Constitution and Bylaws of the Virginia Tech Rescue Squad
Last Amended: 9/21/2014

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Constitution of the Virginia Tech Rescue Squad

Article I – Name

The name of this organization shall be the Virginia Tech Rescue Squad (hereafter referred to as “Squad”).

Article II – Objectives

A. The primary objective of the Squad shall be to provide emergency medical and rescue services for the Virginia Polytechnic Institute and State University (hereafter referred to as the University) and surrounding communities when called upon to do so. The Squad shall also fulfill the following:

1. Form a body of persons thoroughly trained in emergency medical services.

2. Provide emergency medical training and education for the University and surrounding communities.

B. The mission statement of the Squad shall be:

The Virginia Tech Rescue Squad provides exceptional emergency medical care to the students, faculty, staff, and visitors of Virginia Polytechnic Institute and State University. We uphold a duty to our community through commitment to training, education, and outreach at the local, state, and national level, and we aim for excellence in the field of emergency medical services.

Article III – Membership

A. There shall be seven classes of membership: Probationary, Active, Associate, Inactive, Life, Alumni, and Honorary.

1. A Probationary Member is a candidate for membership at the Squad. A probate shall serve a minimum probationary period as outlined in the Standard Operating Procedures and Policies and Procedures of the Squad (hereafter referred to as SOPs and P&Ps.) A Probate may not vote at Business Meetings unless the exception is specified in the Constitution or Bylaws and in the case of annual awards. The Probate must take part in any training program outlined in SOPs or P&Ps. To attain any further membership status, with the exception of Honorary Membership, a member must have successfully completed the Probationary process.

2. An Active Member shall be any member who meets the following:

   a. Has been elected to Active Status as set forth in the BYLAWS OF THE VIRGINIA TECH RESCUE SQUAD (hereafter referred to as the Bylaws.)

   b. Active duty requirements as outlined in P&Ps.

   c. Currently enrolled as a full-time or part-time student at Virginia Tech.

   d. There are no exceptions to the above requirements.
3. An **Associate Member** shall be any member who cannot meet the requirements of Active Membership, but offers significant contributions to the operations and/or administration of the Squad, and is voted in as such. An Associate Member may not vote at Business Meetings unless the exception is specified in the Constitution or Bylaws and in the case of annual awards. An associate member is required to submit a contract to the Personnel Lieutenant before coming up for a vote as outlined in the Bylaws.

4. An **Inactive Member** shall be any member who has achieved Active Membership status but cannot fulfill the duties of Active or Associate Membership. An Inactive Member may not vote at Business Meetings unless the exception is specified in the Constitution or Bylaws and in the case of annual awards.

5. A **Life Member** shall be any member or former member who has been nominated and voted as such according to the Constitution and Bylaws of the Squad. This member shall be a member of the Virginia Tech Rescue Squad Life Member and Alumni Association (VTRSLMAA).

6. Any graduating Active Member leaving the squad who is in good standing, financially and contractually, with the Squad while not on suspension shall be considered an **Alumni Member** and will be a member of the VTRSLMAA unless voted otherwise in accordance with the Bylaws.

7. Any individual who maintains no other membership status in the Squad may be elected as an **Honorary Member**. Honorary Members have no duties, responsibilities, or privileges except those granted by general membership.

**Article IV – Officers**

A. The Line Officers of the Squad shall be the Chief, Administrative Captain, Operational Captain, Personnel Lieutenant, Training Lieutenant, Equipment Lieutenant, Vehicles Lieutenant, Communications Lieutenant, and Special Operations Lieutenant. These officers shall perform the duties as outlined in this Constitution, the Bylaws, SOPs, and P&Ps of the Squad.

B. The Secondary Officers of the Squad shall be the Financial Officer, Infection Control Officer, Records Management Officer, Alumni Liaison, IT Assistant, and Secretary. These officers shall perform the duties as outlined in this Constitution, the Bylaws, SOPs, and P&Ps of the Squad.

C. The Non-Officer Representatives of the Squad shall be the Member at Large (MAL), Parliamentarian, and the Faculty Representative. These representatives shall perform the duties as outlined in this Constitution, the Bylaws, SOPs, and P&Ps of the Squad.

D. All Line Officers and Non-Officer Representatives shall be elected by the Membership as outlined in the Bylaws of the Squad. The Financial Officer, Secretary, and Infection Control Officer shall be appointed by the Chief. The Alumni Liaison and Records Management Officer shall be appointed by the Administrative Captain. The IT Assistant shall be appointed by the Operational Captain.

E. Only Active Members are eligible for office with exception to the Infection Control Officer, IT Assistance, and Faculty Representative. Furthermore, only Active Members serving as Team Leaders shall be eligible for Line Officer positions. Any University Faculty Member not from the Virginia Tech Police Department or Schiffert Health Center may be eligible for the Faculty Representative position.

F. Should an Active Member serving as an Attendant, Driver, or Attendant in Charge be elected as a Lieutenant, the office will automatically and temporarily become an elected Secondary Officer position and will be referred to as an Officer and not a Lieutenant. Once the Officer begins serving as a Team
Leader, the Officer will automatically hold their respective Line Officer Lieutenant position and will not need to follow election procedures in order to hold the position.

G. All elected officials have a term length of one year with no term limit.

H. All appointees of elected officers will vacate their positions at the same time as the official who appointed them.

I. All officers shall be students registered, at least part-time, at Virginia Tech.

J. Chief

1. The Chief shall be responsible for the enforcement of the Constitution, Bylaws, SOPs, P&Ps, all rules, regulations, duties, and the supervision thereof.

2. The Chief shall be the chief Line Officer and shall be responsible for all operations, Officers, and Representatives of the Squad.

3. The Chief, with input from his Captains, shall establish operating procedures and guidelines for the Squad to be placed in the SOPs as outlined in the Bylaws.

4. The Chief shall work with the Captains to create and maintain P&Ps as outlined in the Bylaws.

5. The Chief shall be the Public Information Officer as well as the primary contact to any University official or representative.

6. The Chief shall call and preside at meetings of the Executive Board.

7. The Chief, along with the Administrative Captain and the Operational Captain, shall be a part of the Policy Group.

K. Administrative Captain

1. The Administrative Captain shall work with the Chief in the enforcement of the Constitution, Bylaws, SOPs, P&Ps, all rules, regulations, duties, and supervision thereof.

2. The Administrative Captain shall be directly responsible for the Personnel Lieutenant, Training Lieutenant, Special Operations Lieutenant, Records Management Officer, Alumni Liaison, their respective appointees, and their functions for the Squad.

3. The Administrative Captain shall work with the Chief to create and maintain P&Ps of a general and administrative nature as outlined in the Bylaws.

