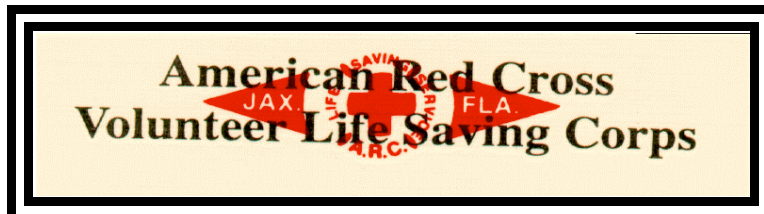


BYLAWS



AMERICAN RED CROSS VOLUNTEER LIFE SAVING CORPS

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Revision History

Date	Description	Revised By
01/08/08	Initial creation of Revision History. Formatting changes only.	V. Zevens – W'96

PREAMBLE

The Northeast Florida Chapter of the American Red Cross continues to recognize and support that group of American Red Cross Volunteers known as the American Red Cross Volunteer Life Saving Corps (hereinafter referred to as "the Corps"). To further this goal, the Board of Directors of the Northeast Florida American Red Cross adopts these Bylaws and establishes a Board of Directors of the American Red Cross Volunteer Life Saving Corps (hereinafter referred to as "the Board"). The American Red Cross chapter delegates to the Board, control and direction of the body known as the Corps.

ARTICLE 1 - OBJECT OF CORPS

- Section 1. To maintain a group of individuals thoroughly trained in life saving and first aid, who are expected to respond promptly in any emergency requiring such service, regardless of time or place.
- Section 2. To develop sentiment and facilities for safeguarding human life from drowning.
- Section 3. To teach precautions that should be observed in water and preventative measures necessary to avoid accidents.
- Section 4. To prevent drowning by:
- Teaching swimming and life saving.
 - Holding swimming and life saving exhibitions.
 - Promoting swimming and life saving competitions.
 - Giving instruction in the approved method or methods of performing artificial respiration.
 - Posting volunteer guard(s) where possible and advisable.
 - Placing buoys and other life saving equipment where needed.
- Section 5. To rescue those in peril of drowning.
- Section 6. To resuscitate those apparently drowned.
- Section 7. To teach members and nonmembers first aid to the injured.

ARTICLE 2 - BOARD OF DIRECTORS

Section 1. Board Membership

Membership of the Board shall consist of a maximum of 22 members:

- One Past Captain of the Corps
- One member of the Alumni Committee
- One Medical Doctor
- Three retired members of the Corps
- One public official
- Executive Director of the Northeast Florida Chapter
- Current Captain of the Corps
- Six to twelve members from the public-at-large

Section 2. Board of Directors Responsibilities

- The Board shall be responsible for financial matters relating to the Corps,
 - Shall assist in the procurement of funds,
 - Shall set policies regarding use, care and maintenance of all American Red Cross Volunteer Life Saving Station buildings, equipment and facilities.
- The Board shall see that members of the Corps will at all times act responsibly in the conduct of their duties as volunteers of the American Red Cross and the Board shall hold the Staff responsible to see that the members maintain responsible conduct.
- The Board may if necessary, require the Staff to report irresponsible actions and how such actions are handled if there is an infraction of the American Red Cross Code of Conduct.

Section 3. Board Meetings

Para 1. The Board shall meet at least quarterly, shall keep and act on the official minutes of the meeting, shall wherever possible utilize an agenda, and shall consider more frequent meetings March through September. The President shall call regular meetings by giving advance notice in writing, wherever possible. The President shall use the officers of the Board as an Executive Committee for emergency meetings. Such emergency meetings may utilize telephone conference calls.

Para 2. All Board meetings shall be conducted at the American Red Cross, Northeast Florida Chapter's headquarters in Jacksonville, Florida,

when possible, with one meeting at the Corps Station during spring training.

- Para 3. The President shall set the regular meetings. Any three Board members may require the President to call a special meeting for a stated purpose.

