeting night in June. The Committee will take into consideration the duration of the position, the qualifications of the individuals available, the past desire shown by individuals, and the level of responsibility needed for the position when choosing its nominees. After the Nominations Committee has made their presentations, the floor shall be opened for nominations from the membership.
- G. **Training / Membership Committee** - The Training / Membership Committee shall be appointed by the Training Officers. The Training / Membership Committee shall be chaired by the Training Officer Captain.
- H. **Training / Membership Committee** - The Training / Membership Committee shall be appointed by the Training Officers. The Training / Membership Committee shall be chaired by the Training Officer Captain.
1. Some of their duties include:
 - a. Receive and investigate applications for membership, testing of prospective members.
 - b. Overseeing the department's participation in the state certification program.
 - c. Evaluation of each member's training.
 - d. Safety.
 2. The Training Committee reserves the right to recommend any change to any one's membership status to the Operations Division. All membership status changes with the exception of Honorary Membership, shall be finalized by a majority vote of the Operations Division.
- I. **Portable Equipment Committee** - The Portable Equipment Committee shall be appointed by the Board of Directors. This committee shall oversee the maintenance and recommend the purchase of Squad equipment that is not permanently attached to Squad vehicles or buildings, with the exception of communications related equipment.

ARTICLE VIII – cont.

- J. **Public Relations Committee** -The Public Relations Committee shall be appointed by the Board of Directors. This committee shall be responsible for dealing with media agencies such as television, radio, and newspaper representatives, conducting public education seminars, and providing Squad information material to the general public.
- K. **Water Committee** - The Water Committee shall be appointed by the Board of Directors. The Water Committee shall be responsible for hydrant maintenance, painting, repair notification, testing and placement of hydrant markers. In addition, the Water Committee shall strive to supply WCRS with maps that illustrate the locations of all water supplies.
- L. **By-Laws Committee** - Selected Board of Directors personnel shall serve as this committee. They will be responsible for the By-Laws, and any proposed changes must be submitted to the Board of Directors in writing.
- M. **Budget Committee** - Selected Board of Directors personnel shall serve as this committee. The Treasurer shall serve as chairperson. The budget committee shall assist the Treasurer in budget preparation and WCRS fund raising events.
- N. **Banquet Committee** - This committee shall be appointed by the Board of Directors 6 (six) months prior to the annual meeting.
- O. **Building Committee** - The building committee shall be members appointed by the Board of Directors from the active membership. The committee shall serve for a period of one (1) year. One (1) member of the committee shall serve as chairman, and the committee shall meet a minimum of once per month; the time and place to be set by the committee. The Building Committee shall have the responsibility and oversight of all maintenance, repair, modification, and construction of all Squad stations, buildings, and properties. The committee shall insure that all Squad buildings, stations, and properties shall meet state and local building codes as they apply, and to insure the safety of personnel and equipment. No modifications or repairs shall be undertaken without the building committee's approval unless an emergency situation arises which jeopardizes personal safety or Squad operations. In the event of such, the building committee must be notified of the action and reasons as soon as possible. The committee shall be empowered to establish bidding procedures, set projects out for bids, review and process bids, award bids, enter into binding contracts for services on behalf of the Williamson County Rescue Squad, Inc., impose disciplinary actions as outlined in Article III, Section 6 of these By-Laws for person(s) performing unauthorized maintenance, repair, and/or construction, establish and submit budgets for maintenance, repair, and construction to the budget committee, and to spend said approved budgeted funds in a manner consistent with the WCRS By-Laws and Squad policies.

ARTICLE VIII – cont.