4. The Administrative Captain, along with the Chief and the Operational Captain, shall be a part of the Policy Group.

L. Operational Captain

1. The Operational Captain shall be responsible for the enforcement of the Constitution, Bylaws, SOPs, and P&Ps with respect to the activities, duties, and supervision thereof.
2. The Operational Captain shall be directly responsible for the Equipment Lieutenant, Vehicles Lieutenant, Communications Lieutenant, IT assistant, their respective appointees, and all operational functions for the Squad.

3. The Operational Captain shall work with the Chief to create and maintain P&Ps of a general and operational nature as outlined in the Bylaws.

4. The Operational Captain, along with the Chief and the Administrative Captain, shall be a part of the Policy Group.

M. Personnel Lieutenant

1. The Personnel Lieutenant shall be in charge of all personnel and shall ensure that all crews of the Squad are properly manned and that all approved standbys are properly covered.

N. Training Lieutenant

1. The Training Lieutenant shall be in charge of all training and shall see that members are properly trained and shall keep a record of all members to see that their certifications are kept valid and up to date.

O. Equipment Lieutenant

1. The Equipment Lieutenant shall be in charge of medical supplies and equipment of the Squad and ensure that all vehicles are properly equipped.

P. Vehicles Lieutenant

1. The Vehicles Lieutenant shall be in charge of and ensure proper maintenance of all vehicles and vehicular equipment owned and operated by the Squad.

Q. Communications Lieutenant

1. The Communications Lieutenant shall be in charge of and ensure proper maintenance of all communication equipment owned and operated by the Squad.

R. Special Operations Lieutenant

1. The Special Operations Lieutenant shall be responsible for the training of all non-traditional and technical rescues including, but not limited to, the Cycle Emergency Response Team (CERT), the Special Response Vehicle (SRV), vehicular extrications, and technical ropes rescues.

2. The Special Operations Lieutenant shall be responsible for the upkeep and maintenance of the station.

S. Financial Officer

1. The Financial Officer shall maintain all financial records of the Squad and prepare budgets for all Officers.

T. Infection Control Officer
1. The Infection Control Officer shall be responsible for management of disease exposure per the University’s Infection Control Policy, P&Ps, and SOPs.

U. Records Management Officer

1. The Records Management Officer shall be responsible for statistical recording and all reporting of Squad operations.

V. Alumni Liaison

1. The Alumni Liaison shall be responsible for all relations with the VTRSLMAA.

W. IT Assistant

1. The IT Assistant shall assist the VPAS IT Manager with all Squad computing equipment.

X. Secretary

1. The Secretary shall keep accurate records of all meetings of the Executive Board, Squad, any meetings requested by the Chief, and historical records of the Squad.

Y. Member at Large (MAL)

1. The MAL shall be the primary liaison between all officers and general membership.

Z. Parliamentarian

1. The Parliamentarian shall call and preside at the meetings of the Squad and ensure that Parliamentary authority is maintained.

2. The Parliamentarian shall be the interpreter of the Constitution and Bylaws.

AA. Faculty Representative

1. The Faculty Representative shall be responsible for attending meetings of the Executive Board and representing the University Faculty.

Article V – Impeachment of Officers

A. Officers may be removed from office in accordance with the procedures outlined in the Bylaws.

B. Any Officer who shall be removed from office for any cause shall not be reinstated except by proper nomination and voting procedures discussed in the Bylaws.

Article VI – Disciplinary Procedures

A. Disciplinary action may be taken against members for a violation of the Constitution, Bylaws, P&Ps, and SOPs. Such actions shall be taken by the appropriate officer or member as outlined in P&Ps.
Article VII – Meetings

A. The regular Business Meetings of the Squad shall be held the first Sunday of the month at 1900h during fall and spring semesters, with exceptions as follows:

1. A conflict deemed appropriate by the Parliamentarian to move the Business Meeting date and time. The rescheduled meeting must take place within fourteen (14) days of the aforementioned Sunday, except the first Business Meeting of the semester which may be any day of that month. General membership must be notified at least 72 hours prior to the aforementioned Business Meeting.

2. Aforementioned Sunday falls on or after the first day of exams for the spring semester at the University, and before the first day of classes for the fall or spring semester at the University.

B. Special meetings may be called by the Parliamentarian when deemed necessary at such time and place designated. The time and place shall be designated at least seven (7) days in advance.

C. All matters of membership, business, and policies of the Squad shall be transacted at the regular Business Meetings.

D. Only Active Members may make motions, speeches, or otherwise hold the floor unless it has been yielded to them by a member and approved by the parliamentarian.

Article VIII – The Executive Board

A. The Executive Board shall be composed of seven voting members: the Chief, the Administrative Captain, the Operational Captain, the Police Department Representative, the Schiffert Health Center Representative, the MAL, and Faculty Representative. At least five of the seven voting members must be present in order for the Executive Board to conduct business.

B. The Chief of the Squad shall be the chairperson of the Executive Board and will direct discussion. Should the Chief be absent or otherwise incapacitated, the Parliamentarian shall assume the responsibility of the chairperson. In the case of a tie, the vote will be brought to the general membership.

C. The Police Department Representative shall be a member of the Police Department, chosen by the Chief of Police. The Chief of Police may act as the Police Department Representative.

D. The Schiffert Health Center Representative shall be a full time employee of Schiffert Health Center.

E. The Faculty Representative shall be a faculty member not from the Police Department or the Schiffert Health Center.

F. The Secretary and Financial Officer shall be present at all Executive Board meetings as non-voting members.
G. Executive Board meetings are open to the general membership. Executive Board meetings may be closed to everyone except the Executive Board’s voting members and the Secretary if five of the seven voting members deem it necessary. If the meeting is closed, the reason for closure must be documented.

H. Non-members may be invited by any of the Executive Board’s voting members, after gaining approval from the Parliamentarian and Chief.

I. Executive Board shall meet at least once each fall and spring semester. All other Executive Board meetings shall be called to order at the discretion of the Chief.

J. Reports from the Chief, Administrative Captain, Operational Captain, and Financial Officer will be sent electronically to the seven voting members of the Executive Board and the general membership every two months in the fall and spring semesters.

**Article IX – Committees**

A. All special committee shall be appointed by the Policy Group as deemed necessary to carry out work of the Squad.

B. Any committees formed to address a subject which falls under the responsibility of an officer, shall be chaired by that officer with the exception of the Membership Committee in which the Personnel Lieutenant must appoint the chairperson. If the officer is unable to chair the committee, he/she shall appoint a chairperson subject to Policy Group approval.