Section 4. Executive Committee of the Board

There shall be a President, a Vice President, a Secretary, a Treasurer, and a Medical Officer, (hereinafter referred to as the "Executive Committee") all to be elected annually at the August/September meeting of the Board. This meeting will be held within the week following the last membership meeting in August. The Executive Committee shall consist of the officers of the Board. The Executive Committee may fill vacancies of the Board occurring during the year. The Board of Directors shall be given access to the American Red Cross Volunteer Life Saving Corps Station for use during hours of operation.

- Para. 1. The President shall preside at all meetings of the Executive Committee and the annual and presentation meeting of the Corps. He/she shall preside at any other special meeting of the Staff or Executive Committee of the Corps which require his/her presence. He/she shall serve as President of the Board of Directors.
- Para. 2. The Vice President shall perform all duties of the President in the absence of the officer and shall act as assistant to the President.
- Para. 3. The Secretary shall record the minutes of all meetings of the Executive Committee and shall handle the Committee's correspondence to include mailing copies to Board members.
- Para. 4. The Treasurer shall handle all matters pertaining to the receipt and expenditure of funds raised for the maintenance of the Corps.
- Para. 5. The Medical Officer shall ensure proper training of all new recruits in first aid and of the active members in advanced first aid. He/she shall ensure that instruction and equipment is at all times, up to date and efficient.

Section 5. Board Quorum

A quorum of the Board shall consist of nine members and Roberts Rules of Order shall apply.

Section 6. Board Search Committee

Membership to the Board of Directors and Officers of the Board shall be elected annually by vote of the Board utilizing a search committee. The President shall appoint the Chairman for the search committee, who shall in turn choose his/her own committee members that would include:

- Two current Board members,
- One active retired man,
- The current Corps Captain, and
- One senior surfman appointed by the Captain.

The Chairman of the Search Committee will request the Board members submit names of the prospective candidates. He/She will request the Captain to request recommendations for board members from the membership beginning the second Tuesday in July.

It is recommended that the Search Committee, if possible use a needs analysis as an aid in this selection process and request resumes or letters of interest from the candidates. They should interview the prospective candidates and submit their recommendations to the Board. The Board will vote on the new members during the August/September meeting.

Section 7. Board Member Terms

Members of the Board may serve for two (2) consecutive- three (3) year terms. Thereafter a member may be nominated by the Search committee for honorary membership to the Board **OR** after one (1) year, a former Board member may regain eligibility to serve on the Board.

Section 8. Honorary Board Membership

Honorary Members of the Board shall serve indefinitely in an advisory capacity without voting rights, and may not serve on the Executive Committee.

Section 9. Removal of Directors

The Board may remove any Director for conduct deemed detrimental to the American Red Cross or the American Red Cross Volunteer Life Saving Corps.

Section 10. Removal/Resignation

The Board of Directors may remove a Director with or without cause by a vote of two-thirds (2/3) majority of the entire Board of Directors. A

Director may resign at any time by notifying the President in writing and such resignation shall take effect at the time therein specified.

ARTICLE 3 - MEMBERSHIP

Section 1. Corps membership shall consist of:

- Para 1. Corps Staff consisting of:
- a Captain,
 - Lieutenant,
 - Instructor,
 - Assistant Instructor,
 - up to three Mates,
 - up to three Quartermasters, and
 - up to three Registrars.

Para 2. Surfmen up to one hundred and twenty.

Section 2. Membership shall be restricted to individuals of GOOD CHARACTER, who are sixteen years of age or older.

Para 1. Period of enlistment for active members shall be one (1) year from the Close of Books to the Close of Books.

- Active members shall make at least seventy-five points during each active beach season.
- However, one hundred points for the entire year's work are required to obtain official credit for the year's work from the American Red Cross.
- Members obtaining 100 or more points in mid-season must complete compulsory duty through the end of the season in order to receive credit for the year, unless granted a leave of absence by the Staff.

- Para 2. Classes of members:
- Active,
 - Senior,
 - Honorably Retired,
 - Honorary, and
 - Non-responding Contributing Member.

Para 3. Active members

Active members shall be those:

- attend meetings regularly,

- whose dues are fully paid,
- who pass all annual tests as imposed by the Staff, and
- who are regularly taking part in the work of the Corps to the satisfaction of the Corps Staff.

