

**RAPPAHANNOCK COUNTY VOLUNTEER FIRE
AND RESCUE ASSOCIATION
BYLAWS**

ARTICLE I

NAME

The name and title of the organization shall be the **Rappahannock County Volunteer Fire and Rescue Association (RCVF&RA)**.

ARTICLE II

OBJECTIVE

The objective of this association shall be:

1. The promotion of professional and social relationships among the several Member Volunteer Fire Departments/Companies and Rescue Squads to develop better fire-fighting, fire prevention, and rescue techniques.
2. Promote the passage of beneficial legislation.
3. To render benevolent assistance to its members whom, in the performance of their duties as members of volunteer fire departments/companies and rescue squads may sustain injury.

ARTICLE III

ORGANIZATION

SECTION 1. There shall be a board of representatives consisting of three (3) delegates and three (3) alternates from each member company of the association. Each company will submit in writing, within 30 days after its own Company/Department election the names of delegates and alternates to the secretary of the association each year.

SECTION 2. The officers of the association shall be:

President
Vice President
Secretary
Treasurer

SECTION 3. The board of directors shall consist of the four (4) elected officers of the association and three elected directors, and the past president, one of which shall be named as registered agent.

ARTICLE IV

ELECTION OF OFFICERS AND DIRECTORS

SECTION 1. A President, Vice President, Secretary, and Treasurer and a three (3) year member to the Board of Directors shall be elected at the December meeting of this association by a majority vote of the member delegates present. The elected Officers will assume office on January 1 and serve through December 31 of the following year.

SECTION 2. Voting shall be by written ballot per Article VI, Para 1.

SECTION 3. Each year the current members serving the three (3) and two (2) year board member terms would assume the two (2) and one (1) year board member would no longer serve, being released upon election of the new three (3) year board member.

SECTION 4. A person may hold the office of president from a member company/department for not more than two (2) successive terms, but if after serving one (1) term, the president does not seek re-election or declines the nomination for a second term a person from another member company/department shall fill the office of President by the succeeding company.

SECTION 5. Rotating in numerical order in the member companies/departments shall hold the office of president. If any company/department declines to present a nominee, then the privilege of presenting a nominee shall pass to the next company/department in order.

SECTION 6. The office of Vice President may be held by the succeeding company/department in numerical order for the position of President.

ARTICLE V

MEETINGS

SECTION 1. The January meeting of this Association shall be the annual meeting and shall be held on the third Friday of January.

SECTION 2. Regular meeting of this Association shall be held on the third Friday of each month and will not be cancelled or postponed except for severe weather conditions unless decided by the members at the previous meeting.

SECTION 3. The meeting will be held at each company/department in the following rotational order. If any company/department cannot host the meeting when it is their turn, a swap may be made between the companies provided there is a minimum of two weeks prior to the meeting to allow for ample notification of members. If the next scheduled host company knows in advance of their inability to host the meeting, a motion can be made at the regularly scheduled monthly meeting for a change in venue. The meetings will then revert back to the normal rotation after the swap.

monthly meetings will be held at the next company/department in order:

Washington	Co 1
Sperryville Fire	Co 2
Amissville	Co 3
Flint Hill	Co 4
Castleton	Co 5
Sperryville Rescue	Co 7
Chester Gap	Co 9

SECTION 4. The president, a majority vote of the Executive committee or a majority of the members present at the annual or any regular meeting may call special meeting.

ARTICLE VI

VOTING

SECTION 1. Each Rappahannock member company/department shall be entitled to one (1) vote per attending per attending delegate, not to exceed a maximum of three (3) votes on any subject which may come before any meeting.

SECTION 2. A quorum shall consist of a minimum of four (4) companies/departments with at least one (1) delegate from each company/department present. An alternate from any company or department may vote in place of the delegate from his/her company/department that is absent.

SECTION 3. In order to retain voting privileges, each member company/department must be represented at every meeting by a minimum of either one (1) delegate or alternative. Any company/department not represented as stated at two (2) consecutive meeting will not have voting privileges until they have been represented as stated at two- (2) consecutive meeting.

ARTICLE VII

DUTIES OF OFFICERS

SECTION 1. PRESIDENT:

- A. Preside at all meeting and preserve order.
- B. Conduct business in accordance with the constitution and bylaws of this organization.
- C. Execute contracts and agreements as approved by the Association.
- D. Ensure that all contracts and agreements approved by the Association are in writing signed by the President and Secretary.
- E. Empowered to seek grants.
- F. Represent this Association as appropriate.
- G. Appoint appropriate committees.
- H. Appoint the Chaplain.

SECTION 2. VICE PRESIDENT:

- A. Assume the duties of the President in his/her absence.

SECTION 3. SECRETARY

- A. Call the roll at each meeting.
- B. Keep minutes of all meeting of the Association.
- C. Keep active rolls and attendance records of the membership of the Association.
- D. Act as custodian of all records, books, and papers belonging to the Association except for the financial records.
- E. Responsible for the issuance of all notices of meeting of the Association.
- F. Sign all contracts and agreements approved by the Association (as a second signature with the President).

