

By-Laws

Jackson County Rescue Inc.

PO Box 158
Sylva, NC 28779

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ARTICLE I - ORGANIZATION

The name of the organization is the JACKSON COUNTY RESCUE SQUAD, INC.

ARTICLE II - PURPOSE

- A. That others may live.
- B. To promote within the unit the highest humane practices; to encourage participation of all members in the solution of all rescue problems; to arouse Allegiance to a genuine spirit of rescue squad standards.
- C. To encourage higher standards for rescue units, and to aid in securing and maintaining professional improvements.
- D. To cooperate with national, state, local governments, civic organizations, and individuals in providing assistance of any nature consistent with rescue squad activities; and aid in the interpreting to the public the problem, functions, and progress of rescue work.

ARTICLE III - RULES OF ORDER

Roberts rules of order shall be the authority on all questions of procedures in meetings not specifically stated in the articles of incorporation and these Bylaws. A quorum of the board is four voting board members. A quorum of the membership is eight full time voting members.

ARTICLE IV - NOMINATION AND ELECTION

Section 1 - Nominating Committee

A nominating committee appointed by the Chief/CEO shall present a slate of officers on the night of the election. Nominations may also be made from the floor by any full member.

Section 2 - General Requirements

All officers except the outside board member must have been in active full time squad membership continuously for the last 3 years. They must hold North Carolina "Technical Rescuer" Certification or equivalent and be at least 21 years of age.

Section 3 - Eligibility to Vote or Nominate during Elections

Only active members at the election meeting will be eligible to make nominations or vote in the election.

Section 4 - Date of Election

Elections will be held on the 4th Tuesday of September.

Section 5 - Election Method

All officers shall be elected by secret ballot during the election meeting.

Section 6 - Take Office

All officers shall take office at the close of the election.

ARTICLE V - Board/Officers

Section 1 - General

- A. The six elected officers shall serve as members of the board of directors. The chief (201) shall serve on the board as CEO/Chairman, the assistant chief(202) as CFO, the captain(203) as COO and Finance Officer(208) as both Treasurer and Secretary .
- B. There will be a total of 8 voting board members. This includes all six officer positions, a Member at Large, and an outside board member. The CEO/Chairman shall abstain from voting unless a tie vote exists and will be the tiebreaker.
- C. All officers shall take office immediately after the close of the election.
- D. The terms of office shall not be less than 1 year and no limit set on consecutive terms of office.
- E. In the case of a vacancy, the Chief shall appoint any member that he feels competent to fill the unexpired term, except the Chief position which will be filled by the Assistant Chief and he/she shall appoint any vacancy.
- F. Any of the officers of the squad shall have authority to disperse squad funds from an emergency budget line item provided by the CFO in an emergency, a lengthy squad call or function. The decision to disperse squad funds in an emergency, lengthy call or function will be made by the top ranking officer involved in the matter.
- G. The public member may not be a member of another emergency service (volunteer). He/She may not be serving in any elected government (local).
- H. The board will be administrative advisory counsel and judicial for the squad.
- I. The board may remove from office any officer that it feels is unstable to physically or mentally perform the duties of that office or any officers that are not reasonably performing their duty.
- J. All officers seeking resignation must receive approval of the board.
- K. The board is also empowered to conduct any investigation into squad activities, administration or operation and call necessary members to testify and/or relinquish any records pertaining to the investigation. The board may also at its discretion call outside persons to conduct investigations and disperse suad funds to pay these individuals.
- L. Nominees will be voted on by the general membership of the squad.
- M. Roster numbers will be provided as defined in Section 2 of this Article.

Section 2 - Duties

201 (Chief / Chief Executive Officer)

- A. Voting Member on the Board in case of a tie as Chief Executive Officer/Board Chairman - The Chief shall preside at all squad meetings, officer meetings, and activities of the squad.
- B. Has operational and administrative authority.
- C. Shall have authority over all administrative, operations and budgetary aspects of the squad and may delegate this authority.
- D. Shall act as the public or media relations officer on all squad functions. The Chief may appoint another squad member to handle public or media relations matters on scene.
- E. Can appoint, instruct, and guide committees for squad business.
- F. He/She is to encourage and solicit cooperation from groups within the local area.
- G. He/She is to see that delegates to district, local, state, and national associations are properly chosen and that these delegates are prepared to speak for the local membership.
- H. He/She is to keep in close contact with national, state, local emergency management, rescue authorities, and associations and to inform the membership on pertinent problems and programs under consideration.
- I. He/She shall appoint the positions of Chaplain, Assistant Chaplain, and Squad Historian at the officers elections yearly.
- J. He/She is to exercise general supervision over all administrative, operations and budgetary aspects of the squad.
- K. He/She may receive, bank, and disperse squad funds following policies set by the CFO.