Para 4. Senior Members

Honorably discharged former members who are ten (10) years or more from their original enlistment date are eligible for reinstatement as Senior Members. Senior Members shall be entitled to all of the privileges of active membership except station residence. They may not hold office. Senior Members may request transfer to active status at any time.

Senior Members shall:

- Pay dues,
- Pass the annual examination, and
- Maintain the requisite certifications.
- They shall not be assigned to a crew, or be subject to compulsory duty or meeting attendance requirements.
- They shall volunteer for at least five guards excluding all day QMs during the beach season to retain their status as a Senior Member.
- Credit and Premium years shall be awarded to Senior Members whose annual service exceeds the minimum and meets those requirements.

Para. 6. Honorably Retired

Any active member in good standing may be honorably retired as follows:

- After ten years' service at his/her own option.
- After eight years' service with the approval of the Staff of the Corps.
- At any time such members have completed eight "Premium Years." Such "Premium Years" are to be years in which the member has made a minimum of 150 points, 56 of which must have been made for Beach Guard Duty.
- If disabled in the line of duty.
- If disabled outside regular line of duty with the approval of the Staff of the Corps. (A year of service is as defined in Section 2., Para. 2.)

A member with seven or more years of service who obtains sufficient points for either a premium or credit year prior to the end

of the season, may petition the staff for retirement after July 4th but not before. At the staff's discretion, seven-year members with sufficient points in the current year may be granted early retirement in lieu of a leave of absence if they are not going to be in town to complete the season.

Para. 7. All Honorably Retired Members will be classified as either "Active Retired Member" or "Inactive Retired Member."

- "Active Retired Members"
 - Shall be those who pass the examination to demonstrate their physical condition and swimming proficiency in order to wear the Corps uniform and insignia.
 - May vote at the Corps meeting, and
 - Shall enjoy unlimited use of the Station and equipment when such use does not interfere with Corps activities.
 - Any and all privileges prescribed herein may be revoked at any time by a member of the Staff.

- "Inactive Retired Members"
 - Shall be those who have been honorably retired, but who do not pay dues or demonstrate their physical condition and proficiency in swimming.
 - They will not be allowed the use of the Corps uniform, nor will they be allowed to vote at meetings of the Corps.
 - They may, however, use the Station and equipment with the consent of the Captain, Lieutenant or Instructor. Only the Captain may grant the use of the Station to any "Inactive Retired Member" for the season. In the absence of the three Commissioned Officers, the Officer of the Day may grant use of the Station to an "Inactive Retired Member." This privilege may be revoked at any time by a member of the Staff.

Para 8. Honorary members

Honorary members shall be those individuals who have performed noteworthy service for the American Red Cross or those who for any reason it is desired to especially honor.

- Special permission must be granted on each individual case.

- Honorary members are elected for one year and may be successively renewed for one-year periods by a majority vote of the Corps at any regular or special meeting.
- A two-thirds majority vote by a quorum of active members of the Corps is necessary. Any active member may make nominations at any regular or special meeting.
- Honorary members shall not wear Corps insignia.
- They shall not be permitted to use the Station unless special permission has been granted by the Captain, the Lieutenant or the Instructor.

Para. 9. Non-Responding Contributing Member

- Available for Retired members only.
- Must complete the required swim without stopping (NO TIME).
- Must complete run without stopping (NO TIME)
- Must wear a red band on their left white strap.
- Can not respond on any case unless directly told to by the O.D. or the Mate.

Para. 10. Members who have been elected and have served as Captain, but who are not serving as such during the current season shall be classified as either "Active Past Captains" or "Inactive Past Captains."

- "Active Past Captains"
 - Shall be those who pass the examination required to satisfactorily demonstrate their physical condition and swimming proficiency in order to wear the Corps uniform and insignia.
 - Right to vote at regular Corps meetings will be granted to all "Active Past Captains." Right to vote at Staff meetings will be granted to those making a minimum of 25 points or their equivalent during the previous Corps year.
 - Shall have unlimited use of the Station and equipment when such use does not interfere with Corps activities.