C. The following committees shall be standing committees of the Squad as outlined in the Bylaws:

1. Membership Committee
2. QA/QI Committee
3. CPR Committee
4. AED Program Committee
5. Vehicles Committee
6. Communications Committee
7. Special Projects Committee
8. Special Operations Committee

**Article X – Parliamentary Authority**

A. The rules contained in the current edition of Robert's Rules of Order shall loosely govern the Squad in all cases to which they are applicable and in which they are not inconsistent with this Constitution, any rules of order the Squad may adopt, or any statutes applicable to the Squad.

B. The membership may vote to suspend Robert's Rules per a specific issue by a majority vote or to adhere strictly to Robert's Rules by majority vote.
Article XI – Additional Documents

A. The Bylaws shall contain detailed procedures for implementing and carrying out the guidelines and framework outlined herein.

B. SOPs, when determined necessary by the Chief, shall contain detailed procedures for calls from dispatch until completion.

C. P&Ps shall contain detailed procedures for everyday operation of the Squad and are created by the Chief, Administrative Captain, and Operational Captain in cooperation.

D. SOPs, while secondary to the Constitution and Bylaws, are the highest authority for issues regarding emergency rescue operations. When there is no applicable SOP, members shall refer to the P&Ps.

Article XII – Amendments

A. This Constitution may be amended at any regular Business Meeting of the Squad by the following procedure:

1. The proposed amendment must be presented to the General Membership at a Business Meeting and then tabled for one month or until the next regularly scheduled Business Meeting at which time it will be voted on.

2. The proposed amendment shall be posted in the station at least one month prior to the vote.

3. An eighty-five (85%) vote shall be required to pass an amendment.

Article XIII – Suspension and Revision of the Constitution

A. Any part of the Constitution may be suspended at any time according to the following procedures.

1. When a motion is made to suspend the Constitution, there shall be a written record containing the specifics of the part or parts suspended, the duration of the suspension and any decisions made while operating outside of the Constitution's confines.

2. An eighty-five percent (85%) vote is required to pass a Constitutional suspension.

B. The Constitution may be rewritten and ratified as per procedures as outlined for an amendment.
Bylaws of the Virginia Tech Rescue Squad

Ratified on 30 March, 2003

Article I – Abbreviations and Terminology

A. The Virginia Tech Rescue Squad shall hereafter be referred to as the Squad.
B. The Constitution of the Virginia Tech Rescue Squad shall hereafter be referred to as the Constitution.
C. This document shall hereafter be referred to as the Bylaws.
D. Standard Operating Procedures shall hereafter be referred to as SOPs.
E. Policies and Procedures shall hereafter be referred to as P&Ps.
F. Virginia Polytechnic Institute and State University shall hereafter be referred to as the University.
G. The Virginia Tech Rescue Squad Life Member and Alumni Association shall hereafter be referred to as the VTRSLMAA.
H. General Membership refers to all Active Voting Members.
I. Business Meeting refers to meetings of the General Membership.
J. The Member at Large shall hereafter be referred to as MAL.
K. Team Leaders shall hereafter be referred to as TLs.
L. Attendants in Charge shall hereafter be referred to as AICs.
M. Drivers in Training shall hereafter be referred to as DRITs.
N. The Rescue Chief of the Virginia Tech Rescue Squad shall hereafter be referred to as Chief.
O. The Vice President for Administration Office shall hereafter be referred to as VPAS.

Article II – Clarification

A. This document is secondary to the Constitution and the latter shall take precedence should any contradictions between the two exist.
B. The Parliamentarian shall interpret this document should its contents or intentions be unclear.

Article III - Membership

A. Membership shall be open to willing individuals of the University or surrounding communities, providing that they are able to fulfill membership requirements as set forth in the Constitution, Bylaws, SOPs, P&Ps, and the Virginia Office of EMS Regulations.
B. Any person desiring membership shall complete the application form prescribed by the Membership Committee chairperson and shall return said application to the Squad for record.

C. Probationary Membership

1. The Membership Committee shall nominate applicants for Probationary Membership status according to P&Ps.

2. Applicants nominated by the Membership Committee shall be subject to approval by the General Membership as follows:
   
a. The aforementioned applicants shall appear before the general membership at the first Business Meeting after nomination for any discussion and/or questioning which requires their presence.

   b. Once their presence is no longer required, the applicants shall leave the meeting until a vote to grant Probationary Membership status has passed. Should one or more applicants not be granted Probationary Membership status, the meeting will recess until the Membership Committee chairperson has informed the applicant(s) of the decision.

   c. A simple majority is required to grant Probationary Membership status.

3. A motion can be made to dismiss a Probationary Member from the Squad during any Business Meeting and shall pass with a simple majority.

D. Active Membership

1. Probationary Members shall appear before the General Membership at the first Business Meeting after completion of the Probationary period as outlined in SOPs and P&Ps.

2. After their presence is no longer required for questioning, the aforementioned Probationary Members shall leave the meeting until all membership votes have been completed.

3. A representative of the Membership Committee shall then make a report on one of the Probationary Members to the membership with a recommendation for action. After the action has been resolved, the representative shall report on the next Probationary Member and shall continue the process after each action until the status of all of the Probationary Members has been resolved.

4. The possible actions that can be taken regarding the aforementioned Probationary Members are as follows:

   a. Move to Active Membership – A three-fourth's (75%) vote shall be required to move to Active Membership.

   b. Move to extend Probationary Membership – A three-fourths (75%) vote shall be required to extend Probationary Membership.

   c. Move to withdraw membership – A simple majority vote shall be required to withdraw membership and dismiss from the Squad.
5. A Probationary Member may only have their Probationary Membership extended if it does not cause their Probationary Membership to extend past a total of 12 weeks.

6. Once all membership votes have been completed, the meeting shall recess until the Administrative Captain, Personnel Lieutenant, and Membership Committee chairperson have informed all of the Probationary Members of the results concerning their membership.

   a. In the event that the Personnel Lieutenant, the Membership Committee chairperson, and/or Administrative Captain are not available, the Chief shall pick members of the Membership Committee to inform the Probationary Members of the results concerning their membership.

7. Those who retain some form of membership with the Squad shall return to the meeting while those who do not shall be dismissed.

E. Associate Membership

1. Any member wishing to attain Associate Membership status must have a contract approved by the General Membership as follows:

   a. A written contract must be submitted to the Personnel Lieutenant and reviewed by the Membership Committee prior to being brought before the General Membership.

   b. After the contract has been reviewed, it shall be brought before the membership at a Business Meeting.

   c. A representative of the Membership Committee shall make a report on the contract with a recommendation for action.

   d. The contract shall be accepted and the member who submitted it elected to Associate Membership status with a three-fourths (75%) vote. If the vote does not pass, that member has the option to return to Active Status, Inactive Status, or to resign.

   e. All associate contracts expire at the end of the semester in which they took effect. An Associate Member wishing to extend a contract must re-file it with the Personnel Lieutenant after which it must once again be reviewed by the Membership Committee and placed before the General Membership.

   f. Any member wishing to continue Associate Membership during winter or summer break may have their contract extended at the last Business Meeting before said break. Such an extension requires a three-fourths (75%) vote and shall last until the first Business Meeting of the next semester. At that time, any further extension must be made in accordance with Article III, Section E, Subsection 1, Part e.

