

AARS

Constitution

Article I

Section 1: The name of the organization shall be: "The Alabama Association of Rescue Squads, Incorporated", and shall hereinafter be referred to as the "Association".

Article II

Section 1: The objectives of the Association shall be as follows:

(1) To promote a better understanding of our mission between the various Rescue units, Emergency Medical Services (EMS) Units, the general public, and the State of Alabama.

(2) To increase efficiency through continuing education / training and personal contact through holding conferences, training, competitions, and through a publication dealing with the subjects of interest to all rescue units in Alabama on life saving procedures, and all other emergency services.

(3) To establish lifesaving and Emergency Medical Responses in the State of Alabama on a basis comparable to that of other organizations whose work is statewide in character.

(4) To foster a program of accident prevention throughout the State of Alabama.

(5) To give rescue units in Alabama the most current up to date information pertaining to equipment and manpower which would be available to any unit in the event of major catastrophe or calamity beyond the power of a single unit to satisfactorily handle.

(6) To cooperate in, foster, and conduct research designed to advance the science and art of rescue, Emergency Medical Responses and to encourage the standardization of practice and equipment, when such standardization is found to be practicable.

(7) To develop and maintain a code of high ethical standards among Rescue First Responders and Emergency Medical Responders.

(8) To bring together in a common Association all organizations and individuals in the State of Alabama interested in the aforementioned objectives.

Section 2:

(1) The Association prayer shall be;" God grant that we may be where we are needed, with the knowledge, ability and equipment to do what is necessary"

Article III

Section 1: Membership in the Association shall be open to any organization or individual supporting and sustaining the objectives set forth in Article II of this Constitution and conforming to the requirements hereinafter set forth in the By-laws.

Section 2: Application for membership in the Association shall be made in writing on the regular application form provided by the Association. Approval of all applications shall be prescribed in the By-Laws.

Article IV

Section 1: The officers / Executive Board of the Association shall be: President, First Vice- President, Second Vice-President, and Executive Secretary-Treasurer.

Section 2: The Board of Directors of the Association shall consist of the President, First Vice-President, Second Vice-President, Executive Secretary-Treasurer, and one (1) Director from each affiliated rescue unit. Each unit Director shall be appointed by the unit to represent said unit at all meetings of the Board of Directors (BOD) and General Business meetings of the Association. The Unit Director may also serve as an Association official.

Section 3: All officers shall be elected by ballot at the annually conference and shall assume the duties of their respective offices on the first day of January following the annual conference with the exception of the Executive Secretary-Treasurer who shall be appointed by the Executive Board annually and is a compensated position. Elected Officers are limited to one (1) term, consisting of two consecutive years and are not eligible to serve in that position again for one year.

Article V

Section 1: The Association shall meet in conference once each year.

Article VI

Section 1: Proposed amendments to this Constitution must be submitted in writing, by an affiliated unit member through its Director, to the Resolutions Committee prior to the opening of the annual conference. A two-thirds vote of the membership present and voting at the conference shall be required for the adoption of an amendment to this Constitution.

AARS By-Laws

Article I

Duties of Officers

Section 1: President:

- (1) Shall preside at all meetings of the Association and the Board of Directors.
- (2) Shall be directly responsible for the performance of the work entrusted to the Vice-Presidents, Executive Secretary-Treasurer and all appointed committees.
- (3) Shall have the power to require such written reports of officers and committees as deemed necessary to accomplish all programs.
- (4) Shall report all non-active units, officers, and committees to the Board of Directors.
- (5) Shall make a written and /or verbal report to the Board of Directors at the annual conference.
- (6) Shall have the power to appoint a Sergeant-at-Arms and other officers deemed necessary for Association meetings.
- (7) Shall have the authority to call emergency Board meetings when deemed necessary.
- (8) Shall have the power to suspend any officer, chairman, or committee for a period of thirty (30) days for misconduct or failing to discharge their duties. If the alleged misconduct and / or failures to perform are resolved satisfactorily, the President may reinstate said officer, chairman, or committee, or arrange for them to have an open hearing before the Board of Directors.
- (9) The President shall serve as chairman of the Board of Directors, having a vote as President only in the event of a tie vote.
- (10) The President shall appoint committees as called for in the By-Laws. The President shall also have the authority to appoint other committees deemed necessary.
- (11) **Said Officer's Failure to complete the elected term of office for whatever reason shall render them ineligible to serve on Executive Board for a period of 5 years. (Added 11- 2025)**