- "Inactive Past Captains"

- Shall be those who do not pay the dues and do not pass the examination required to demonstrate their physical condition and swimming proficiency.
- Will not be granted the use of the uniform and
- Will not be granted the right to vote at any regular, special or Staff meeting of the Corps.

Section 3. Leave Requests

Para 1. Leave of absence:

At the Staff's discretion, a leave of absence may be obtained by members. Loss of points for duration of leave may be adjusted as in Para 2. Members returning to Jacksonville, Florida from a leave of absence are expected to report for compulsory duty.

Para 2. Active members who are absent part of the beach season: A member's total points required during the active beach season shall be reduced by actual number of points lost, thus deserving cases are allowed full membership status, but no credit shall be granted for the year's service except as specified in Para. 7., Section 2., Article 3., if the member in question has been prevented from participating in Corps work as a result of extraordinary circumstances which are beyond his/her control.

Para. 3. Military Leave

All members in good standing, who entered in an active status, any recognized branch of the Armed Forces, on or after January 1, 1960, on being honorably discharged shall upon his/her return to an active status with this organization within the Corps year in which he/she was discharged from the military service, or by letter to the staff setting forth the delay in returning to an active status, and after his/her return having served with this organization a full year as set forth in the Bylaws, shall be and is entitled to receive credit for the time served in aforesaid mentioned service on continuous and honorable service, and shall be counted toward retirement with this organization. Said credit shall be counted as premium years if the member has completed one premium year before entering service, and upon returning completes all consecutive premium years may be granted retirement with eight premium years, service years inclusive. However, any member shall only be allowed credit for three years of military service towards retirement on premium years, or four years military service toward retirement on regular years. Also, any member serving five Corps years before entering service for three years

must, upon returning, serve one premium year before retirement will be granted.

Section 4. Reinstatement

Any member who has resigned in good standing, who wishes to regain his/her membership is subject to the following conditions:

- Para. 1. Reinstatement applications must be submitted within three years of resignation date. After an elapsed time of three years, a former member can re-enter the Corps only after passing all recruit requirements. For reinstatement to Senior status, the former member shall satisfactorily complete a course of study and training developed by the Instructor to ensure a level of lifesaving, beach practice, and first aid knowledge and skills comparable to active members. The former member shall have completed at least one year's service on the beach to be eligible for reinstatement.
- Para. 2. Application for reinstatement must be submitted to a Registrar at a regular Corps meeting. The Registrar shall read the application to members present, after which the application shall be discussed at the next meeting of the Staff. Upon approval of the Staff, the application shall then be voted upon at the next regular meeting of the Corps. Voting on such application shall be by secret ballot.
- Para. 3. The number of dissenting votes necessary to withhold membership shall be according to length of previous service, as follows:
- Individuals completing one or two years required service - six dissenting votes.
 - Individuals completing more than two years' required service - eight dissenting votes.
- Para. 4. Tests and training of readmitted members shall be determined by the Staff of the Corps.
- Para 5. A member receiving a Simple Discharge may petition the Staff for reinstatement no sooner than one year after such discharge was enacted. A member receiving a Dishonorable Discharge may request a re-hearing by the Staff with a petition to convert the discharge to a Simple Discharge no sooner than two years after such discharge was enacted. If granted a Simple Discharge, such member may petition the Staff for reinstatement no sooner than one year after the re-hearing. Any member receiving a second Dishonorable Discharge after being reinstated as above, shall not be eligible for a re-hearing on their second Dishonorable

Discharge. Paragraphs 1 through 4 of this section shall also apply to members reinstated following a Simple Discharge.

ARTICLE 4 - CORPS STAFF

Section 1. The Staff shall consist of:

- The Captain as presiding officer,
- Lieutenant, Instructor,
- Assistant Instructor,
- Up to three Mates,
- Up to three Quartermasters, and
- Up to three Registrars.

The Staff shall also include Active Past Captains.

Section 2. The Staff shall be the administrative body of the Corps. It shall have charge of all matters pertaining to the actual working of the Corps, i.e., putting official plan into execution, preparation of the annual report, handling and caring for all equipment, beach guard, exhibitions, and trials. It shall have the power to demote any officer or discharge any member after an investigation, and said officer or member shall not have recourse to a hearing or trial except by appeal to the Executive Committee of the Board who will determine if the appeal warrants consideration by the full Board of Directors.

