



Bylaws Board of Directors' Policies and Procedures Articles of Incorporation

**Sheriff's Auxiliary Volunteers
of the Green Valley District, Inc.
601 N. La Cañada
Green Valley, AZ 85614**

November 2011

BYLAWS

Amended November 14, 2011

ARTICLE I – DEFINITIONS

Section I-1. PCSD shall mean the Pima County Sheriff's Department.

Section I-2. Green Valley District shall mean the area assigned by the Sheriff of Pima County, with headquarters in the community of Green Valley.

Section I-3. S.A.V. shall mean the Sheriff's Auxiliary Volunteers of the Green Valley District, Inc.

Section I-4. S.A.V. Training Academy shall mean a course of instruction in S.A.V. Field Operations and other S.A.V. functions.

Section I-5. Soft Badge members shall mean S.A.V. Training Academy graduates who have completed an abbreviated course of instruction for non-vehicle patrol members.

Section I-6. Hard Badge members shall mean S.A.V. Training Academy graduates who have completed the full course of instruction. Hard Badge members are eligible to perform all S.A.V. duties.

Section I-7. S.A.V. Commander shall mean the Chief of S.A.V. Operations, selected and appointed by the Pima County Sheriff.

Section I-8. Deputy Commander shall mean an S.A.V. member, appointed by the S.A.V. Commander, to assist in the management of S.A.V. functions.

Section I-9. Division Director shall mean the manager of a Division, appointed by the S.A.V. Commander or Deputy Commander.

Section I-10. Board of Directors shall mean the governing body of the

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Corporation composed of elected or designated members of the Board. Only members of S.A.V. or the PCSD may be voting members of the Board.

Section I-11. President shall mean the elected President of the S.A.V. The President shall be the Chief Executive Officer of the Corporation.

Section I-12. Vice President shall mean the officer elected to assist the President and serve in the position of President in the absence or inability of the President to serve.

Section I-13. The terms Division Director, Deputy Division Director, Manager and Assistant Manager shall mean members appointed by the Commander, Deputy Commander or Division Director to manage the various S.A.V. Divisions.

Section I-14. The term Designated Member shall mean a Board Member(s) serving by reason of office. It is synonymous with the term ex-officio as used in Revised Roberts Rules of Order, Newly Revised.

ARTICLE II - CORPORATE OFFICE

The Corporate Office of the Corporation shall be located in Green Valley, Arizona, and such other locations as may be required.

ARTICLE III – MEMBERSHIP

Section III-1. Membership. Regular membership shall consist of all volunteers who have completed the prescribed course of training, been sworn in by the PCSD and elected to membership by the Board of Directors. Members must have good moral character, sound judgment,

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even temperament and be able to perform the assigned duties.

Section III-2. Resignation. A member may terminate membership at any time by written notice directed to the S.A.V. President or the S.A.V. Commander.

Section III-3. Termination. All members, as auxiliary members of the PCSD, will abide by the PCSD rules and regulations. The Sheriff of Pima County may terminate membership for just cause.

ARTICLE IV – MEETINGS

Section IV-1. Annual Meeting. The annual meeting of the Corporation shall be held in January for the purpose of installing officers, appointing committees and conducting such other business as may properly come before the Board. The President will determine the place, date and time of the meeting. The Secretary shall post notice of the meeting on the S.A.V. bulletin board at least ten (10) days prior to the meeting. This notice shall include the agenda for the meeting.

Section IV-2. Regular Meetings. Regular meetings of the Board of Directors shall be held monthly, on the fourth Tuesday or as determined by the Board. The monthly meetings shall be considered meetings of the Corporation. Regular Meetings will not be held in July or August.

Section IV-3. Special Meetings. Special Meetings of the Board of Directors shall be considered to be meetings of the Corporation and may be held at any time at the request of the S.A.V. President, the District Commander, the S.A.V. Commander, or any three (3) Directors of the Corporation. Three (3) days notice of a Special Meeting shall be given to the Directors. This shall be done by written note, by mail, by personal delivery, by telephone or by direct conversation. The call of any Special Meeting shall stipulate the business to be considered and no other

business shall be conducted at such a special meeting.

Section IV-4. Quorum. A majority of the Directors shall constitute a quorum.

ARTICLE V – BOARD OF DIRECTORS

Section V-1. Board Composition.