Section 2: First Vice-President:

- (1) Shall, in the absence of the President, assume all the duties of the President.
- (2) Shall serve as chairman of the Membership Committee. Upon receipt of a new application for membership, he/she shall be responsible for either meeting with or assigning someone to meet with said applicants and after an inspection verify that said applicants meets all AARS requirements for membership and reporting the same to the AARS Executive Board / Board of Directors.
- (3) Shall be responsible for the handling of any and all issues regarding membership.
- (4) Shall make a written or verbal report to the Board of Directors at the annual conference.
- (5) **Said Officer's Failure to complete the elected term of office for whatever reason shall render them ineligible to serve on Executive Board for a period of 5 years. (Added 11- 2025)**

Section 3: Second Vice-President:

- (1) Shall be in charge of Publicity and Public Relations pertaining to the Association.
- (2) Shall in the absence of the President and First Vice-President assume the duties of the President.
- (3) Shall be responsible for coordinating all Training and Education provided by the Association and may appoint a Training Committee to assist with said training as approved by the Executive Board.
- (4) Shall facilitate a training coordinators appointment by the Executive Board to serve as Chairman of the Training Committee.
- (5) **Said Officer's Failure to complete the elected term of office for whatever reason shall render them ineligible to serve on Executive Board for a period of 5 years. (Added 11- 2025)**

Section 4: Executive Secretary-Treasurer:

- (1) Shall Implement and comply with all policies established by the Executive Board and/or Board of Directors as established and amended in the Association By-Laws.
- (2) Maintain appropriate records and documentation as to any and all proceedings and actions of the Association taken at any and all meetings, including Quarterly Meetings, Conference, Board of Directors and any special called meetings.

- (3) Handle all office correspondence related to the Association and to preserve and coordinate all the necessary records pertaining to the operation of the Association as directed by the President and/or Vice Presidents.
- (4) Be responsible for the funds of the Association and act as the treasurer within the policies as established by the Executive Board and/or Board of Directors. To provide a verbal or written financial report at all quarterly meetings and at the annual conference. To record all financial transactions as required and to file with the Internal Revenue Service annually as required by law.
- (5) To conduct an annual random (Cash Balance) review of all financial records and report the results to the Board of Directors.
- (6) In the event a new Executive Secretary-Treasurer is appointed by the Executive Board, an audit of all financial records **WILL** be conducted to protect the integrity of both the outgoing and in-coming Officer and the interest of the Association.
- (7) Deposit all funds in a bank whose deposits are guaranteed by the Federal Deposit Insurance Cooperation.
- (8) Pay all bills **either by check, electronically or with the Association Credit Card.** Said check(s) to be signed by the Executive Secretary-Treasurer and countersigned by the President. **In the event either the President or Executive Secretary-Treasurer is not available the First Vice President or Second Vice-President may sign in their absence. No authorized signee should sign a check payable to themselves.**
- (9) Any electronic payment, Association Credit Card or electronic checking, etc. must be approved by the Executive Board.
- (10) Attend all Association Meetings and any other meeting as directed by the President / Executive Board.
- (11) Help organize and promote rescue work in accordance with the objectives as established by the Associations Constitution and By-Laws.
- (12) Assist in the coordination of rescue missions' state wide when requested by the President /Executive Committee and/or any member unit.
- (13) Provide an annual report, either written or verbal to the Executive Committee prior to the annual conference.
- (14) Shall make all records available for inspection upon request by a majority of the Board of Directors.
- (15) Shall arrange for and audit of all financial records if deemed necessary by a majority of the Board of Directors.