Section 3. A quorum of the Staff must be present to act on any of the above mentioned matters.

ARTICLE 5 - DUTIES AND QUALIFICATIONS OF STAFF AND MEMBERS

Section 1 Captain of the Life Saving Corps

Para. 1. Responsibilities

The Captain shall preside at all regular and special meetings of the Corps and Staff. He/she is the Chief Operating Officer and is directly responsible for the actual carrying out of the work of the Corps. During the summer months, he/she shall alternate with the Lieutenant and Instructor as Officer of the Day at the beach. He/she shall visit the beach regularly during the summer months. He/she shall closely supervise the training of the recruits. He/she shall keep in closest touch at all times with all phases of Corps work. He/she shall perform duties as outlined on the Guard

Schedule. He/she has delegated authority by the Board over members, equipment and activities; is in charge of Corps meetings; shall only allow majority vote on such matters as in no respect interfere with the Board authority; shall at all times allow no vote to arise in conflict with the Bylaws; shall maintain the highest discipline among Staff and members, both on duty and off the beach; shall punish impartially all infraction of the Bylaws; shall cooperate at all times with the Treasurer of the Board in connection with purchase or duty around the Station; and shall hold the Staff responsible for the carrying out of all orders, maintenance of discipline and care of facilities and equipment. He/she shall act as advisory officer to the Registrar department and shall closely supervise the coordination of that department.

Para. 2. Requirements

- He/she must be highly qualified in swimming, boat handling and life saving.
- He/she shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she must have served at least five years as an active member of the Corps prior to election,
 - of which two years shall have been as an officer other than Registrar, Quartermaster or Assistant Instructor.
- He/she must be at least twenty-one years of age.

Section 2. Lieutenant

Para. 1. Responsibilities

- The Lieutenant shall be the second officer in command of the Corps; shall act as assistant to the Captain and assume the Captain's duties when the Captain is absent or the position becomes vacant;
- Shall alternate with the Captain and Instructor as Officer of the Day at the beach during the summer months; shall perform duties as outlined on the Guard Schedule; and
- Shall act as chairman of the Education Committee.
- He/she shall act as advisory officer to the Quartermaster department and shall closely supervise the coordination of that department.
- He/she shall be the Officer in charge of the open water marathon.

Para. 2. Requirements

- He/she shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served two years as an officer prior to election, of which one year shall have been as Mate.

Section 3. Instructor

Para. 1. Responsibilities

- The Instructor shall be the third officer in command of the Corps. He/she shall alternate with the Captain and the Lieutenant as Officer of the Day at the beach; he/she shall perform duties as outlined on the Guard Schedule.
- He/she shall be particularly charged with the training of students;
- He/she shall particularly supervise the work of all active members and see that they are fully trained at all times;
- He/she shall act as advisory officer to the three Mates and shall closely supervise the functions of these officers.

Para. 2. Requirements

- He/she shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served one year as a Mate prior to election.

Section 4. Assistant Instructor

Para. 1. Responsibilities

- The Assistant Instructor shall be assistant to the Instructor and perform any duties prescribed to him by the Instructor.
- He/she shall hold the same rank as the Quartermaster and Registrar and relieve them of duty when necessary.
- He/she shall act and serve as assistant Chairman of the Education Committee.

Para. 2. Requirements

- He/she shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served at least two active beach seasons prior to election.
- He/she must have a minimum certification of First Responder.

Section 5. Mates

Para. 1. Responsibilities

- Seniority of the three Mates shall be determined by the number of votes received by each.
- Each Mate shall assist the Instructor in the training of students and perform any duties assigned to him/her by the Instructor. He/she shall be directly responsible for the training of students assigned to his crew;
- He/she shall see that members are on duty at the designated times and places. He/she shall see that they carry out the guard according to the schedule. He/she is directly in charge of and responsible for the Beach Guard during the summer months. He/she is responsible for the discipline of his/her crew.
- He/she shall perform all duties as outlined on the Guard Schedule.