A. The Board of Directors shall govern the affairs of as many as twelve (12) Directors as follows:

1. Six (6) Members of the S.A.V.
2. The President
3. The Vice President
4. The S.A.V. Commander, as a designated member.
5. Up to two S.A.V. Deputy Commanders as determined by the Commander.
6. The Commander of the Pima County Sheriff's Department, Green Valley District, as a designated member.

B. Proxy. The Commander of the Pima County Sheriff's Department, Green Valley District, may appoint a proxy. There shall be no other proxies.

C. Assumption of Duties. Elected Directors and Officers shall assume their duties at the Annual Meeting in January.

Section V-2. Board Vacancy. A vacancy in a Board position shall be filled within thirty (30) days in accordance with Article XI.

Section V-3. Nominations. The President, Vice President, and the Six (6) Board members from the S.A.V. membership shall be nominated and elected in accordance with Article XI.

Section V-4. Board Powers. The Board of Directors shall exercise all powers vested in the Corporation by the Articles of Incorporation and

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these Bylaws. It may delegate some of these powers to its Officers or Committees, as provided in Articles VI and VII of these Bylaws.

Section V-5. Member Duties. The duties and responsibilities of a member of the Board of Directors include but are not limited to the following:

A. Each Director shall participate, either in person or via teleconferencing, in at least 80% of the regularly scheduled meetings of the Corporation during a calendar year.

B. Each Director shall submit agenda items to the President for the Board of Directors meetings, approximately two weeks prior to meetings, for inclusion on the agenda.

C. Each Director shall be available to the S.A.V members between Board meetings to review possible agenda items and to address problems related to the business of the Corporation.

Section V-6. Performance of Board Members. If the performance of a Board member is suspected of being unacceptable by a majority of the Board, the Board shall form an ad hoc committee consisting of three (3) Board Members to investigate said performance. The results of the investigation and the committee recommendations shall be presented to the Board of Directors via a written report. Based on the report, the Board shall, by majority vote, take such action as deemed in the best interests of the Corporation. All aspects of this section, including meetings, conversations, and written matter, shall be conducted in private. Written material shall be retained in corporate files to be released only by the President or by permission of a majority of the Board.

ARTICLE VI –OFFICERS

Section VI-1. General. There shall be a President and Vice President, elected by the S.A.V. membership in accordance with Section XII-3. Neither the Commander of the Pima County Sheriff's Department Green Valley District, nor the S.A.V. Commander, nor any Deputy Commander may serve as an Officer of the Corporation.

Section VI-2. President. The President shall be the Chief Executive Officer of the Corporation and shall report to the Board of Directors. The President shall look to the Commander of the Green Valley District Office of the PCSD, or his designee, for overall leadership in carrying out the mission, objectives and programs of the Corporation. The President shall have a minimum of three (3) years of service in S.A.V. at the time of assuming office. The duties and responsibilities of the President include, but are not limited to, the following:

A. The President is responsible for development and oversight of the Policies for the Corporation. Those Policies shall be submitted to the Board of Directors for approval.

B. The President, supported by the Vice President and Treasurer, is responsible for implementing the business policies as defined in the Policy Manual.

C. The President shall appoint the Treasurer, Secretary and the Chairpersons of the Standing Committees as designated by these Bylaws.

D. The President shall be the official spokesperson for the Corporation.

E. The President shall have authority to implement and sign such papers on behalf of the Corporation as may be required by actions of the Board of Directors.

F. The President shall preside over all meetings of the Board of Directors. The President may delegate this responsibility to the Vice President.

G. The President is automatically an ex-officio member of all Standing Committees, except the Nominating and Elections Committee, and of all temporary committees as may be established by the Board of Directors.

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Section VI-3. Vice President. The Vice President shall serve as the principal deputy to the President and shall serve in the place of the President when the President is not available or is unable to serve. The Vice President shall have a minimum of three (3) years of service in S.A.V. at the time of assuming office. The duties and responsibilities of the Vice President include, but are not limited to, the following:

A. The Vice President shall be the Chief Financial Officer of the Corporation and shall be supported by the Treasurer.

B. The Vice President shall serve as Chairperson of the Finance and Fund Raising Committees described in Article VII.

C. The Vice President shall assist the President in carrying out the activities of the President's Office as requested by the President.