2. Associate Members who fail to fulfill the obligations of their contract shall automatically be moved to Inactive Membership status until a new contract is filed and approved as outlined above.

F. Inactive Membership

1. In the event that an Active Member cannot fulfill the duties of Active Membership, the Personnel Lieutenant shall immediately change that member’s status to that of an Inactive Member.
2. In order to regain Active Membership status, an Inactive Member must fulfill active duty requirements for four consecutive weeks. Return to active duty is automatic upon completion of those four weeks and the status change shall be recorded by the Personnel Lieutenant.

3. At the end of every third month of Inactive Membership status the Inactive Member shall appear before the General Membership at a Business Meeting. After the Inactive Member's presence is no longer required for questioning, he/she shall leave the meeting and the membership shall take one of the following actions:

   a. Extend Inactive Membership status – A simple majority vote is required to extend Inactive Membership status for another three month period.

   b. Dismiss – A three-fourths (75%) vote is required to withdraw membership and dismiss from the Squad.

4. Should the end of a three month period occur during the University's summer recess; the vote shall be postponed until the first Business Meeting of the Fall Semester.

5. Inactive status caused by temporary medical conditions shall not require four weeks of active duty before being reinstated as an Active Member.

G. Life Membership

1. Nominations for Life Membership may be made at any Business Meeting and shall then be tabled for one month.

2. At the next general Business Meeting, the nominated member shall answer any questions asked by the membership before leaving the meeting, at which point the Personnel Lieutenant shall present a report from the facts listed in his/her personnel file.

3. The membership shall then vote to award Life Membership status. A three-fourths (75%) vote is required to award said status.

4. An eighty-five (85%) vote is required to allow a second Life Membership vote. Such a second vote is intended for extreme circumstances.

5. After the vote has been resolved, the Personnel Lieutenant shall inform the aforementioned member of the outcome and escort him/her back to the meeting.

6. Any member (except Probationary and Honorary Members) present at the Business Meeting in which a Life Membership vote is taken, including those who would otherwise have no vote, shall have the right to vote on Life Membership status including the votes outlined in Subsection 4 of this Section. Only Active Members, however, shall be allowed to submit an absentee vote.

H. Alumni Members

1. Any member of the VTRSLMAA that is not also a Life Member, may lose Alumni Member status by a three-fourths (75%) vote of the General Membership.

2. Any member that leaves the squad or is dismissed from the squad while still a full time or part time student at Virginia Tech must be voted into Alumni Member status. A simple majority vote is needed to grant Alumni Membership at the next Business Meeting.
I. Honorary Members

1. Nominations for Honorary membership must be made in writing to the Personnel Lieutenant prior to the Business Meeting at which the vote is to be taken.

2. A three-fourths (75%) vote is required to award Honorary Membership.

3. Any Active, Associate, or Life Member present may vote on the Honorary Membership status of a nominee.

4. Any Honorary Member may lose Honorary status by a three-fourths (75%) vote.

J. Members Running Calls

1. No member, regardless of status, shall run calls unless they meet the requirements set forth in SOPs and P&Ps.

2. The Training Lieutenant shall maintain certification records for all members, Active or otherwise, who wish to run calls. Those not having the minimum required certifications on file shall be prohibited from riding or operating the units.

K. Dismissal of Members

1. Intent to Dismiss
   a. Any Active Member may begin the dismissal process against any Active, Associate, or Inactive Member.
   b. The member starting the dismissal process must write an Intent to Dismiss letter. This letter must contain a copy of the charges describing the reasons for dismissal of the accused member as well as a formal request for a dismissal hearing.
   c. The Parliamentarian shall then inform the accused member of the dismissal process at least one week prior to the hearing. The charged shall also receive a copy of the Intent to Dismiss letter.

2. Dismissal Proceedings
   a. Dismissal hearings shall be conducted at the next Business Meeting before the General Membership. The accused member shall be given the opportunity to be present and argue his case before membership.
      i. Under extenuating circumstances, the Policy Group can table the dismissal hearing until the next Business Meeting. The Policy Group can only table the dismissal hearing once per dismissal process.
   b. Should the Parliamentarian be the accused member, the Parliamentarian shall be considered unable to fulfill his duties and the Chief will name a designee to assume said duties during the proceedings.
   c. After the aforementioned member’s presence is no longer needed, the member shall leave the meeting until general membership votes on the member’s status.
i. The aforementioned member may return to the meeting prior to general membership voting only for additional questioning.

d. After discussion of aforementioned member’s status is completed, all Active Member’s votes will be collected by secret ballot. A three-fourths (75%) vote shall be required to dismiss a member.

i. If not dismissed, the aforementioned member shall return to the meeting.

ii. If dismissed, the aforementioned member will no longer be a member of the squad and no longer be affiliated with the squad.

(1). Once dismissed, the member will be required to forfeit all squad apparel and equipment to the Personnel Lieutenant within 10 days of dismissal.

e. A member cannot be tried for dismissal twice for the same issue after a vote to dismiss has already taken place.

Article IV – Officers

A. Duties and Powers of Office

1. Chief

a. The Chief shall be the head of the Squad and all officers shall report to the Chief. The Chief shall have the authority to override any of his/her officers at any time.

b. The Chief shall have the power to declare duties not outlined in the Constitution or Bylaws as administrative or operational and shall delegate these tasks as necessary.

c. The Chief shall have the authority to issue demerits and otherwise discipline members for breach of Constitution, Bylaws, SOPs, or P&Ps.

d. The Chief may create and maintain SOPs. Changes to SOPs shall take effect at the time designated by the Chief. SOPs may not be overruled by General Membership.

e. The Chief, along with the Administrative Captain and Operational Captain, shall create and maintain P&Ps. Changes to P&Ps shall take effect at the time designated by the Chief and necessary captain and shall remain in effect until changed by the appropriate combination of the Chief, Administrative Captain, and Operational Captain or disapproved by General Membership. P&Ps may be brought before General Membership for challenge at any time. A majority vote is required by General Membership to reject the P&Ps. The rejected P&Ps shall be immediately voided and the appropriate combination of the Chief, Administrative Captain, and Operational Captain shall be responsible for modifying said P&Ps for subsequent approval.

f. The Chief shall have administrative powers and duties that supplement operational functions. This oversight shall be to ensure operational readiness of the Squad.

g. The Chief, or his/her designee, shall provide general reports every two months during the fall and spring semester to the Executive Board and the general membership.
h. The Chief shall serve as a representative to the community and the press, unless he/she designates another member for that purpose.

i. The Chief shall hold regular meetings with the Administrative Captain and Operational Captain to discuss operational, administrative, financial, and future goals and objectives of the squad.

j. The Chief and Financial Officer shall establish an operating budget for the year before the first of October. The budget shall be proposed to the Executive Board for their review prior to last Friday in October of each academic year.

k. The Chief, Administrative Captain, and Operational Captain shall review the budget throughout the year for any necessary changes. Changes shall be submitted to the Executive Board for their review.

l. The Virginia Tech Chief of Police shall have the power to remove the Chief from office at any time. Normal procedures for re-election shall be followed.