Para. 2. Requirements

- Each Mate shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served at least two active beach seasons prior to election.
- He/she must have a minimum certification of First Responder.

Section 6. Quartermasters

Para. 1. Responsibilities

- Seniority of the three Quartermasters shall be determined by the number of votes received by each. The Senior Quartermaster will be held responsible for the proper

coordination and efficiency of the Quartermaster department.

- Each Quartermaster shall have direct charge of the up-keep for the Station and Corps equipment. He/she shall see that it is kept in first class condition He/she shall keep an itemized list of all equipment and supplies at all times so that there will be no shortage of these items.
- Shall have charge of all first aid work brought to the Station.
- He/she shall perform duties as outlined on the Guard Schedule.

Para. 2. Requirements

- Each Quartermaster shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served at least two active beach seasons prior to election.
- He/she must have a minimum certification of First Responder.

Section 7. Registrars

Para. 1. Responsibilities

- Seniority of the three Registrars shall be determined by the number of votes received by each. The Senior Registrar will be held responsible for the proper coordination of this department.
- Shall keep an account of receipts and expenditures of the Corps Petty Fund;
- Shall keep the individual and crew records; shall file all reports of first aid cases and marine accidents; and shall generally keep records of the Corps, including the archives.
- Shall handle all correspondence assigned by the Captain.
- Shall perform duties as outlined on the Guard Schedule.

Para. 2. Requirements

- Each Registrar shall have passed all entrance examinations and annual examinations provided for in the Standard Administrative Procedures.
- He/she shall have served at least two active beach seasons prior to election.

- He/she must have a minimum certification of First Responder.

Section 8. Surfmen

Para. 1. Responsibilities

- The Surfmen shall keep in such physical condition as is necessary to the proper performance of their duties.
- Shall respond to emergency signals on the beach, whether on or off duty and
- Shall make report to Mate on all marine or first aid cases handled.
- Surf men shall be required to stand at least eight hours of compulsory guard each second or third guard day during the summer.
- They are required to obey promptly any Staff member as elected in Article 6.

ARTICLE 6 - SELECTION OF STAFF

Section 1. Election of Staff shall take place on the third Tuesday in August.

Section 2. Any active member may nominate any other properly qualified active member for any Staff office. A list of all eligible members shall be posted the second Tuesday in July. Voting at this annual meeting shall be limited to active members in good standing, active past captains, and active retired surfmen.

Section 3. Vacancies of Officers may be temporarily filled by appointment by the Captain until a special election can be held. After August 1, the Captain's appointee will serve the duration of the season.

ARTICLE 7 - THE ENTRANCE OF NEW MEMBERS

Section 1. Upon completion of training period, recruits shall be certified by the Instructor to the Staff, excluding the Instructor and Assistant Instructor, for entrance examination.

ARTICLE 8 - MEETINGS

- Section 1. The annual meeting for presentation of the annual report, awarding of medals, etc., to the Board, shall be held between the last official day at the beach upon which points are given, and the sixty days following.
- Section 2. During the winter months, the Corps shall meet at least once each month at a time and place to be designated by the Captain.
- Section 3. While on actual beach guard duty during the summer months, The Corps shall meet every week at a time and place designated by the Staff.
- Section 4. Special Corps or Staff meetings may be called at any time by the Captain.
- Section 5. Active members must attend all regular and special meetings of the Corps. Missing three consecutive meetings automatically honorably discharges a member from the Corps, unless he can furnish a bona fide excuse which is acceptable to the Staff of the Corps.
- Section 6. Notice of Corps or Staff meetings during winter months shall be sent to each member by the Registrar. Members are expected to attend meetings during summer months without such notice.

ARTICLE 9 - QUORUM

- Section 1. At any regular or special meeting of the Corps, fifty percent plus one (1) of the Active Members shall constitute a quorum.
- Section 2. At any regular or special meeting of the Corps Staff, a majority of the elected Corps Staff shall constitute a quorum.

ARTICLE 10 - DUES

- Section 1. Active and Senior members, including Active Past Captains and Active Retired Members, are required to pay annual membership dues recommended by the Treasurer and approved by the Staff. Dues shall be paid before new equipment and/or Station door keys are issued. Any additional assessments may be authorized by a majority vote of the entire membership.