Section 5: Chaplain:

- (1) Shall direct the religious exercises of the Association.
- (2) Shall provide the opening prayer at all association meetings
- (3) Shall assist the Honor Guard with Memorial Services at the Annual Conference.

Article II **Organization**

Section 1: Executive Board:

(1) **Shall consist of the President, 1st Vice-President, 2nd Vice President and the Executive Secretary-Treasurer.**

(2) The Executive Board shall have the power to authorize payment from the Association funds any expenses incurred by designated persons for promotion of Association activities so long as such expenses are reasonable. Reimbursements for such expenses will be limited to travel expenses, food and lodging. The designated person(s) must present an itemized list of expenses for which reimbursement is requested.

Section 2: The Board of Directors (BOD):

(1) Each Member Unit shall notify in writing the Secretary-Treasurer the name and address of the appointed Director to represent the unit for the coming year when returning their renewal application and also state that the appointed Director is authorized to vote proxy of that unit in all matters of business coming before the BOD, general business meeting, or annual convention for action.

(2) If the notification of a named Director is not received, the person present and answering roll call at said meetings will be recognized as the units' representative with the authority to cast the units' votes in all matters of business coming before the Association.

(3) Directors shall hold office for a period of one (1) year.

(4) Directors shall be eligible for re-appointment.

(5) The BOD shall only have the authority to make recommendations to the general business meeting in any and all cases except emergencies.

(6) The BOD (in case of emergencies) shall have charge of the interest and all affairs of the Association. They shall have the power, authority, rights, and privileges to do any and all acts which the members of the Association might do pertaining to the affairs of the Association which must be handled between quarterly meetings.

(7) Special BOD meetings may be held when called for by the President or upon written demand of three members of the BOD, at such time, date, and place as designated by the President or said three members calling the meeting.

(8) At every such meeting, each Director shall be entitled to cast one (1) vote on each matter of business.

(9) A majority of the members of the BOD present at all regular or called special board meetings shall constitute a quorum.

(10) No person shall serve on the BOD of the Association unless he is an active member, in good standing, of the Association.

(11) The name of the Alabama Association of Rescue Squads shall not be used by any member for personal gain, nor in any other manner, except as specifically approved by the Board of Directors.

Article III

Membership

Section 1: Application for membership in the Association shall be received by and under the supervision of the Membership Committee.

Section 2: Active Membership:

(1) Shall consist of those units actively engaged in response to rescue calls, lifesaving procedures (Emergency Medical Response) and any other emergency services work.

(2) Individual membership shall consist of those individuals actively engaged in rescue and emergency services movements and who are members of Association unit members.

(3) Lifetime Membership is awarded by the Board of Directors for any active member of the AARS in recognition of distinctive service and contributions to the AARS or Rescue Services Statewide.

(4) **Specialty Units:** Shall consist of any group, agency or entity who through membership desires to foster a working relationship with member units by providing their specialty services / assistance to any squad requesting assistance. Specialty units shall include but are not limited to Aviation, Marine, and Canine Units etc.

Section 3: Associate membership

(1) Shall consist of those individuals or concerns that manufacture or sell rescue equipment or medical equipment / supplies or who are otherwise interested in financially supporting the Association.

Section 4: Requirements for admission:

(1) Units applying for membership shall submit acceptable evidence of adequate organization, trained membership, and equipment as required by minimum list approved by Association, and proper provisions for meetings and acceptance of calls.

(2) Any organization making an application to the AARS for membership that has met the requirements to become a member **shall not** be voted on for membership if a representative of said organization is not present at the quarterly meeting when their nomination is made. Failure to have a representative present

shall result in the application being tabled until the next quarterly meeting. If no representative is present at the next quarterly meeting, said application shall be removed from any further consideration and said unit shall not be eligible to submit another application for six (6) months.