2. Administrative Captain

a. The Administrative Captain shall be the administrative head of the Squad and all administrative officers shall report to the Administrative Captain. The Administrative Captain shall have the authority to override any of his/her administrative officers at any time.

b. The Administrative Captain, along with the Chief, shall create and maintain P&Ps in regards to an administrative nature. Changes to P&Ps shall take effect at the time designated by the Administrative Captain and shall remain in effect until changed by a joint decision by the Administrative Captain and Chief or disapproved by General Membership. P&Ps may be brought before General Membership for challenge at any time. A majority vote is required by the group, before whom the challenge is brought, to reject the P&Ps. The rejected P&Ps shall be immediately voided and the Administrative Captain and Chief shall be responsible for modifying said P&Ps for subsequent approval.

c. The Administrative Captain shall have the authority to issue demerits and otherwise discipline members for breach of Constitution, Bylaws, or P&Ps with respect to activities and the duties and supervision thereof.

3. Operational Captain

a. The Operational Captain shall be the operational head of the Squad and all operational officers shall report to the Operational Captain. The Operational Captain shall have the authority to override any of his/her operational officers at any time.

b. The Operational Captain, along with the Chief, shall create and maintain P&Ps in regards to an operational nature. Changes to P&Ps shall take effect at the time designated by the Operational Captain and shall remain in effect until changed by a joint decision by the Operational Captain and Chief or disapproved by General Membership. P&Ps may be brought before General Membership for challenge at any time. A majority vote is required by the group, before whom the challenge is brought, to reject the P&Ps. The rejected P&Ps shall be immediately voided and the Operational Captain and Chief shall be responsible for modifying said P&Ps for subsequent approval.
c. The Operational Captain shall have the authority to issue demerits and otherwise discipline members for breach of Constitution, Bylaws, or P&Ps with respect to activities and the duties and supervision thereof.

4. Personnel Lieutenant

a. The Personnel Lieutenant shall create and maintain accurate records of all members regardless of status. These records shall be made available to the Policy Group upon request. In addition to basic information, current immunization records shall also be kept.

b. The Personnel Lieutenant shall be responsible for accepting, processing, and approving standby requests.

c. The Personnel Lieutenant shall oversee all duty assignments and shall ensure that all duty shifts and standbys are properly covered.

d. The Personnel Lieutenant shall be responsible for the purchase, distribution, maintenance and storage of official Squad paraphernalia such as duty shirts, jackets, jumpsuits, badges, vehicular identification plates, and identification cards.

5. Training Lieutenant

a. The Training Lieutenant shall create and maintain accurate records of all members' certifications regardless of status. These records shall be made available Policy Group upon request.

b. The Training Lieutenant shall report expirations in required certifications to Policy Group, who may suspend the member requiring recertification until it is completed.

c. The Training Lieutenant shall have the authority to convene training sessions and make attendance mandatory.

d. The Training Lieutenant shall directly oversee the advancement of members through the positions of TL and AIC as outlined in SOPs and P&Ps and shall report directly to the Administrative Captain concerning any issues that should arise with that process.

e. The Training Lieutenant shall oversee the DRIT process as outlined in the P&Ps.

6. Equipment Lieutenant

a. The Equipment Lieutenant shall create and maintain accurate records of all Squad equipment. These records shall be made available to the Policy Group upon request.

b. The Equipment Lieutenant shall maintain the equipment of the squad and shall oversee its storage, cleaning, usage, repair, replacement, and distribution.

c. The Equipment Lieutenant shall have the authority to convene training sessions concerning equipment and make attendance mandatory.

d. The Equipment Lieutenant shall work in conjunction with the Training Lieutenant to provide supplies and equipment for Squad training.
7. Vehicles Lieutenant

a. The Vehicles Lieutenant shall create and maintain accurate driving related records for all members regardless of status as well as accurate records of all vehicles. These records shall be made available to Policy Group upon request.

b. The Vehicles Lieutenant shall maintain the vehicles of the Squad and shall oversee its storage, cleaning, usage, repair, and replacement.

c. The Vehicles Lieutenant shall have the authority to revoke driving privileges of any member at any time.

d. The Vehicles Lieutenant shall have the authority to convene vehicle related voluntary or mandated training sessions.

8. Communications Lieutenant

a. The Communications Lieutenant shall create and maintain accurate records of all communications equipment. These records shall be made available to the Policy Group upon request.

b. The Communications Lieutenant shall maintain the radio equipment of the Squad and shall oversee its storage, usage, repair, replacement, and distribution.

c. The Communications Lieutenant shall have the authority to convene communication related voluntary or mandated training sessions.

9. Special Operations Lieutenant

a. The Special Operations Lieutenant shall coordinate the operations of the Division and shall make recommendations to the Chief regarding funding for the Special Operations Division.

b. The Special Operations Lieutenant shall make recommendations to the Chief regarding operational policies for specialized or technical rescues to be included in the P&Ps and SOPs.

c. The Special Operations Lieutenant shall be knowledgeable in all areas under his leadership prior to nomination. The Special Operations Lieutenant shall be actively involved in furthering the Squad’s knowledge of specialized rescue including but not limited to providing current research, training for the general membership, and seeking outside funding sources through various grants and other opportunities to acquire new apparatus and equipment for the Division.

d. The Special Operations Lieutenant shall maintain the bicycles, Special Response Vehicle, and all associated equipment as well as all special or technical rescue equipment and/or apparatus belonging to the Squad and shall oversee its storage, cleaning, usage, repair, replacement and distribution.

e. The Special Operations Lieutenant shall overseen all Special Operations Division training in accordance with P&Ps.
f. The Special Operations Lieutenant shall have the authority to convene Special Operations Division training sessions and meetings and make attendance mandatory for members of the Special Operations Division.

g. The Special Operations Lieutenant shall be responsible for the cleaning, maintenance, and general upkeep of the station.