202 (Assistant Chief / Chief Financial Officer)

- A. Voting Member on the Board as Chief Financial Officer
- B. Has operational and administrative authority.
- C. Shall assume all duties of the Chief, in case of absence or resignation.
- D. Shall have authority over all administrative, operations and budgetary aspects of the squad and may delegate this authority.
- E. Can appoint, instruct, and guide committees for squad business.
- F. Shall act as a morale and attempt to preserve a favorable atmosphere under which the squad can operate.
- G. Shall act as officer in charge of members adherence to By-Laws, Policies, and

Regulations set forth by the squad.

- H. Responsible for or may delegate all media releases to the news media concerning squad activities, calls, and functions.
- I. He/She may receive, bank, and disperse squad funds.
- J. He/She may delegate disbursement of budgeted or emergency funds.
- K. He/She is responsible to ensure the squad operates from a budget and has authority to ensure that it does.

203 (Captain / Chief Operations Officer)

- A. Voting Member on the Board as Chief Operations Officer
- B. Has operational and administrative authority.
- C. Shall assume all duties of the Assistant Chief in case of absence or resignation.
- D. Oversees all training and equipment matters that may come before the squad.
- E. He/She will have authority on all calls acting as a line officer.
- F. He/She will be responsible for overseeing all building and vehicle maintenance and upkeep.
- G. He/She will assist the Chief and Assistant Chief in any matters that may come before them.
- H. He/She will assume the duties and responsibilities of Safety Officer at all times.

204 (1st Lieutenant / Training Officer)

- A. Voting Member on the Board as member of the board.
- B. Has operational and administrative authority.
- C. Has administrative authority in regards to training.
- D. He/She will be responsible for all training programs of the squad under the Captain and will report any training matters to the Captain.
- E. He/She will make available to the squad not less than 36 hours continuing education and coordinate the continuing education from outside sources.

205 (2nd Lieutenant / Equipment Officer)

- A. Voting Member on the Board as a member of the board.
- B. Has operational and administrative authority.
- C. Has administrative authority in regards to equipment.
- D. He/She will be responsible for all squad equipment and will report all equipment matters to the Captain.
- E. He/She will issue and receive all equipment to squad members making sure equipment is in good condition and clean.
- F. He/She shall keep appropriate records of all equipment issued and received.
- G. He/She may appoint up to 2 members to help with all equipment duties. The

appointed members are to report equipment matters directly to the 2nd Lieutenant. The equipment assistants have no administrative or operational authority.

208 (Finance Officer/Treasurer & Secretary)

- A. Voting Member on the Board as Treasurer/Secretary
- B. Has operational and administrative authority.
- C. He/She is to keep accurate minutes of all meetings.
- D. He/She will have administrative authority and report to the Assistant Chief / CFO.
- E. He/She shall keep a register of the post office addresses of each member which shall be furnished by such members..
- F. He/She is to receive, bank, and disperse squad funds following policies set by the CFO.
- G. He/She is to keep all records and all ledger accounts of receipts and expenditures.
- H. He/She may delegate disbursement of budgeted or emergency funds.

209 (Member at Large)

- A. Voting Member on the Board.
- B. Has operational Authority only.

280 (Outside Board Member)

- A. Voting Member on the Board.
- B. Has no operational or administrative Authority.

Section 3 - Appointments of the Chief (201)

Chaplain

- A. He shall conduct a brief devotional prior to all meetings.
- B. He shall render aid and comfort when necessary.

Assistant Chaplain

He/She shall assist the Chaplain and serve in his capacity in his absence.