Section VI-4. Treasurer. The President shall appoint the Treasurer. The Treasurer is not a member of the Board of Directors, but serves in an advisory capacity to the Board. The duties and responsibilities of the Treasurer include, but are not limited to, the following:

A. The Treasurer shall be in charge of all financial records of the Corporation.

B. The Treasurer shall make payments as authorized by the Board. Payments and checks shall require two (2) signatures. The President, Vice President, Treasurer and one member of the Board of Directors, designated by the President, are authorized signers. All authorized signers are to appear on the bank signature card.

C. The Treasurer shall submit a financial statement of accounts at each monthly meeting of the Board comparing actual expenditures to approved budgeted accounts.

D. The Treasurer shall prepare the books and accounts of the Corporation for audit and for presentation to the Board at the Annual Meeting.

E. The Treasurer shall be a member of the Finance Committee.

F. The Treasurer shall manage the accounts of the insurance of the Corporation in accordance with recognized accounting procedures.

G. The Treasurer may appoint an Assistant Treasurer to assist in the duties of the Treasurer.

Section VI-5. Secretary. The President shall appoint the Secretary to

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the Corporation. The Secretary is not a member of the Board of Directors. The duties and responsibilities of the Secretary include, but are not limited to, the following:

A. The Secretary shall keep the official minutes of all meetings of the Board of Directors. A draft of the minutes is to be made available to all interested parties within five (5) working days after the meetings.

B. The Secretary shall maintain official files including those of the President, Vice President and Board of Directors.

C. The Secretary shall prepare and submit correspondence for the President, Vice President and the Board of Directors.

D. The Secretary shall provide notice, as required in Section IV-1, of the time, date and place of the Annual Meeting and the agenda.

E. The Secretary may appoint an Assistant Secretary to assist in the duties of the Secretary.

F. The Secretary shall perform other duties as assigned.

ARTICLE VII COMMITTEES

Section VII-1. General. The Board of Directors shall act, in part, through standing committees and such other committees as may be authorized by the Board. All committee members shall serve during the incumbency of the current President.

Section VII-2. Finance Committee. There shall be a Finance Committee chaired by the Vice President and composed of the Treasurer, Assistant Treasurer, and no more than four (4) representatives of the S.A.V. selected by the chairperson. The Finance Committee shall prepare the Annual Budget for the Corporation based on:

A. The estimated requirements of the Board of Directors prepared by the Finance Committee.

B. The Annual Budget developed by the S.A.V. Commander.

Section VII-3. Auditing Committee. There shall be an Auditing

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Committee composed of a chairperson, appointed by the President, and no more than four representatives of the S.A.V., selected by the chairperson. The Auditing Committee shall report to the Board of Directors. The responsibilities of the Auditing Committee shall include, but not be limited to:

A. Oversight of the S.A.V. internal accounting control structure. This shall include conducting periodic, random examination of financial documents supporting disbursements, such as vendor invoices, payment approvals, checks issued and verification of check signatures.

B. Conducting an annual internal audit.

C. Working each year with the Certified Public Accountant firm, selected by the Board of Directors, to review the financial records of the Corporation.

D. Discussing the scope of the independent audit with the selected Certified Public Accounting firm.

E. Reviewing the Financial Report.

F. Consideration of the Management Letter items.

G. Performance or review of special investigations.

Section VII-4. Nominating and Elections Committee. There shall be a Nominating and Elections Committee composed of a chairperson and no more than four (4) representatives of the S.A.V. The President shall select the chairperson. The chairperson shall select the representatives. Sitting officers and Members of the Board shall not be members of the Nominations and Elections Committee. The Committee shall prepare slates of candidates and conduct elections in accordance with Article XI.

Section VII-5. Fund Raising Committee. There shall be a Fund Raising Committee, whose chairperson shall be the Vice President. The chairperson may appoint a Fund Raising Director who will select not more than three (3) additional members. The committee shall:

A. Plan and organize a fund-raising campaign to secure funds recommended by the Finance Committee, adhering to all appropriate rules and regulations of the Internal Revenue Code.

B. Conduct the campaign.

C. Deposit all funds received by the S.A.V. in a financial institution approved by the Board of Directors.

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Section VII-6. Bylaws and Articles of Incorporation Committee. There shall be Bylaws and Articles of Incorporation Committee composed of a chairperson and no more than five (5) representatives of the S.A.V. The President shall appoint the chairperson. The chairperson shall select the representatives. The duties and responsibilities of the Committee shall include, but not be limited to, the following:

A. Study of the existing Bylaws and Articles of Incorporation on a continuing basis and making recommendations to the Board for changes and/or amendments.