- P. Accident Investigation Committee (AIC)** - The purpose of this committee is to investigate accidents, so as to allow through its officers, to take remedial actions to avoid future accidents of similar type or kind.
1. **Formation** - The AIC committee shall be up to five (5) members, consisting of up to three (3) Law Enforcement Officers. These Officers shall come from local Law Enforcement agencies. There shall be two (2) members of the Williamson County Rescue Squad, who have working knowledge of the operation of heavy equipment and preferably experience in the maintenance of heavy equipment. The committee members shall be approved by the chief of the Williamson County Rescue Squad.
 2. **Duties**
 - a. The AIC shall be responsible for reviewing, investigating, and issuing findings on all vehicle accidents. These involve any squad member operating any squad vehicle or driving on squad property with their personal owned vehicle, while responding to an emergency call in their P.O.V., when damages exceed \$1000. All incidents under \$1000 shall be handled at the discretion of the Chief, who will solely determine an estimate of damages. Any driving complaints received on any member of the WCRS in squad vehicles will be investigated by the Operations Committee. Any driving complaints received on any member of the WCRS in their P.O.V.'s will be investigated by the Chief.
 - b. The AIC shall report to the Operations Committee the result of its findings. These findings can be based in part on evidence from outside sources, but the AIC is free to exercise its independent judgment, and is not bound by outside findings.
 3. **Meetings**
 - a. An AIC member shall be notified as soon as an accident occurs or as soon as possible. The AIC member shall make the determination if AIC members shall respond to the scene to investigate and/or photograph the scene. Once all the information and evidence is obtained for the investigation, the AIC committee shall meet and render its findings. The AIC committee shall meet within 14 days of the initial incident.
 - b. The member(s) involved in the accident which is investigated has the right to appear before the AIC, if he/she desires and must appear if he/she is requested to do so. The member shall notify the chairperson if he/she wishes to attend the meeting. The member shall leave the meeting when asked to do so by the AIC. The AIC shall notify the member at least twenty four (24) hours in advance if the person(s) are needed to appear.

ARTICLE VIII – cont.

4. Findings - The AIC Committee shall give a report of its findings to the Chief of the WCRS The Operations Committee shall review their findings and make a final determination on all action(s) taken against any member(s) who are being investigated. Notification of decision shall be sent by U. S. Postal certified mail to the member(s) in question.
5. Appeal - Any member believing he/she has been treated unfairly by the AIC has a right to appeal.
 - a. The member must appeal to the Operations Committee in writing. The written appeal must specifically set forth the grounds for the appeal and the relief sought.
 - b. The appeal must be received by the Chief of the W.C.R.S within five (5) days of notice to the member(s) in question, of the decision of the Operations Committee. If no appeal is filed, the decision of the Operations Committee is final and no further appeal is allowed.
 - c. The Operations Committee must render a decision on the appeal at their next regular scheduled meeting; notification of the decision of the appeal shall be given by the chief of the WCRS to the member(s) who requested the appeal.
 - d. The decision of the Operations Committee on the appeal is final.
6. Right to Reopen the Investigation
 - a. The AIC has the right to reopen and review a prior investigation, should it be found that there was material evidence, not known at the time of the original investigation, which would have affected the investigation and its outcome.
 - b. A limitation of one (1) year is imposed on reopening an investigation.
7. Guidelines for Recommendations
 - a. Incidents shall be divided as follows:
 - Type 1 - All types of property damage of less than \$1000
 - Type 2 - All types of property damage only, but greater than \$1000.
 - Type 3 - Personal injury with or without property damage. Personal injury is defined as; any bodily injury requiring professional medical attention.
 - Type 4 - Reckless driving with or without any property damage.

ARTICLE VIII – cont.

b. Initial Action - The Driver shall have all driving privileges temporarily suspended until the Operation's Committee renders its decision. On all type 2 incidents or greater, the Chief of the WCRS shall make the initial assessment on the incident(s) in question.

c. If it is determined that the driver is responsible, the Operations Committee can order the following measures to be enacted:

Type 1 accidents - The Operations Committee can recommend as a minimum, counseling the driver, and as a maximum suspend his/her driving privileges for up to six (6) months, and additional training as deemed necessary.

Type 2 accidents - The Operations Committee can recommend as a minimum, counseling the driver, and as a maximum, revoke his/her driving privileges.

Type 3 accidents - The Operations Committee can recommend as a minimum, suspend driving privileges for three (3) months, and as a maximum, revoke driving privileges.

Type 4 incidents - The Operations Committee can as a minimum, counsel the driver, and as a maximum, revoke his/her driving privileges.

d. The Operations Committee reserves the right to exceed any of the above recommendations. Driving privileges are to be defined as the right to drive any WCRS owned vehicle at any time.