(3) All unit applications for membership in the Association which are received from rescue units that are located in counties where other rescue units are current unit members of this Association, the applications for membership shall be handled according to the following procedures, respectively:

- (A) Upon receipt of application, the Association Executive Secretary-Treasurer shall immediately notify the person(s) in charge of such unit's which are current member units of the Association. This notification shall be in writing and shall contain the Name of the unit applying for membership, the unit's mailing address, and any other information deemed necessary.
- (B) Upon receipt of notification from the Executive Secretary-Treasurer, the current member unit's shall immediately make recommendations in writing to the Membership Committee concerning the acceptance or rejection of the application. Such recommendations must be received by the Membership Committee no later than the next regular scheduled quarterly meeting or annual conference of the Association.
- (C) Upon receipt of the recommendations from the current unit members, the Membership Committee shall then make recommendations to the Board of Directors concerning the acceptance or rejection of such application. The recommendations of the Membership Committee shall be presented to the Board of Directors during the next scheduled Board of Directors meeting. The Membership Committee can at its discretion recommend a unit which has been rejected by a current member to the Board of Directors for the Board's consideration.
- (D) All unit membership applications subject to the foregoing procedures shall be accepted or rejected by a vote at the general business meeting. A majority shall be constituted as those members present.

Section 5: Dispute Resolution

- (1) Should any unit's request for membership be rejected under the foregoing procedures, such units may request, in writing, a hearing for the purpose of rebuttal. Such a request must be submitted to the Membership Committee and scheduled no later than the next regular quarterly meeting or annual conference of the Association.
- (2) The decision of the Membership Committee in granting such a hearing or the decision of the general business meeting after such a hearing has been held shall be final.
- (3) The unit shall accept all regulations of the Association which are in force at the time they apply for membership. Acceptance of these regulations will be by vote of its active members.
- (4) Every application for membership must be endorsed by its unit Director and

be approved by the Association Membership Committee.

- (5) A check for the dues shall accompany application.
- (6) A copy of each of the following items shall also be attached to the application for unit membership: List of currently owned equipment, membership roster (give name and mailing address of each member), Constitution and By-Laws, and the name of one member to serve on the Association's Board of Directors.

Section 6: Regulations concerning dismissal of units and individuals from membership in the Association shall be as follows:

- (1) Any unit shall be dismissed from the Association by action of the Board of Directors when it has become known that the unit has ceased to function or has reached a condition rendering it unfit to give the service it claims to offer.
- (2) In the event any squad is placed on probation or suspension for any reason deemed necessary by the Association, they shall, for a period of one (1) year, be considered as "not in good standing" and will be excluded from receiving AARS funding, benefits and shall also forfeit all voting privileges.
- (3) Any unit or individual member shall be dismissed if judged by the Board of Directors to be guilty of behavior unsuitable to such an organization.
- (4) Units or individuals failing to comply with the By-laws and Constitution shall be automatically suspended from membership in the Association and representation at all association meetings, including Board of Directors meetings.
- (5) Units officially charged with delinquency not requesting a hearing within 30 days may be temporarily suspended by action of the President until the following Board meeting.
- (6) Any unit charged with delinquency shall have a right to a hearing before the Board of Directors if it so desires.
- (7) Any member of the Association who appears in public while representing the Association, or while attending any meeting or gathering of the Association, and in a three-fourths majority opinion of the Board of Directors of the Association present and voting is deemed to be demonstrating conduct unbecoming, defined as any conduct that is unattractive, unsuitable, or detracting from ones character or reputation or creating an unfavorable impression of oneself or the AARS, shall be immediately dismissed from the Association and said member shall not have recourse to the decision of the Board of Directors.
- (8) Any unit or individual member who fails to pay their annual dues within 60 days following the due date shall be automatically dismissed as a member of the Association and re-instatement as a member shall be handled as a new

member according to Article III which pertains to membership.