B. Review of current policies for compliance with the Bylaws and Articles of Incorporation and reporting inconsistencies to the Board for action.

C. Making recommendations to the Board for any new or revised policies that better serve to carry out the intent of the Bylaws and Articles of Incorporation.

ARTICLE VIII – FISCAL YEAR

The Fiscal Year shall correspond to the Calendar Year.

ARTICLE IX – AMENDMENTS

(This section was modified on October 5, 2010, to comply with A.R.S. 10-11003)

Section IX-1. These Bylaws may be amended by a two-thirds affirmative vote of the members voting or a majority of the voting power, whichever is less. Proposed amendments must be submitted to the Secretary more than thirty (30) days prior to a regular Board meeting and must be endorsed by and contain the signatures of at least ten percent (10%) of the members or the signature of two-thirds (2/3) of the Board of Directors. Amendments to the Bylaws must be consistent with the Articles of Incorporation.

Section IX-2. Amendment Restrictions. These Bylaws shall not be amended in such a manner as to be in conflict with the Articles of Incorporation, applicable sections of the Internal Revenue Code or any P.C.S.D. Rules and Regulations.

ARTICLE X – RULES OF PROCEDURE

The rules contained in Robert's Rules of Order, Newly Revised, shall govern Corporation meetings.

ARTICLE XI – ELECTIONS

Section XI-1. General. Election of the President, Vice President, and members of the Board of Directors shall be conducted in November in accordance with procedures established by the Nominating and Elections Committee and approved by the Board of Directors. Slates of candidates for the President, Vice President, and Board Members shall be prepared by the Nominating and Elections Committee in accordance with this article and presented to the Board of Directors at the October meeting.

Section XI-2. Election of the Board of Directors. The S.A.V. members shall elect six (6) members from the S.A.V. membership to serve on the Board of Directors. The Directors shall serve staggered terms of two (2) years. Members must have a minimum of one year of service in S.A.V. before assuming office. The ballot shall show at least one (1) candidate for each position.

Section XI-3. Election of President and Vice President. The President

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and Vice President shall be elected by the S.A.V. membership. The ballot shall show at least one (1) candidate for each position as provided by the Nominating and Elections Committee. The President and Vice President shall be elected for a two (2) year term of office. If there are no candidates for either office the position will be filled from members of the Board. The selection shall be made by a majority vote of the Board of Directors. The vacated Board position will be filled in accordance with Section XI-4.

Section XI-4. Vacancies on the Board. The Board shall retain results of elections for use in determining appointments to fill vacancies on the Board. An office vacated prior to the expiration of the normal term will be filled by the person, if still eligible, who received the next highest number of votes as shown in the previous election results. If there is a tie vote, the selection shall be made by a majority vote of the Board of Directors.

ARTICLE XII — CONFLICT OF INTEREST

Section XII-1. General. S.A.V. officers, members of the Board of Directors, the fund raising chairperson, the S.A.V. Commander, Deputy Commanders, Division Directors and managers shall avoid any conflict between their own respective individual, professional, family or business interests and the interests of the S.A.V. in any and all actions taken by them on behalf of the S.A.V. in their respective capacities.

Section XII-2. Definition. A conflict of interest is any direct or indirect interest in, or relationship with, any individual or organization which proposes to enter into any transaction with the S.A.V., including but not limited to transactions involving:

- A. The sale, purchase, lease or rental of any property or other asset.
- B. Employment or rendition of services, personal or otherwise.
- C. The award of any contract or subcontract.

(END)

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Policy Statement
Policy No.: 8.00

Approval: 10/08

BUDGET

I. PURPOSE

The purpose of this policy is to define the process for preparing the annual SAV budget.

II. RESPONSIBILITY

The Finance Committee shall prepare the annual budget for the Corporation and is responsible for implementing this policy.

III. PROCESS

The annual budget planning process starts with the Treasurer preparing work sheets that show the actual expenses for the first nine months of the current year plus the actual expenses for the last three months of the previous year for each account. These work sheets will be distributed to various Divisions when the September Financial Report is approved by the Board of Directors at the October meeting.

Using a “bottom up” budgeting process, the Division managers will determine what they estimate they will need to run their divisions for the next fiscal year. These budget estimates will move up the chain of command and will finally be approved by the Commander, for operating divisions, or the President for the Board of Directors budget. The proposed budget will then be submitted to the Finance Committee for review. The Finance Committee will present the proposed budget to the Board of Directors at the November meeting.