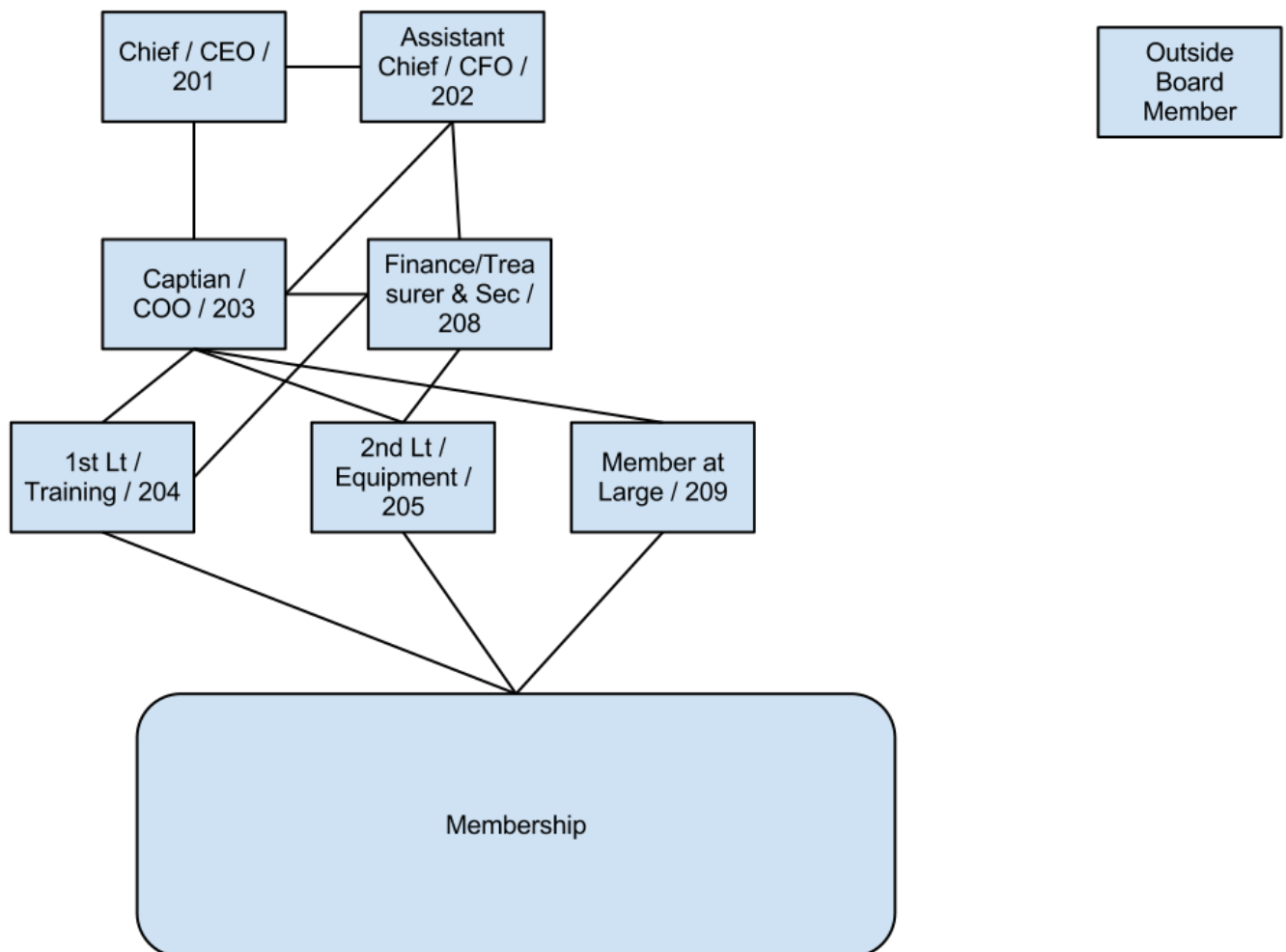
Squad Historian

- A. He/She shall take pictures and notes of any sentimental type squad functions. Keep scrapbooks and newspaper articles of squad related activities.
- B. He/She will be responsible for keeping up to date pictures of members and activities for squad and regional functions.

Section 4 - Outside Board Member

- A. Voting Member on the Board
- B. This member may not be a member of another emergency service (volunteer). He/She may not be serving in any elected government (local).
- C. Has no operational or administrative authority.

Section 5 - Organizational Chart



ARTICLE VIII - APPLICATION FOR NEW MEMBERSHIP

Section 1 - Felons

Any applicant requesting membership must not be a convicted felon. Any member convicted of a felony may be removed from the membership by the board.

Section 2 - Resident

Any applicant requesting membership must reside in Jackson County on a permanent basis and have lived in Jackson County for no less than 2 years at time of application screening.