10. Financial Officer

a. The Financial Officer shall work in conjunction with the VTPD Business Manager, Chief, Administrative Captain, and Operational Captain to manage all expenditures and revenue of the Squad.

b. The Financial Officer shall monitor all expenditures and make sure they follow the budget as approved by the Chief and VTPD.

c. The Financial Officer shall work in conjunction with the Chief to develop a proposed operating budget prior to approval by the Policy Group and VTPD.

d. The Financial Officer shall keep the Chief, Administrative Captain, Operational Captain, and the Executive Board apprised of the financial situation of the Squad and upon request.

e. The Financial Officer shall present a financial summary report to the Executive Board.

11. Infection Control Officer

a. The Infection Control Officer shall assist the Chief in creating and maintaining accurate records of potential infection outbreaks in the Squad. These records shall be made available to Policy Group upon request.

b. The Infection Control Officer shall provide a training every semester and assist in scheduling annual Blood Borne Pathogen classes for the Squad.

12. Records Management Officer

a. The Records Management Officer shall oversee statistical reporting and recording at the direction of the Administrative Captain and P&Ps.

b. The Records Management Officer shall be responsible for accurate and timely submission of electronic patient care information as required by the VA Office of EMS.

13. Alumni Liaison

a. The Alumni Liaison shall oversee relations with the VTRSLMAA and shall work to promote interaction and collaboration between the Squad and the VTRSLMAA.

b. The Alumni Liaison shall serve as a single point of contact for Life or Alumni Member inquiries.

c. The Alumni Liaison shall serve as an advocate for VTRS alumni at Squad functions.
d. The Alumni Liaison shall oversee projects as assigned by the Administrative Captain.

14. IT Assistant

a. The IT Assistant shall assist in ensuring proper maintenance of the computer equipment and reporting software on the Squad.

b. The IT Assistant shall assist VPAS IT in keeping the Squad website updated.

c. The IT Assistant shall assist the Operational Captain with any IT issues that should arise.

15. Secretary

a. The Secretary shall keep accurate records of all meetings of the Executive Board and all meetings of the Squad. He/she shall keep accurate records of other meetings upon request.

b. The Secretary shall have other duties as assigned by the Chief.

c. Shall maintain historical records of the Squad and its operational and social activities at the direction of the President in both paper and electronic form.

16. MAL

a. The MAL shall behave independent of the Line Officers and Secondary Officers.

b. The MAL shall act as a voice of the general membership at the Executive Board meetings.

c. The MAL shall oversee and collect officer evaluations from the general membership with specific regard to an officer’s responsibilities and duties.

d. The MAL shall have no other function, duties, or authority outside of those listed within the Constitution and this document.

17. Parliamentarian

a. The Parliamentarian shall call and preside at all Business Meetings of the Squad and preside at any meeting at the request of the Chief.

b. The Parliamentarian shall be responsible for having a copy of the Constitution, Bylaws, SOPs, P&Ps, and Robert's Rules of Order present at every Business Meeting and meeting of the Executive Board.

18. Faculty Representative

a. The Faculty Representative shall attend all meetings of the Executive Board and be the voice for the Faculty and Staff of the University.

B. Elections
1. Order of Elections

   a. Chief
   b. Administrative Captain
   c. Operational Captain
   d. Personnel Lieutenant
   e. Training Lieutenant
   f. Equipment Lieutenant
   g. Vehicles Lieutenant
   h. Communications Lieutenant
   i. Special Operations Lieutenant
   j. Parliamentarian
   k. MAL
   l. Faculty Representative

2. Nominations

   a. Nominations for all positions listed in Article IV, Section B, Subsection 1 shall be opened one month prior to the election and shall be posted in the station for additions or changes. Nominations shall close at the start of the Business Meeting or at the Parliamentarian’s discretion.

   b. All nominees must be Active members with exception to Faculty Representative. Furthermore, all nominees for Chief, Administrative Captain, Operational Captain, and any Lieutenant position shall serve as a Team Leader upon the day of elections.

   c. Members may nominate themselves for office.

3. Election Guidelines

   a. After nominations have been closed, each office shall be filled in the order listed above in the following manner:
i. The floor may be opened for questioning of the nominees for the office being considered. After the questioning has been finished, the nominees shall leave the room.

ii. After the nominees have left, the floor may be opened for discussion.

iii. After discussion has been closed, a vote shall be taken by secret ballot. The nominee receiving a majority of the votes shall become the officer-elect.

iv. If no nominee has received a majority of the votes after a vote is held, the nominee or nominees receiving the least amount of votes will be removed from the ballot. Another vote by secret ballot will be held and this process shall continue until a nominee on the ballot has received a majority of the votes. Nominees struck from the ballot will not return to the room until all voting has been completed and a nominee has become officer-elect.

v. Under extenuating circumstances where removing the nominee or nominees receiving the least amount of votes will result in only one nominee or no nominee remaining on the ballot, the Parliamentarian shall adjust the voting procedure as fair and necessary with respect to the voting process.

b. The nominees shall then reenter the room and be informed of the results. The officer elect's name shall be removed from the nominee list of any other positions for which it might appear and the elections shall continue with the next office in the order listed in Article IV, Section B, Subsection 1.

c. Any position, with the exception the Chief, Administrative Captain, and Operational Captain may be left vacant by a simple majority. Any position left vacant shall have its responsibilities handled by its respective Captain or his/her designee.

4. Terms

a. The elected officers shall serve for one year, or until they are replaced through impeachment or resignation.

b. Elections will be held at the third to last regularly scheduled Business Meeting of the Spring Semester. The newly elected officers and all appointed officials will take their offices at 0000h on the day after the last day of exams of the Spring Semester.

c. Any elected Attendant, Driver, or AIC fulfilling a Lieutenant position as a Secondary Officer who has not attained his/her TL status by the second to last business meeting of the calendar year shall have his/her position brought to a vote before general membership to decide whether the aforementioned member shall remain in the position or if the position shall become vacant. If the position becomes vacant at the second to last business meeting of the calendar year, the position shall be filled according to normal election procedure as soon as possible.

d. The Secretary shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Chief.

e. The Financial Officer shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Chief.
f. The Infection Control Officer shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Chief.

g. The Records Management Officer shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Administrative Captain.

h. The Alumni Liaison shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Administrative Captain.

i. The IT Assistant shall be appointed and confirmed as soon as possible, and shall serve for one year or until a replacement is named by the Operational Captain.

j. At the Business Meeting following elections, the appointed positions in this subsection must be presented to general membership. A 75% vote is needed to approve all appointed positions. If 75% approval is not achieved, each position will be voted on individually.

k. Appointed positions filled after the second to last Business Meeting must be approved at the soonest Business Meeting individually. A 75% approval rating is needed.

l. In the case that general membership does not approve an appointed official, the position will be considered vacant and the position will be voted upon at the following Business Meeting following the normal election procedure.

m. Any prematurely vacated office shall be filled as soon as possible after the vacancy has occurred and in the same manner of appointed positions. Officers installed in this way shall vacate the position at the same time and in the same manner that the original officer would have.