(9) Unit members must be represented at two (2) of the Association meetings each calendar year to maintain active membership. Any unit failing to meet this requirement will be placed on probation for a period of two (2) years, during which time the unit member must be present at two (2) meetings per year during the probationary period to regain active membership. Unit members failing to be represented at two (2) meetings during the probationary period will be dropped from membership and must file application for membership as a new member if the unit wishes to remain a part of the Association.

Article IV

Finance

Section 1: Executive Secretary-Treasurer

The Executive Secretary-Treasurer position is a compensated position. The amount of compensation is to be determined by the Executive Board and presented to the BOD for approval.

Section 2: Active Membership Dues.

- (1) Individual dues shall be \$20.00 per year, due December 1 of each year.
- (2) Unit renewal dues shall be \$30.00 per year, due December 1 of each year.
- (3) Renewal dues received after December 1st shall be \$100.00.
- (4) Unit dues for new applications are \$50.00.

Section 3: Waiver of Dues

- (1) The Board of Directors may at its discretion, waive payment of all dues and assessments for any one year.
- (2) Lifetime members are exempt from individual membership dues.

Section 4: Associate Membership

- (1) Associate individual dues shall be \$25.00 per year, due December 1 of each year.
- (2) Associate organization dues shall be \$50.00 per year, due December 1 of each year.
- (3) Individual and organization associate dues shall also be subject to waiver by the Board of Directors.

Section 5: Any expenditures of the Association exceeding \$1,000.00 shall have the prior approval of the Board of Directors. All other expenditures must have approval of the Executive Board.

Section 6: All membership dues shall be due and payable on the first day of December for the coming year.

(1) Squad membership will only be accepted during renewals to be eligible to receive an "RS" tag for the coming year. This does not affect new units that wish to join the Association during the year or member squads that update their roster during the month of July.

(2) It is requested that all member squads hold their local elections for offices in November for the coming year to coincide with the State Association.

Section 7: The Association Executive Secretary-Treasurer shall mail a statement of annual dues to all members of the Association at least 30 days prior to due date.

Section 8: The Association shall make available to all individual members, at a nominal fee an official Association shoulder patch to display on their individual uniform. Proceeds from the shoulder patches will be deposited in the Association's treasury.

Article V

Committees

Section 1: Committees and their duties.

(1) The **Membership Committee** shall consist of the First Vice-President who is designated as Chairman, and two other members appointed by the President from the active membership of the Association. They shall endeavor to strengthen the membership of the Association, conduct such investigations as is necessary to provide needed information to the Board of Directors concerning active prospective member units, and make recommendations to the Board of Directors for disposal of matters regarding membership.

(2) The **Public Relations and Publicity Committee** shall carry out a program of favorable publicity and shall serve as the Editor of the Rescuer.

(3) The **Ways and Means Committee** shall cooperate with the Board of Directors and perform such duties as may be delegated to it by that body.

(4) The **Educational / Training Committee** shall be appointed by the 2nd Vice-President to assist with training / Education as approved by the Executive

Board. A training coordinator appointed by the **Executive Board** shall serve as Chairman of the Training Committee and will be responsible to the Executive Board for the development and implementation of all Rescue Training Disciplines. Said Coordinator shall be responsible for appointing training Instructors approved by the Executive Board, maintaining all training records including but not limited too; scheduling, distribution of training materials and issuance of certificates, etc. Said coordinator shall keep the Executive Board updated on ongoing training classes and discuss with said Board any new class developments prior to implementation.

(5) The **Resolution Committee** shall consist of three members appointed by the President to receive all resolutions presented by the units through their Director and shall after due consideration, report on such resolutions at the third quarterly general business meeting and to be voted on at the annual conference.