Section 3 - Required Records

Any applicant must provide a complete Department of Motor Vehicles drivers record. Drivers record must be with application and available for screening committee review before applicant is screen by the appointed screening committee. Additional records requirements can be defined by policies set by the board or SOG.

Section 4 - Required References

Any applicant must provide 3 letters of reference and the letters must be available to the screening committee before applicant is screened for membership.

Section 5 - Education Requirement

Any applicant must hold a High School Diploma or GED to be considered for membership.

Section 6 - Probation Period

Any applicant approved by the screening committee and the general membership of the squad will then be placed on a 2 month trial period, during this period the new member shall attend all meetings, training sessions, and work details. Any new member on the 2 month trial period may be dismissed from the squad without any explanation from the squad. Any member must complete ICS training to include 100,200,700 and 800 or the future equivalent. This may be extended up to one month with training officer approval.

ICS training must be completed prior to any vote on their 4 month period. Members failing to complete may be dropped by the membership. Upon completion of the trial period the new member will be promoted to a 4 month probation period and will be issued squad equipment.

ARTICLE IX - JUNIOR RESCUE MEMBERS

Section 1 - Application

- A. The Junior Rescue Program will be limited to five cadet members. The Cadet Members will be designated with call numbers ranging from 250 through 254.
- B. The junior rescue program will be limited to five members.
- C. Applicant must have written from parent/guardian and principal as well as three letters of reference.
- D. Applicant must be 16-18 years of age with a valid drivers license.
- E. Applicant must have no traffic violations.

Section 2 - Education Requirements

- A. The cadet will be on probation until graduation. After the cadet has turned 18 and graduated he/she will be brought before the squad for full membership.
- B. The cadet must remain in school and maintain an overall C average or higher. If the cadet grades fall below required C average the cadet will receive squad restriction and 1 warning per semester and the overall average must be pulled up to requirements.
- C. The cadet cannot leave, or skip school for a squad call or function.
- D. Fighting will not be tolerated. The cadet will be dismissed from the squad if caught fighting on or off of school grounds, the decision for dismissal will be made by the officers of the squad upon investigation of the circumstances.

Section 3 - General

- A. Each cadet will be assigned, by the Chief, a senior rescue member as a mentor. The cadet will comply with their mentor guidance at all times with no questioning.
- B. The cadet must maintain a good appearance and represent the squad in a good manner at all times.

- C. The cadet must use appropriate language and gestures.
- D. The cadet must comply with the Bylaws and rules set forth by the squad.
- E. The cadet may be dismissed from the squad with no reason given with approval of the Chief.
- F. The cadet cannot consume alcoholic beverages at any time.
- G. The Cadet cannot use tobacco products while on a squad call or function.

Section 4 - Driving

- A. The cadet may not drive a rescue vehicle on a call.
- B. The cadet may not have a red-light/emergency lighting or siren in his/her vehicle at any time.
- C. The cadet may not run emergency traffic for any reason. This includes running stop signs, red lights, and speeding.

Section 5 - Calls

- A. The cadet may not participate in an extrication and must be supervised by an officer for extrication training.
- B. The cadet may assist on a search with the approval of the Chief or the officer in command and be placed with a senior member.
- C. The cadet will be issued a traffic vest and must wear reflective gear/clothing when on scene of an accident and during all traffic related functions.

Section 6 - Training

- A. The cadet must maintain a minimum of 36 training hours per year.
- B. The cadet must complete one special project for the squad a year that must be approved by the Chief and their mentor.
- C. The cadet will be expected to help with general maintenance of the building, rescue vehicles and equipment.

Section 7 - Meetings

- A. The cadet will not be allowed to vote.
- B. The cadet will not be allowed present during meetings involving important business or personnel issues.

ARTICLE X - LADIES AUXILIARY

Section 1 - Governed

The Ladies Auxiliary is not governed by the Rescue Squad By-Laws.

Section 2 - Cause and Function

The Ladies Auxiliary were granted permission to write their own By-Laws pertaining to their cause and functions, any question pertaining to the Ladies Auxiliary shall be directed to the attached copy of their own By-laws in which they are governed by.

Section 3 - Roster Numbers

The Ladies Auxiliary members shall be designated with call numbers ranging from 270 through 279.

Section 4 - Dissolution

The board at any time may dissolve, cease, and/or reform the ladies auxiliary.