5. Operational Chain of Command

a. The Chief shall be 1501 and the highest ranking officer in the chain of command.

b. In the month following elections, the Chief-elect, Administrative Captain-elect, and Operational Captain-elect will assign radio numbers (1502-1509) to the Line Officer-elects and will propose this list to general membership at the following Business Meeting.

c. The general membership will vote to approve the list assigned radio numbers, which will need a simple majority to pass.

d. If general membership does not approve the assigned radio numbers, the Chief-elect and Captain-elects will reassign radio numbers and propose a second list to general membership at the final Business Meeting of the spring semester. If general membership does not approve the final list of assigned radio numbers, the assignment of radio numbers will be immediately voted upon by general membership by the following procedure.

i. Discussion will commence amongst the Line Officers-elect and general membership. After this general discussion ends, the Line Officers-elects will leave Business Meeting and discussion amongst membership will commence. At
the end of discussion, membership will vote on each radio number assignment, starting with 1502 and ending with 1509, with each vote requiring a simple majority to assign a radio number. After a radio number has been assigned to a Line Officer-elect, that Line Officer-elect will be removed the ballot for any subsequent radio number voting. After the voting for 1508 has ended, the remaining Lieutenant-elect will be assigned the radio number 1509. The Lieutenant-elects will return to the Business Meeting only after all voting has been completed.

ii. Only Captains can hold the radio numbers 1502 and 1503.

e. If a Lieutenant or Lieutenant-elect resigns or is impeached after radio number assignments are finalized, all Lieutenants or Lieutenant-elects below the radio number of the vacated Lieutenant’s radio number will move up by one radio number. The next Lieutenant to be elected into the position will automatically assume the radio number of 1509.

f. If a Captain or Captain-elect resigns or is impeached after radio number assignments are finalized, the remaining Captain or Captain-elect will assume the radio number 1502. The next Captain to be elected into the position will automatically assume the radio number 1503.

Article V – Impeachment of Officers

A. Intent to Impeach

1. The impeachment process may be started against an officer by any Active Member or upon recommendation by the Executive Board.

2. The member starting the impeachment process, or the Chief (or his/her designee) in the case of an Executive Board recommendation, must write an Intent to Impeach letter. This letter must contain a copy of the charges which may include, but are not limited to malfeasance and misconduct in office, as well as a formal request for impeachment proceedings. If the request does not come from the Executive Board, then it must be given to the Chief.

   a. In the case that the Chief is the member being impeached, he/she will be considered unable to fulfill his/her duties in the process of impeachment. The Parliamentarian will then assume the duties of the Chief in respect to the impeachment process.

3. The Parliamentarian shall then inform the charged officer of impending impeachment proceedings at least one week prior to the first hearing. The charged shall also receive a copy of the Intent to Impeach letter.

   b. In the case that the Parliamentarian is the member being impeached, he/she will be considered unable to fulfill his/her duties in the process of impeachment. The Chief (or his/her designee) will then assume the duties of the Parliamentarian in respect to the impeachment process.
1. Hearings shall be conducted at a Business Meeting before the General Membership. Both the member being charged and the one making the charges shall be present and shall argue their respective cases before the membership.

2. The charged officer is entitled to counsel in the form of an Active or Associate member chosen by the accused or appointed by the Parliamentarian.

3. The accusing party shall present arguments first and the charged shall present last. Between opening and closing remarks, the Parliamentarian shall preside over questioning from the membership.

4. Upon completion of the closing statements, the charged officer shall leave the meeting until general membership votes on the officer’s impeachment.
   a. The charged officer may return to the meeting prior to general membership voting only for additional questioning.

5. At the conclusion of general membership’s discussion, a vote shall be taken by secret ballot. A three-fourths (75%) vote shall be required to remove an officer from office. Such an officer may only be returned to office by following the normal election procedures.

6. An officer cannot be tried for impeachment twice for the same issue after a vote to impeach has already taken place.

Article VI – Business Meetings

A. Business

1. The General Membership shall conduct its business in Business Meetings as outlined in the Constitution.

2. The General Membership shall elect all members and officers, vote on annual awards, and conduct any business not explicitly given to the Executive Board in the Constitution or this document, unless otherwise specified.

3. All business conducted shall be recorded by the Secretary.

B. Absences

1. Business meetings are mandatory for all Active and Probationary members and attendance shall be taken.

2. The Parliamentarian shall have the right to determine what is considered a valid reason for absence and may excuse those who have such a reason.

3. The Parliamentarian shall allow absentee votes in the case of excused absences where the vote in question is known prior to the meeting. Such absentee votes must be submitted in writing to the Parliamentarian before the meeting and proxies in the form of another person shall not be allowed. Absentee votes shall not be counted if there is any discussion pertaining to the vote in question at the Business Meeting for which the absent member was not present.
Article VII – The Executive Board

A. Business

1. The Executive Board shall conduct its business in meetings as outlined in the Constitution and Bylaws.

2. The Executive Board shall oversee and make decisions on the following aspects of Squad business:
   a. Making recommendations for disciplinary proceedings and impeachment not otherwise brought about by the membership
   b. Making recommendations to the Squad.

3. All business conducted shall be recorded by the Secretary.

B. Absences

1. Attendance is mandatory for all members of the Executive Board and attendance shall be taken.

2. Members of the Executive Board may submit absentee votes only with the permission of the Chief.

Article VIII – Committees

A. Membership Committee

1. Members
   a. The Membership Committee shall consist of the Personnel Lieutenant, Administrative Captain, Operational Captain, MAL, and three active members.
   b. The Personnel Lieutenant shall appoint the three active voting members and select one of them to chair the Membership Committee.
   c. The Personnel Lieutenant may remove and replace any member of the committee whom he/she appointed at any time.
   d. The Membership Committee chair shall not have a vote while conducting business except in the case where the chair’s vote will break a tie.

2. Business
   a. The Membership Committee shall be responsible for organizing and overseeing recruitment events, interviewing applicants, and selecting from those applicants which shall be recommended to the General Membership for Probationary Membership
   b. The Membership Committee shall monitor Probationary Members' progress through the Probationary process and recommend at the end of the process whether to dismiss,
extend Probationary Membership, or offer Active Membership to each individual Probationary Member.

c. The Membership Committee shall maintain files on applicants, regardless of their membership status, for a minimum of one year after submission of the last application.

d. The Membership Committee shall oversee the entire membership as directed by P&Ps and the Executive Board.

e. The Membership Committee shall appoint no more than three members to directly train the Probationary Members each semester. These three appointed members will be known as the Probationary Task Force.

f. The Membership Committee shall oversee the members of the Probationary Task Force and remove or replace members of the Probationary Task Force as necessary.