SECTION 4. TREASUER

- A. Receive and disburse all funds belonging to the Association.
- B. Keep all records of all receipts and disbursements, to be open at all times to inspection by the officers of this Association, and shall submit a detailed report of such receipts.
- C. The Association shall ensure that the treasurer is bonded in the amount of Fifty Thousand Dollars (\$50,000).

ARTICLE VIII

COMMITTEES

SECTION 1. There shall be five (5)-standing committees, namely:

- Executive/Board of Directors
- Legislative
- Operating, Standard Practices and Training
- Chief and Communications
- Program
- Nominating

SECTION 2. Each of the above committees shall consist of not less than three (3) members each appointed by the President, and may be delegates, alternates or members of member company/departments. The Chief and Communications committee shall consist of the Chief and Rescue Captain of each member fire company/department and the Rescue Captain of each member Rescue company/department. The Executive committee shall be composed of the elected officers, including the past president.

SECTION 3. DUTIES OF COMMITTEES:

LEGISLATIVE:

- A. Prepare and present with its recommendation for action by the association, changes in the existing statutory provisions deemed appropriate by the committee and such changes as may be requested by the Association.
- B. Prepare and the association for action by the Association, drafts of proposed statutory provisions deemed appropriate by the committee or as may request present with its recommendations.
- C. Prepare and present its opinion when requested by the President or Association as to proper construction of statutory provisions, rules, or regulations.
- D. Perform such other duties as may be delegated by the President or Association.

OPERATING, STANDARD PRACTICES, AND TRAINING:

- A. On it's own initiative or upon request of the Association, formulate and present to the association for action, such rules and regulations as may be necessary to ensure standard operation practices to govern action and conduct where two (2) or more member company/departments are dispatched or respond to the same fire or other emergencies.
- B. Responsible for the annual tire school and rescue training.

PROGRAM

- A. From time to time, arrange for programs of interest at regular meeting of the Association.
- B. Be responsible for the *annual banquet*.

EXECUTIVE/BOARD OF DIRECTORS

- A. The present President shall be its Chairman.
- B. Meet on call of the President
- C. To act on behalf of the Association in urgent matters that requires action prior to the next regular meeting.
- D. The Secretary at the next Association Meeting shall report all activities of this committee.

NOMINATING

- A. At the regular meeting in October of each year the President shall appoint a Committee of not less than three (3) persons to act as a nominating committee.
- B. At the regular meeting in November the nominating committee shall present a slate of nominees consisting of one (1) or more delegates for each elected office. Delegates from the member companies/departments may make other nominations from the floor at this meeting. The nominations will then be closed.

CHIEFS AND COMMUNICATIONS

On its own initiative or upon request of the Association, formulate and present to the Association for action, any proposals that:

- A. Keep the association on a trend of modernization.
- B. Any actions involving communications that concern the association.
- C. Actions of any other nature that are referred to it by the association.
- D. Any action that furthers the objectives of the association as stated in Article II Para 1.

ARTICLE IX

MEMBERSHIP

SECTION 1. Membership in this association shall be limited to duly organized volunteer fire companies/departments or separate rescue squads incorporated as nonprofit organizations under the code of Virginia who own and maintain in serviceable condition not less than:

- A. One (1) 500gpm pumper with booster tank or
- B. One (1) piece of auxiliary motorized fire fighting equipment or
- C. One Ambulance in good condition (meeting all state requirements).

SECTION 2. Members of each company/department belonging to this Association, who are in good standing in their respective companies/departments, shall be entitled to full membership rights and privileges in this Association.

ARTICLE X

ORDER OF BUSINESS

SECTION 1. The order of business at meeting shall be:

- Invocation
- Roll Call
- Reading of Minutes
- Treasurer's report
- Communications and Bills
- Reports of standing committees
- Reports of special committees
- State Forest Warden Report
- Unfinished Business
- New Business
- Adjournment
- Program (If Scheduled)

ARTICLE XI
AMENDING THE BY LAWS

SECTION 1. These by laws may be amended at any time in regular meeting by a majority vote, provided that notice and content of the proposed amendment or amendments shall have been presented in writing at the proceeding regular meeting and turned over to the Legislative Committee for review and presentation at the next regular meeting.

ARTICLE XII
GENERAL

SECTION 1. The officers of this Association shall have no power, as such, over the Internal affairs of any member Company/Department.

SECTION 2. Any motion duly passed or failed by a majority vote of the association at a regular or special meeting will not be able to be brought before the association again for a vote for a period of six (6) months.

ARTICLE XIII
PARLIAMENTARY AUTHORITY

SECTION 1. The rules contained in Robert's Rules of Order shall govern this Association in all cases to which they are applicable, and in which they are not inconsistent with the by-laws or special rules of this Association.

These by-laws are hereby declared effective by a majority vote of the membership present on December 15, 2017

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PRESIDENT

SECRETARY