The Board of Directors approves the Budget at the November meeting and is effective on the first day of the fiscal year (January 1st).

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Policy Statement
Policy No.: 8.01

APPROVAL: 10/08

PURCHASING

I. PURPOSE

Define the general rules regarding purchasing.

II. RESPONSIBILITY

The Finance Committee is responsible for implementation of this Policy.

III. PURCHASES LESS THAN \$1,500

Purchase of items costing less than \$1,500 is the responsibility of each Division Director or Manager (with the approval of his/her Division Director) within the parameters of the assigned budget. Authorized signatures shall include Deputy Division Directors, Division Directors, Deputy Commanders, Commander, President, Vice-President, and Treasurer. Two authorized signatures are required on the Requisition Request Form if the amount is over \$1,000.

IV. PURCHASES OF \$1,500 OR MORE

A. Purchase of items costing \$1,500 or more requires a Capital Expenditure Request Form to include at least two (2) bids and shall be submitted to the Finance Committee. The Finance Committee shall review the request and present their recommendation to the Board of Directors.

B. Evaluation of bids shall consider all aspects including but not limited to cost, dealer and dealer location, service availability and quality of product and service. Green Valley firms shall be given preference when practical. The

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requesting Division Director shall participate in the evaluation of bids.

V. VEHICLE PURCHASES

Patrol vehicles will be kept in service for 100,000 miles or 10 years. The only exception would be body damage or mechanical repairs costing more than the value of the vehicle and will be referred to the Finance Committee for review and presentation the Board of Directors.

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.02

APPROVAL: 10/08

SANCTIONED ACTIVITIES

I. PURPOSE

Define, in general, the S.A.V. activities sanctioned by the Board of Directors. Those activities are:

A. Any activity or function provided for in the Bylaws or Articles of Incorporation of the S.A.V. including, but not limited to, membership meetings, Corporate Board meetings, committee meetings, neighborhood watch meetings, etc.

B. Any activity or function approved or authorized by the S.A.V. Board of Directors at a regular or special meeting including, but not limited to parades, fund raising programs, conventions, appearances before civic groups or clubs, and any duties related thereto.

C. Attendance at any meeting or activity sponsored or called by the PCSD.

D. A call-up for duty by the PCSD.

E. Any emergency call-up for duty by the S.A.V. Commander. Such duty shall include, but is not limited to fires, floods, violent weather, accidents, search and rescue, vandalism, robbery, burglary or any unusual occurrence in the Green Valley area.

F. The Sheriff's Auxiliary Volunteers is a crime prevention support organization assigned to the Green Valley District of the Pima County Sheriff's Department. The S.A.V. duties include motorized patrol, traffic control, criminal investigation; emergency response and such other duties as may be assigned by the G.V. District Commander. Since the nature of these duties may require the need for total S.A.V. response, members are prohibited from

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working for or with other organizations involved in similar activities such as the American Red Cross, C.E.R.T.(Community Emergency Response Team), the fire department, the Arizona Department of Public Safety (D.P.S.), the U.S. Forest Service, Arizona Rangers, etc., without the express approval of the Green Valley District Commander.

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Policy Statement
Policy No.: 8.03

APPROVAL: 10/08

FINANCIAL AUDITING

I. PURPOSE

The purpose of financial auditing is to conduct those activities and compile the information as is necessary for the S.A.V. Board of Directors to properly execute their fiduciary responsibilities.

II. RESPONSIBILITIES

The Board of Directors, acting in concert with the Auditing Committee, shall be responsible for implementing this Policy. The Board shall clearly define, in writing, the specific responsibilities and authority of the Auditing Committee and shall make every effort to develop a strong, active Auditing Committee to effectively assist the Board in monitoring the financial management of the Corporation.

III. FINANCIAL AUDITING FUNCTIONS

Implementation of this Policy shall include but not be limited to the following functions.

A. Oversight: The oversight of the S.A.V. internal accounting central structure shall be the primary focus of the Auditing Committee. The Auditing Committee shall review expenditure approvals and supporting documents and contributions. The Auditing Committee shall establish strong controls to enhance the preparation of financial reports in accordance with generally accepted accounting principles and to assist in fulfilling the Board of Directors' fiscal responsibility.