B. QA/QI Committee

1. Members

   a. The QA/QI Committee shall consist of the Training Lieutenant, Administrative Captain, Records Management Officer, and any number of appointed TLs.

   b. The Training Lieutenant shall appoint TLs to the QA/QI Committee as deemed necessary.

   c. The Training Lieutenant shall chair the QA/QI committee.

2. Business

   a. The QA/QI Committee will be responsible for reviewing all call reporting for the Squad and implementing training for call reporting should the Training Lieutenant deem it necessary.

C. CPR Committee

1. Members

   a. The CPR Committee shall consist of the Training Lieutenant, the Administrative Captain, and any number of appointed members.

   b. The Training Lieutenant shall appoint members to the CPR Committee as deemed necessary.

   c. The Training Lieutenant shall choose one of the appointed members to chair the CPR Committee. This chair will be known as the CPR Coordinator. The Training Lieutenant may chair the CPR Committee if deemed necessary.

2. Business

   a. The CPR Committee shall be responsible for training members to be CPR Instructors for the Squad.
b. The CPR Committee shall be responsible for scheduling and staffing CPR Classes for the Squad, University, and general public.

c. The CPR Committee shall be responsible for the upkeep and maintenance of training equipment, materials, and supplies for CPR training and shall coordinate with the Equipment Lieutenant with regards to training equipment when necessary.

D. AED Program Committee

1. Members
   
   a. The AED Program Committee shall consist of the Equipment Lieutenant, Operational Captain, and any number of appointed members.

   b. The Equipment Lieutenant shall appoint members to the AED Program Committee as deemed necessary.

   c. The Equipment Lieutenant shall choose one of the appointed members to chair the AED Program Committee. This chair will be known as the AED Program Coordinator. The Equipment Lieutenant may chair the AED Program Committee if deemed necessary.

2. Business
   
   a. The Campus AED Program Committee shall coordinate the inspection, maintenance, readiness, approvals, programmatic support, and planning required to maintain and provide new public access AED locations.

   b. The Campus AED Program Committee shall investigate grant opportunities to expand the public access AED program.

   c. The Campus AED Program Committee will liaise with departments, vendors, and Financial Officer as appropriate.

E. Vehicles Committee

1. Members
   
   a. The Vehicles Committee shall consist of the Vehicles Lieutenant, Operational Captain, and any number of appointed members.

   b. The Vehicles Lieutenant shall appoint members to the Vehicles Committee as deemed necessary.

   c. The Vehicles Lieutenant shall choose one of the appointed members to chair the Vehicles Committee. This chair will be known as the Vehicle Coordinator. The Vehicles Lieutenant may chair the Vehicles Committee if deemed necessary.

2. Business
   
   a. The Vehicles Committee shall be responsible for creating vehicle replacement plans and working with the Equipment Lieutenant and Communications Lieutenant to plan for xequipping any new vehicles.
F. Communications Committee

1. Members
   a. The Communications Committee shall consist of the Communications Lieutenant, Operational Captain, and any number of appointed members.
   
   b. The Communications Lieutenant shall appoint members to the Communications Committee as deemed necessary.
   
   c. The Communications Lieutenant shall choose one of the appointed members to chair the Communications Committee. This chair will be known as the Communications Coordinator. The Communications Lieutenant may chair the Communications Committee if deemed necessary.

2. Business
   a. The Communications Committee shall be responsible for creating replacement plans for communications equipment and working with the Vehicles Lieutenant to plan for equipping any new vehicles with communications equipment.

G. Special Projects Committee

1. Members
   a. The Special Projects Committee shall consist of the Alumni Liaison, Administrative Captain, and any number of appointed members.
   
   b. The Alumni Liaison shall appoint members to the Special Projects Committee as deemed necessary.
   
   c. The Alumni Liaison shall choose one of the appointed members to chair the Special Projects Committee. This chair will be known as the Director of Special Projects. The Alumni Liaison may chair the Special Projects Committee if deemed necessary.

2. Business
   a. The Special Projects Committee shall be responsible for the planning and organization of any special projects or events for the Squad including, but not limited to, the Annual Squad banquet, the Alumni Tubing Weekend, holiday dinners, and squad cookouts.
   
   b. The Special Projects Committee shall coordinate the purchase and distribution of Squad Paraphernalia excluding duty shirts and other uniform items.
   
   c. The Special Projects Committee shall be responsible for the planning and organization of any University Outreach functions with the exception to squad recruitment.

H. Special Operations Committee

1. Members
a. The Special Operations Committee shall consist of the Special Operations Lieutenant, the Administrative Captain, and any number of appointed members.

b. The Special Operations Lieutenant shall appoint members to the Special Operations Committee as deemed necessary.

c. The Special Operations Lieutenant shall choose one of the appointed members to chair the Special Operations Committee. This chair will be known as the Special Operations Coordinator. The Special Operations Lieutenant may chair the Special Operations Committee if deemed necessary.

2. Business

a. The Special Operations Committee shall be responsible for training members to use the equipment and techniques that are deemed “Special Operations.”

b. The Special Operations Committee shall aid in station renovation processes and station cleanliness.

I. Special Committees may be created by the Policy Group for temporary issues. At the time of creation, the Policy Group must assign the special committee a name, a chair, a purpose, and a set time for it to be dissolved.

Article IX – Amendments

A. The Bylaws may be amended at any regular Business Meeting of the Squad by the following procedure:

1. The proposed amendment must be presented to the General Membership at a Business Meeting and then tabled for one month or until the next regularly scheduled Business Meeting at which time it will be voted on.

2. The proposed amendment must be posted in the station at least ten (10) days prior to the vote.

3. An amendment requires a three-fourths percent (75%) vote to pass.

B. Any amendments to the Constitution that affect the Bylaws, shall automatically incur an amendment to the Bylaws so that the documents are in agreement.

Article X – Suspension and Revision of the Bylaws

A. Any part of the Bylaws may be suspended at any time according to the following procedures:

1. When a motion is made to suspend the Bylaws, there shall be a written record containing the specifics of the part or parts suspended, the duration of the suspension and any decisions made while operating outside of the Bylaws’ confines.

2. A three-fourths percent (75%) vote is required to pass a suspension of the Bylaws.

B. The Bylaws may be rewritten and ratified as per the procedures outlined for an amendment.