8. Record Keeping

a. These records shall be used for the purpose to enable the officers of the WCRS to take remedial action.

b. The AIC shall maintain its own files regarding investigations. The files will contain at a minimum:

(1) Minutes of each meeting.

(2) A copy of the findings as reported to the Operation's Committee.

(3) A copy of the drivers report.

(4) A copy of any witness report(s).

(5) Any further information used by the AIC in its determination(s).

ARTICLE VIII – cont.

- c. The AIC shall furnish the Chief with a copy of the notification(s) referring to the member(s) in question.
- d. The Operation's Committee shall furnish the proper officer with a copy of the final decision, which was sent to the member(s) so that it may be placed in his/her personnel file.
- e. The AIC shall be furnished with a camera for the purpose of investigations; this will be supplied by the WCRS.

Q. **Safety Committee** – The Safety Officer shall serve as chairman of this committee with the responsibility of submitting a budget. Members of this committee shall be appointed by the Safety Officer with approval from the Chief. The district Captain's shall serve on the Safety Committee as the representative of their respective district or the Captain may appoint a member to represent his/her district. The chairman of the committee may appoint other positions as needed. The safety committee shall meet no less than once every three months. The safety officer shall appoint no less than an officer to assume his responsibilities in an extended absence. All members of the safety committee shall hold the responsibilities in the capacity of the position of Assistant Safety Officer.

ARTICLE IX

SECTION 1 – EQUIPMENT

- A. No Squad member shall request and/or use equipment for his/her own personal pleasures, monetary or commercial gain, or in any way commercialize on membership in the Squad.

ARTICLE X

SECTION 1 – DRUG AND ALCOHOL POLICY

ARTICLE XI

SECTION 1 - SUGGESTED OPERATING PROCEDURES

- A. The Suggested Operating Procedures (“SOP”) of WCRS will govern the daily operations of the Squad. The SOP will not supersede, override, delete, or, in any way, conflict the existing By-Laws of WCRS.
- B. A simple majority affirmative vote at a meeting of the Operations Division Officers will be necessary to enact or delete any SOP, rule or regulation. A copy of the SOP shall accompany the By-Laws to allow viewing and updating.
- C. Any SOP changes enacted by the Operations Division Officers will be given to the Secretary of the Board of Directors, who in turn will update the WCRS master files.

ARTICLE XII

SECTION 1 – AMENDMENTS

- A. The WCRS By-Laws may be amended by presenting in writing the proposed change to the WCRS Board of Directors. The proposed amendment will be tabled for a minimum of 20 days or the next regularly scheduled meeting, whichever is greater.
- B. During the time period stated the proposal shall be read at the regular membership meetings and posted at all stations for review. The proposal shall be referred to any committee(s) affected by the proposal. The involved committee(s) shall report their concerns to the Board of Directors.
- C. After the time period has expired, the proposed amendment shall be brought before the next regular membership meeting for a vote. If approved by a majority of the members present, the amendment shall be considered adopted.

Appendix A:

Departmental Counseling and Disciplinary Form

Date: _____

Member's Name: _____

Rank: _____

Offense Date: _____

Sections of Manual Violated: _____

Action Taken: _____ Verbal Counseling
 _____ Written Reprimand - Documentation
 _____ Probation (From _____ to _____)
 _____ Suspension (From _____ to _____)
 _____ Dismissal

Administration Comments: _____

Member Comments: _____

Member's Signature: _____

Officer's Signature: _____

Witness Signature: _____

Appendix B:

REVISION/AMENDMENT LOG

**REVISION APPROVED BY THE BYLAWS COMMITTEE – February 2017
REVISION APPROVED BY VOTE OF MEMBERSHIP – March 2017**

This revision took the previous bylaws of 2013 and reformatted the layout. Minor text changes, spelling corrections, and grammar usages were made. The four Members-at-Large on the Board of Director was revised to group the present eight stations.

Example of amendment below:

**AMENDMENTS APPROVED BY THE BYLAWS COMMITTEE – April 2018
AMENDED BY VOTE OF MEMBERSHIP – May 2018**

The change was to allow the Secretary and Treasurer to serve longer than three one-year terms.