ARTICLE XI - ACTIVE RESERVES

Section 1 - Definition

The squad shall have an Active Reserve comprising of eight (8) members or less. These Active Reserve members will have specialized training to be beneficial to the squad in times of need. The Active Reserve members shall be designated with call number ranging from 280 to 288. The 280 roster number is reserved for the outside board member.

Section 2 - Oversight

The Active Reserves shall be overseen by the Captain of the squad. The Captain of the squad shall keep close contact with the Active Reserves and setup training functions and meetings with the Active Reserve members.

Section 3 - Training

To remain a member on the squads Active Reserve list he/she must attend 36 hours training per year and must respond to any call request, when requested by the Chief, Assistant Chief or Captain of the squad.

Section 4 - Dismissal

Any member of the Active Reserves with the exception of the outside board member may be dismissed from the Active Reserves without reasons given by the Chief(201), Assistant Chief(202), or Captain(203).

Section 5 - Application

All persons seeking to join the Rescue Squad Active Reserves must complete basic application process and present the application to the officers of the squad, the officers of the squad must unanimously approve the member, upon officer approval the member shall then be voted on by the general membership of the squad. Upon majority of the vote by general membership he/she will then be placed on the Active Reserves.

Section 6 - No Voting Rights

Members of the Active Reserves will have no vote in Rescue Squad business meetings.

Section 7 - Outside Member Reservation

The outside Board of Directors member shall be reserved the 1st position of the Active Reserves without approval from offices or any vote from general membership. The outside board member shall also be exempt from the required 12 hours per year training and response requests on operations of the squad.

ARTICLE XII - MEMBERSHIP GENERAL

Section 1 - Confidentiality

At no time shall any squad member speak to public or media relations persons with out permission from the squad Chief or next officer in charge. If any public, media relations, investigators, PI's questions a squad member of about a squad call or function, the squad member shall give no information and direct the persons questioning to the Chief or next officer available.

Section 2 - Obey Laws

All members of the squad must obey all laws set forth by the State of North Carolina at all times.

Section 3 - Charged with Crimes

Any squad member charged with any crimes must immediately notify the Chief of the alleged crime committed and charges involved.

Section 4 - Inactive Duty

Any member of the squad charged with any crime exceeding a minor misdemeanor, will be placed on temporary administrative leave pending outcome of court hearing or trial.

Section 5 - Under the Influence

All member of the squad shall never attend any squad function under the influence of alcohol or drugs.

Section 6 - Sexual Harassment

Sexual Harassment will not be tolerated in the Rescue Squad. Any member reported for sexual harassment shall immediately be placed on inactive duty until further investigation by the Officers/Board, a member found guilty of sexual harassment shall immediately be dismissed from the squad in bad standing.

Section 7 - Positive Image

All members of the squad must provide a positive and favorable appeal in the eyes of the public at all times. All squad members shall work together in a positive and favorable

manner at all times. Any and all squad personnel problems, or general squad problems must be dealt with at the squad building. All members shall act mature and professional on any squad function. There shall be no lost tempers, arguments, or fighting on squad functions or call.

Section 8 - Bad Standing Return

Any member of the squad dropped in bad standings and later wishing to return must request a hearing with the Officers and provide reasons he/she shall be permitted to return to the squad. This hearing must be requested in writing.

Section 9 - Past Member Return

Any past member wishing to return to the squad, that has been absent from the squad for over a year must complete the application process as a new member. Any person returning to the squad regardless of years absent from the squad shall gain his/hers past service time back, his/her past served time plus the present served time shall be combined to achieve total time served. No returning member shall be stripped of their past time served with the squad.

Section 10 - Former Jr. Member Return

Any JR. Rescue member dropped from the squad due to grades or dropping out of school may return to the squad by the standard application process once that person is 18 years of age and possess an accredited High School Diploma or GED equivalency diploma.

Section 11 - Modification and Care of Equipment

All squad owned property issued to squad members shall not be modified in any way without first receiving authorization from the Captain, (Safety Officer). All squad owned property issued to members must be taken care of and not abused by the member borrowing the equipment. Any member found to be abusing squad equipment will be asked to pay for any necessary repairs if needed to the equipment that was being abused.

Section 12 - Lost / Stolen Equipment

Any member that has lost equipment belonging to the squad must report the item lost or stolen immediately to the 2nd Lieutenant(205).