B. Appointment of external Independent Auditors: The Chief Financial Officer and the Auditing Committee shall make a recommendation to the Board of Directors as to a qualified Certified Public Accounting firm to examine and issue a report to the Board of

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Directors on the S.A.V. annual financial statements each year. The final selection of the external Certified Public Accounting firm shall be the responsibility of the Board of Directors.

C. Scope of Audit: A pre-audit conference shall be held between the Chief Financial Officer, the Chairperson of the Auditing Committee and the independent Certified Public Accounting firm to establish the scope of the external audit.

D. Review of the preliminary audit report: Upon completion of the preliminary annual external audit report, the President, Vice-President/Chief Financial Officer, Treasurer and the Chairperson of the Auditing Committee shall meet with the independent external auditor to review the report for clarification of the findings and to discuss any areas of disagreement. Attendance at this meeting shall be by specific invitation to those individuals directly involved.

E. Presentation of the Final Audit Report: Upon completion of the final audit report the Chairperson of the Auditing Committee, will present such annual financial report to the Board of Directors, upon their invitation and at a date specified. The Board of Directors shall review the report and the members of the Board may address any question or concerns they may have relative to the report, the content of a “management letter” or other S.A.V. financial matters. The Auditing Committee, at the direction of the Board, shall review and implement any corrective action recommended by the independent external audit report as appropriate.

F. Other Functions: In further assistance to the Board of Directors, the Auditing Committee may be charged with special assignments, to wit:

1. Perform or review special investigations.
2. Review compliance with grant guidelines and policies concerning financial matters.

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3. Conduct other examinations of financial matters as directed by the Board of Directors.

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Policy Statement
Policy No.: 8.04

APPROVAL: 10/08

RISK MANAGEMENT

I. PURPOSE

The S.A.V.' objective, with regard to risk management, is twofold:

A. Safeguard as far as reasonably possible, the volunteers and the public against the loss of life or personal injury.

B. Shield income potentials and the financial integrity of the S.A.V. against the effects of risks of accidental loss.

II. In support of these objectives, a systematic risk management plan shall be adopted to minimize the S.A.V.' cost-of-risk and to assure continuation of its operations without interruption. This risk management policy sets forth guidelines for: exposure identification, evaluation, control, and funding of risk.

III. EVALUATION OF RISK

A. After exposures to accidental loss are identified, they shall be subjected to evaluation of their financial risk through measurement of their probable frequency of occurrence and their probable financial severity.

B. The Vice President, as Chief Financial Officer, is responsible for defining risk evaluation and for administering the process.

IV. RISK CONTROL

A. Following evaluation of risk, logical approaches shall be designed and adopted to control risk. Risk control is defined as those activities designed to eliminate the risk of accidental loss where economically appropriate and, otherwise, to reduce both frequency and severity of accidental loss.

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B. Risk control approaches can be divided into two general categories: risk control standards and risk control administration and compliance. Risk control standards shall establish criteria for the quality and scope of risk control effort expected in regard to specified elements of risk.

V. RISK FUNDING

Some losses will occur regardless of all reasonable efforts made to reduce or eliminate risk. The S.A.V. practice shall be to purchase insurance against that degree of financial risk attending the unforeseen, unpredictable accidental loss that exceeds the Corporation's financial ability to self-assume on a predictable basis.

VI. INSURANCE

A. The Vice President shall determine the types and levels of insurance consistent with the Corporation's cost-of-risk objective and with the preceding provision regarding self-assumption. The Vice President is also responsible for the selection of insurers subject to approval by the Board of Directors.

- B. Types of insurance shall include, but not be limited to:
1. Operations.
 2. Directors.
 3. Commercial crime.
 4. Business custom.
 5. Property.
 6. Vehicles.

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Policy Statement
Policy No.: 8.05

APPROVAL: 10/08

DISPOSAL OF SURPLUS EQUIPMENT

I. PURPOSE

Define surplus equipment and prescribe methods of disposal.

II. RESPONSIBILITY

The Division Directors are responsible for implementing this Policy.

III. DEFINITION OF SURPLUS

An item shall be considered surplus when any one situation exists:

- A. The item has not been used for a period of one (1) year,
- B. A newer and superior item has been procured to replace the item on hand,
- C. Any Division of the Green Valley S.A.V cannot use the item.

IV. DETERMINATION

The final decision declaring an item surplus shall be made by:

- A. The pertinent Division Director when the item has a book value less than \$1000.
- B. The Board of Directors when the item has a book value of \$1000 or more.