ARTICLE 11 - TRIAL FOR OFFENSES

- Section 1. Procedure for trials

- Para. 1. As soon as possible, the Registrar department will inform the member that written charges have been prepared against him/her so that the accused member may be present at the next Staff meeting.
- Para. 2. All offenses shall be tried before a quorum of the Staff and a majority vote of the Staff present shall decide the case.
- Para. 3. Charges shall be stated by the presiding Staff in the presence of the accused, who shall be given the privilege of defending himself/herself. Any witnesses necessary to proper finding of facts shall be called and heard.
- Para. 4. After all available facts have been obtained the case shall be decided upon and the suitable penalty imposed should the accused be found guilty.

Section 2. Minor and major offenses

- Para. 1. Violation of these regulations which govern the orderly procedure of Corps activities, other than direct line of duty shall be classified as a minor offense, provided such offenses do not jeopardize the safety of the public or Corps members, or reflect publicly against the Corps, and provided such offenses are considered by the Corps itself to be of minor significance.
- Para. 2. Major offenses shall be classified as any violation of guard regulations, failure to act in line of duty, insubordination, and such offenses that tend to jeopardize the safety of the public or Corps members or tend to bring public discredit upon the Corps, or any offenses which are considered by the Corps Staff to be of major significance

Section 3. Penalties

- Para. 1. Minor offenses shall be penalized by one or more of the following:
- Reprimand, either private or public. Public reprimand to be announced at the next three weekly Corps meetings.
 - Demerits of not less than 2, nor more than 25 for a single offense.
 - QM hours of not less than 2, nor more than 25 for a single offense.
- Para. 2. Major offenses shall be penalized by one or more of the following:

- Public reprimand which will be announced at the next three weekly Corps meetings.
- Demerits of not less than 2, nor more than 50 for a single offense.
- QM hours of not less than 2, nor more than 50 for a single offense.
- Suspension for not less than three weeks, nor more than one year.
- Special examination in all or any part of the Corps or Red Cross tests.
- Simple discharge.
- Dishonorable discharge.

Para. 3. Penalties by demerits shall carry loss of one point for each demerit. This loss shall not affect Corps points but shall reduce penalized member's points. Penalized members shall make his/her minimum requirements in points in addition to any demerits recorded or Quartermaster hours assigned against him/her.

Para. 4. No member shall lose his/her membership through inability to make up penalties in demerits. However, if unable to make 100 points in addition to any demerits, he/she will lose official recognition for the penalized year's service.

Para. 5. Penalties by QM hours shall be assigned by the Quartermaster department. In the absence of a Quartermaster, any Staff may assign tasks.

ARTICLE 12 - IMPEACHMENT OF STAFF

Section 1. Any member may prefer written impeachment charges against a Staff member, provided said charges are signed by five other members.

Section 2. The Staff shall consider those charges and, if the evidence sustains them shall, with the approval of the majority of the entire Staff, demote him/her to Surfman.

Section 3. After impeachment proceedings are carried out and the Staff demoted, he/she may be liable to trial if the charges justify such action.

ARTICLE 13 - REGULATION UNIFORM AND INSIGNIA

- Section 1. Regulation beach uniform shall consist of either a one piece or two piece black or dark blue bathing suit of decent pattern.
- Section 2. A special insignia of the Corps to be worn on the bathing suit shall consist of a diagonal white stripe, approximately three inches wide, running from left shoulder to right belt line, front and back. Across the chest shall be worn an emblem representing the Walter's Torpedo Buoy. Super-imposed on this buoy at its center shall be worn a circular Red Cross emblem. The shorts shall have a white waistband. Any additional certification insignia agreed upon by the Corps Staff may be added. An appropriate hat and tee shirt under the suit may be worn at the discretion of the Corps Staff.