Section 13 - Available Inspection

All squad owned equipment issued to members must be available for inspection at all times upon requests of the Chief(201), Assistant Chief(202), Captain(203), or 2nd Lieutenant(205).

Section 14 - Member Suspension

Any officer with administrative authority can suspend a member immediately. Upon suspension the member must turn in all gear to the suspending officer or 2nd Lieutenant at the suspending officers discretion. During suspension the member is barred from responding to any calls, any JCRS facilities, and any meetings not requested by either Chief(201), Assistant Chief(202), or Captain(203) pertaining to the suspension. The suspending officer must in writing detail the reasons and circumstances for the suspension to the Assistant Chief (202). The assistant chief will notify other officers of the suspension and meet as necessary to either clear or further an investigation.

Section 15 - Chain of Command

At all times, all members must follow the chain of command. The chain of command is numerically assigned to officers with the highest level of command the lowest roster number.

ARTICLE XIII - MEETINGS

Section 1 - Monthly Business Meeting

The 4th tuesday of each month will be a business meeting conducted by the Chief(201) or the Assistant Chief(202) in the Chief's absence.

Section 2 - Voting Methods

All personnel issues shall be voted on by secret ballot and all other issues shall be voted on by show of hands.

Section 3 - Voting Rights

For a member in the squad to have voting rights at business meetings the member must be a full time member in good standing.

Section 4 - Special Meeting

A special meeting of the members or Board/Officers may be requested by any officer who feels such a meeting is necessary by notifying the Chief (201) or Assistant Chief (202).

ARTICLE XIV - TRAINING

Section 1 - Minimum Training

Training Officer (204) must offer a minimum of 36 training hours per year (Jan 1st thru Dec 31st). Each member shall have at least 36 hours of training documented and approved through the training officer to remain on the roster. All members shall have at least one major certification approved by NC Office of the State Fire Marshal in the "Technical Rescuer" field within 2 years of becoming a member or within 2 years of November 24th, 2015. Any members not meeting this standard will be dismissed from the squad immediately. Any members dismissed under this section may re-apply as a new member one year from their dismissal date. The captain will be responsible for indicating on the roster start dates and identify those that are in danger of dismissal.

Section 2 - Outside Training

- A. All outside of the department training must be documented with certificate and previous approval must be obtained through the training officer. The use of a squad vehicle or squad equipment in any training event must be approved by the training officer. All training activities are to be coordinated by the training officer.
- B. The squad will not provide meals or entertainment for members attending out of county training. All requests for lodging or squad vehicle use for out of county training must be approved by the Captain(203).

Section 3 - Training Reports

The training officer will file 3 reports with the officers. These will be middle of the year, 90 days prior to the end of the year and yearly reports. These reports should include anyone in jeopardy from not meeting minimums for the year or as a new member.

Section 4 - Member Training Responsibility

Members will responsible for monitoring their training and ensuring that there records are up to date with the training officer (204).

Section 5 - Pro Rate Training

All new members will have their training hours pro-rated on a base of 9 hours for each 3 month period in the squad following December 31st. They will be responsible for obtaining the required 36 hours. The training year will run from January 1st until

December 31st.

ARTICLE XV - INCORPORATION OF SQUAD SOG'S

The Chief, Assistant Chief, and Captain of the Jackson County Rescue Squad shall set forth directives for the operation of Jackson County Rescue Squad events. The directives together will compose the Standard Operating Guidelines of the Jackson County Rescue Squad. They will amend, cancel, or make new directives as seen fit. All directives will remain in place until ratified by a Chief elected by the General Membership of the Jackson County Rescue Squad. Directives will address operational issues of the Jackson County Rescue Squad. Violations of the SOG's may result in disciplinary action as set forth by the Chief(201), Assistant Chief(202), or Captain(203) after a review of the totality of the circumstances. Disciplinary action may include but is not limited to remediation, probation, suspension, or termination.

ARTICLE XVI - AMENDMENT REQUIREMENTS

These Bylaws may be amended by a 2/3 majority vote of the membership at any business meeting provided that notice in writing of proposed amendment has been filed with the Chief at least 2 weeks in advance of the meeting date. Proposes of amendments must be accompanied by at least 6 active members signatures not to include the writer of the amendment or amendments. The board may also amend or replace bylaws with a majority board vote during any board meeting with reasonable notice of two days given to all board members.