V. METHOD OF DISPOSAL

- A. Method of disposal shall be one of the following:

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1. Donate the surplus item(s) to another branch of the S.A.V. within Pima County.
2. Donate the surplus item(s) to a non-profit organization.
3. If no organization, as described above, can use the surplus item(s), the item(s) shall be sold to the highest bidder after advertising in the local newspaper. Sealed bids shall be requested.

VI. ACTION

After disposal of the item(s), they shall be removed from inventory and the book value deducted from the Corporation's assets. Any monies received shall be turned over to the Treasurer for deposit in the S.A.V. general fund.

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.06

APPROVAL: 10/08

CELLULAR TELEPHONES

I. PURPOSE

The S.A.V. has a contract with a cell phone service provider for cellular telephone service at greatly reduced rates. The purposes of this policy are to define the responsibilities pertinent to use of the service and to define the criteria that must be met by personnel to obtain the service at the same rates specified in the S.A.V. contract.

II. RESPONSIBILITIES

The S.A.V. Commander shall appoint a member to serve as the S.A.V. Cellular Telephone Coordinator. The Coordinator will serve as the interface between the cell phone service provider, the S.A.V. and the personnel who obtain service.

III. GENERAL

The ability of personnel to obtain cellular telephone service under the S.A.V. contract is based on the concept that substantial use of this service is for augmenting patrol coverage in the Green Valley area with the ability to immediately contact 9-1-1 to report observed problems.

IV. SELECTION CRITERIA

A. The following personnel are provided with the opportunity to obtain cellular telephone service through the S.A.V. contract:

1. All active members and spouses in good standing.
2. All retired members and spouses residing in Pima County.

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3. Neighborhood Watch chairpersons.

V. AGREEMENT WITH ELIGIBLE PERSONNEL

A. Each individual who obtains cellular telephone service under this policy must agree to the provisions, which protects the S.A.V. from any liability that might be accrued by the individual. The terms and conditions of this agreement are as follows:

1. The individual must request this service through the S.A.V. Cellular Telephone Coordinator who must determine the eligibility of the individual to obtain the service. The Coordinator will instruct the individual on the pertinent information included in this agreement.

2. It is understood that the individual hereby agrees to pay all costs associated with use of his/her cellular phone. If the individual fails to pay his/her bill, the S.A.V. may revoke this agreement without further notice.

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.07

APPROVAL: 10/08

REQUEST FOR CAPITAL EXPENDITURE APPROPRIATION

I. PURPOSE

The purpose of this policy is to provide a uniform method for requesting a CAPITAL EXPENDITURE APPROPRIATION (CEA).

II. REQUIREMENT

A Capital Expenditure Appropriation (CEA) request is required whenever expenditure for a capital asset is to be considered in an amount over \$1,500. The Finance Committee must review the project, provide information regarding availability and appropriation of funds, and submit the CEA to the Board of Directors for approval.

III. RESPONSIBILITY

A. The CEA is to be prepared by the Division Director responsible for requesting the capital project.

B. The Division Director is responsible for submitting the CEA to the Finance Committee for review and approval or rejection.

C. Upon approval, the Finance Committee is responsible for submitting the CEA to the Board of Directors with information regarding the availability of funds in which to accomplish the project.

D. The Board of Directors will approve/reject the request based on the information received.

E. Should the CEA not be implemented within a six (6) month period of time, the request will need to be processed in the same procedure as outlined above.

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IV. CONTENT

The following defines the information required on the attached CAPITAL EXPENDITURE APPROPRIATION request form.

A. Division: What is the name of the Division submitting the request?

B. Project Title: What is the name of the capital project (property, plant, and/or equipment name)?

C. Description: Describe the project

D. Project Cost: Provide the cost of the project plus any associated costs considered as a part of implementing the project.

E. Program Objective(s): What is the reason for this project and what is its purpose?

F. Alternatives Considered: Provide alternatives that were considered in selecting this project.

G. Proposed Implementation Date: When is the project expected to be implemented?

H. Approvals: The Division Director, Commander/Deputy Commander and the Finance Committee will approve all Capital Expenditure requests.