ARTICLE 14 - AMENDMENTS TO BYLAWS, SAP's, & MANUAL OF BEACH PRACTICE

- Section 1. The Bylaws may be amended by the Northeast Florida Chapter's Board of Directors.
- Section 2. Amendments proposed by the American Red Cross Northeast Florida Chapter Board of Directors shall be provided in writing to the Captain and President of the Corps at least thirty days prior to the scheduled vote on the amendment in order to allow comments from the membership, Staff, and Board. The Captain and/or President shall have the opportunity to address the Northeast Florida Chapter's Board of Directors prior to the amendment vote to present comments on the proposed amendments.
- Section 3. Amendments may be proposed to the Northeast Florida Chapter's Board of Directors by the Corps membership. A proposed amendment shall be read at two consecutive regular or special meetings of the Corps, and be posted at the Station for at least two weeks prior to a vote by the membership. The proposed amendment must pass by a two-thirds majority of those attending the meeting to be submitted to the Northeast Florida Chapter Board of Directors for consideration. The Captain shall have the opportunity to address the Northeast Florida Chapter's Board of Directors prior to the amendment vote to explain the reasons for the proposed amendment.
- Section 4. Amendments may be proposed to the Northeast Florida Chapter's Board of Directors by the Corps Board of Directors. A proposed amendment shall be provided in writing to the members of the Board at least fourteen days prior to the scheduled vote on the amendment. The amendment must pass by a two-thirds majority of those attending the meeting to be submitted to the Northeast Florida Chapter's Board of Directors for consideration. The

President shall have the opportunity to address the Northeast Florida Chapter's Board of Directors prior to the amendment vote to explain the reasons for the proposed amendment.

Section 5. Following adoption by the Northeast Florida Chapter's Board of Directors, amendments become effective upon being read at the next regular or special meeting of the Corps membership.

Section 6. More explicit regulations in addition to the Bylaws shall be properly grouped and shall be known as the Standard Administrative Procedures.

Section 7. A Registrar, appointed by the Captain shall be responsible for the following custodial procedures for the Bylaws, Standard Administrative Procedures and Manual Beach Practice:

Para. 1. A current copy of the Bylaws, Standard Administrative Procedures, and Manual of Beach Practice shall be maintained in word processing file at the lifeguard station at all time with a "Master Copy" in an Adobe.pdf format or similar non-manipulable format to be maintained in a computer file located in the office of the Executive Director of the American Red Cross Northeast Florida Chapter House and posted in the "members only" page of the VLSC website. A hard copy of these documents will be printed and kept on file by the Registrars for ready reference at the regular and staff meetings of the Corps. A hard copy will be printed by the Executive Director's office and maintained in the Corps Historical Locker at the American Red Cross Chapter House. Copies of these files will be made available to the Board of Directors of the Life Saving Corps on request.

Para. 2. The Registrar appointed by the Captain shall make the appropriate changes to these documents within seven (7) days of the effective date of a new amendment to the Bylaws as set forth in Bylaws Article 14, Section 5, or the effective date of a new amendment to the Standard Administrative Procedures as set forth in the SAP's Part 1, Section 2, or changes to the Manual of Beach Practices as directed by the Captain. At the end of the last appropriate paragraph, these changes shall be marked "REVISED MM/DD/YYYY" with the appropriate effective date (i.e. the date of the meeting of the final reading.) There shall also be a spreadsheet behind the title page that shall serve as a dated summary of changes to the Bylaws. The Registrars shall e-mail an Adobe.pdf copy of the changed document to the Secretary of the Board of Directors and to the President of the Board of Directors. The Board Secretary should send the final approved document to the Executive Director's office.

Para. 3. Proposed Amendments to the Bylaws, SAP's, and the Manual Beach Practice shall be presented in writing as follows:

- With the date the motion is being presented.
- A statement as to which Article, Section, Paragraph, Part, or Item that is being amended.
- A statement that the Article, Section, Paragraph, Part , or Item to be amended currently reads as follows:
- Write out the current language verbatim or a statement for the Article, Section, Paragraph, Part, or Item that is being added.
- A statement that the Article, Section, Paragraph, Part, or Item that is being added or amended to read as follows:
(Write in the Proposed new Language)

Para. 4. Changes to the Manual of Beach Practice shall be made at the discretion of the Captain by a majority vote of the staff. They should be documented and stored in the same manner as the Bylaws.

These Bylaws supersede any and all previous documents as of January 10, 2008.