(6) The **Nominating Committee** shall consist of the preceding President serving as Chairman and three active association members appointed by the current President and they shall present to the conference, the nominations for all elective offices of the Association when called for by the President.

(7) The **Legislative Committee** shall be appointed by the Executive Board to act as a liaison with the State Legislature and represent the interest of the Association regarding any pending or new Legislation that may impact the Association.

(8) The **COMMUNICATIONS COMMITTEE** shall see that the licensed frequencies of the association are maintained and all license requirements are current. Shall assist and coordinate with each member unit on any communications questions. To communicate the requirement of each member unit maintaining a VHF frequency in order for them to have interoperability communications state wide. To provide the approved Association frequencies when requested.

(9) The **Honor Guard**

- a) Shall consist of 6 members selected by the Commander / Captain Officer who shall be appointed by the Executive Board.
- b) They shall represent the Association at all meetings by posting Association colors prior to the opening of each meeting and then retiring said colors at the conclusion.
- c) They shall be available if scheduling permits to each requesting member unit to participate in Funerals of fallen members and to present an Association Flag / Banner at the service if requested.
- d) They shall along with the association Chaplain present a Memorial Service at the Annual Conference honoring fallen member(s) during the year.

Article VI **Elections**

Section 1: The Nominating Committee will make its report in August or at the

third quarterly meeting, nominating one person for each elective officer's position with the exception of Executive Secretary-Treasurer who is appointed by the Executive Board after the election.

Section 2: All nominations from the floor for each office will be made at the third quarterly meeting. No nominations will be made at the annual conference. **All nominees must be present in order to allow them to either accept or reject their nomination.**

Section 3: A list of nominees for all offices will be forwarded to all member units immediately following the third quarterly meeting.

Section 4: If member unit is unit member only, unit will have five (5) votes; if member unit is partial member, the unit will have ten (10) votes; if member unit is 100% in membership, the unit will have fifteen (15) votes.

Section 5: Unit's representative will bring unit's consent and cast secret ballot of unit's vote at the Annual Conference. Said representative must be an active member, in good standing and present their current Association Membership card (Green Card) and another form of identification if requested by committee in order to vote. An electronic copy of green card will be accepted. Said representative is limited to voting for one Unit only.

Section 6: Unit(s) must have at least one (1) representative **present and registered** at the annual conference to cast the ballot. In the event of dual membership, said representative can only vote for the unit in which their dues are paid. **There will be no vote by proxy and no write in's allowed.**

Section 7: Nominating Committee will count votes and give report at the general business meeting.

Article VII **Conferences**

Section 1: Conferences shall be held annually to promote the organization, its mission and to recognize/ honor the achievements of various Member Units and individual Rescue members.

Section 2: Annual conference shall be directed and conducted by those officers who have held office for the preceding (current) year and up to that time.

Article VIII **Parliamentary Procedures**

Section 1: Parliamentary procedure of Association meetings and conference

shall be [the] Robert's Rules of Order, revised, unless otherwise provided.

Article IX **Amendments**

Section 1: Any member unit **or the Resolutions Committee on behalf of the Executive Board** shall have the right to propose an amendment to any Article or Section of the By-Laws to the Board of Directors. **Said amendment must be accompanied by either a copy of the member units' minutes where said amendment was approved or a letter certifying the amendment was approved by said member unit. If a letter of Certification is provided it cannot be signed by the unit's Representative to the AARS Board Of Directors.** Any amendment must be approved by a two-thirds majority of the Board of Directors present at regular or special Board of Directors meetings to become effective.

Section 2: Amendments shall become effective immediately upon approval of the membership of Directors and notification shall be forwarded to each unit member in the Association.

Section 3: All committees shall have the authority to develop guidelines, policies or procedures that they deem necessary for them to effectively carry out their duties. All proposals must be presented to the Executive Board by the committee chairman and approved by a majority of the BOD present and voting. If approved they will become effective immediately.