I. Date Approved: the date the Board of Directors approves the CEA is mandatory.

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SHERIFF'S AUXILIARY VOLUNTEERS

CAPITAL EXPENDITURE APPROPRIATION

DATE: _____

DIVISION: _____

Project Title: _____

Project Description:

Project Costs: \$ _____

 \$ _____

 \$ _____

Total Project Cost: \$ _____

Program Objective(s):

Alternatives Considered:

Proposed Implementation Date:

Approvals: Division Director: _____

Commander/Deputy Commander:_____

 Finance Committee: _____

 Board of Directors: _____

Date Approved: _____

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Policy Statement
Policy No.: 8.08

APPROVAL: 6/22/2010

SPECIAL ELECTIONS

I. PURPOSE

The purpose of this policy is to describe the process for conducting special elections. This includes any referendum by the members or the board and elections to positions on the Board that cannot be filled by the process described in the Bylaws.

II. REFERENDUMS

The membership may submit a petition to the Secretary to change the Bylaws. The petition must be signed by 10% of the active members.

The Secretary will forward the petition to the Bylaws Committee Chairperson within five (5) working days after receipt. The Bylaws Committee will verify that the requested change to the Bylaws does not violate any Arizona State Law, Pima County Sheriff's Department policy, the Articles of Incorporation or is contradictory to any other provision of the Bylaws. The Board will not make any changes to the wording of the petition. In a case where there is a violation or contradiction the Bylaws Committee Chairperson will return the petition to the submitter with an explanation of why the matter will not be voted upon.

The Bylaws Committee Chairperson will notify the President to include the petition on the agenda for the next Board meeting.

The Board may, by a 2/3 vote, present a referendum to the membership to change the Bylaws. The Board will not submit a referendum to the membership for a vote at the same time as a referendum submitted by the membership.

After review by the Board, the referendum will be scheduled for a vote within 30 calendar days of the Board meeting. The President will announce and distribute a notice of the election at the next monthly

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meeting of the S.A.V. membership and by any other means the President determines as appropriate.

Ballots, prepared by the Elections Committee, will be placed in each individual's folder, or will be mailed to those members out of town with valid addresses, within fourteen calendar days of the due date. Any statements in support or opposition to the proposed change will be attached to the ballot. Ballots must be deposited in the ballot box within fourteen calendar days of placement in the individual's folder. The ballot will indicate the last date for submission.

Any member of the Board or active member of S.A.V. may submit statements, of 100 words or less, in support or opposition to the subject of the election. Statements must be submitted to the Secretary not later than seven days after the announcement of the election by the President. Submitted statements must be signed and the name and badge number of the submitter will be included on the statement submitted with the ballot.

The Election Committee will collect and count the ballots. They will tally all votes and submit the results and the ballots to the President within three days of the close of the election. The tally will include the total number of votes cast and the number of votes for and against the proposed change.

Approval of changes to the Bylaws must be by a majority (50% +1) of the members eligible to vote, or 2/3 of those voting, whichever is less.

The President will announce the results of the election as soon as possible but not later than the next monthly S.A.V. meeting. The President may use any other means of notification that the President deems appropriate.

The President will direct any changes to the Bylaws to be documented, published and implemented within 15 days of the close of the election.

III. ELECTION OF BOARD MEMBERS

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In case of a Board vacancy which cannot be filled as provided by the Bylaws, the Board will call for an election if the position will be vacant in excess of 90 days from the next general election.

The President will direct the Elections Committee to recruit members to fill the vacant position. The names will be submitted to the Board within 30 days of the vacancy.

The provisions of the Bylaws will be followed for conducting the election to fill the vacant position.

Board of Directors Policy Manual

Policy Statement
Policy No.: 8.09

APPROVAL: 9/11

EMERGENCY EXPENDITURES

I. PURPOSE

Define the general rules regarding emergency expenditures.

II. RESPONSIBILITY

The Board of Directors is responsible for implementation of this Policy.

III. EMERGENCY SITUATION

An emergency situation is defined as an unforeseen situation in which there is damage or failure of any S.A.V. facility or equipment which will impede the operation of S.A.V.

IV. AUTHORIZATION

A. Any two of the following Board members may make the determination that there is an emergency situation: President, Vice President, Secretary, Treasurer, Commander and Deputy Commander.

B. Any two of the above members may authorize and commit S.A.V funds, up to \$50,000, for the repair of S.A.V facilities if an emergency situation exists. It is not necessary to obtain competitive bids in an emergency situation.

V. DOUMENTATION

All receipts and invoices pertaining to the emergency repairs will be submitted to the Treasurer for payment and any possible insurance claims.