



Manual of  
**Bylaws of the Corporation** [CLICK HERE](#)  
and  
**Board of Directors'**  
**Policies and Procedures** [CLICK HERE](#)  
and  
**Articles of Incorporation** [CLICK HERE](#)

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

March 2014

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# Bylaws of the Corporation

As Amended, March 2014

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**BYLAWS**  
**Amended March 2014**

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**ARTICLE I – DEFINITIONS**

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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 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.

Section I-15. Title 10 shall mean Title 10, Arizona Revised Statutes (A.R.S.), specifically Chapters 24 -40, known as the Arizona Nonprofit Corporation Act.

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## **ARTICLE II – CORPORATE OFFICE**

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

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## **ARTICLE III – MEMBERSHIP**

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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, 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 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.

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## ARTICLE IV – MEETINGS

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Section IV-1. Annual Meeting. The annual meeting of the Corporation shall be held in January for the purpose of installing Board members, 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 as determined by the Board and shall be considered meetings of the Corporation. Regular Meetings will not be scheduled 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 (postal or electronic), 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.

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## ARTICLE V – BOARD OF DIRECTORS

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Section V-1. Board Composition.

A. The Board of Directors shall consist of as many as twelve (12) Directors as follows:

1. Eight (8) Members of the S.A.V., including the President and Vice President.
2. The S.A.V. Commander, as a designated member.
3. Up to Two (2) S.A.V. Deputy Commanders as determined by the Commander.
4. 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.

D. Transition Provision. This paragraph provides for the transition from six (6) elected Directors to eight (8) elected Directors. The November 2014 election will be for four (4) Directors. The November 2015 election will be for four (4) Directors. The Board assuming office in January 2015 will elect the President and Vice President from among the Directors. The term of office for the President and Vice President will then be for one year.

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. Eight (8) 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 A.R.S. Title 10, the Articles of Incorporation, and 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.

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## ARTICLE VI – OFFICERS

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Section VI-1. General. There shall be a President and Vice President elected by the Board of Directors. 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/her designee, for overall leadership in carrying out the mission, objectives and programs of the Corporation. 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.

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 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 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.

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## **ARTICLE VII – COMMITTEES**

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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 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 item.
- 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.

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.

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## **ARTICLE VIII – FISCAL YEAR**

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The Fiscal Year shall correspond to the Calendar Year.

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## **ARTICLE IX – AMENDMENTS**

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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. Changes to the Bylaws shall be made as set forth by the Arizona Revised Statutes (ARS), Title 10, Non-Profit Corporations Act, Chapter 33, Amendments of Articles of Incorporation and Bylaws–Nonprofit Corporations, as amended.

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, Arizona Revised Statutes, or any P.C.S.D. Rules and Regulations.

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## **ARTICLE X – RULES OF PROCEDURE**

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

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## **ARTICLE XI – ELECTIONS**

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Section XI-1. General. The election of the 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. A slate of candidates for the 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 eight (8) 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 and Vice President shall be elected by the SAV. Board of Directors at a special meeting following the SAV annual meeting. The President and Vice President shall be elected for a one (1) year term of office. Any 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 for the remainder of the term 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.

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**ARTICLE XII — CONFLICT OF INTEREST** [Table of Contents](#)

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Section XII-1. General. S.A.V. officers, members of the Board of Directors, the fund raising chairperson, the S.A.V. Commander, Deputy Commander, Division Directors and managers shall avoid any conflict between their own respective individual, professional, family or business interest and the interest 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)





# Board of Directors Policy Manual

As Amended, March 2014

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**Board of Directors Policy Manual**

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**Policy Statement**  
**Policy No.: 8.00**

**Approval: 10/08**

## **BUDGET**

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### **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 1<sup>st</sup>).





**Policy Statement**  
**Policy No.: 8.01**

**APPROVAL: 11/12**

## **PURCHASING**

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### **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 requesting Division Director shall participate in the evaluation of bids.

### **V. VEHICLE PURCHASES**

Patrol vehicles will be kept in service until such time as the Board approves disposal.



**Policy Statement**  
**Policy No.: 8.02**

**APPROVAL: 10/08**

## **SANCTIONED ACTIVITIES**

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### **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 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.

**Policy Statement**  
**Policy No.: 8.03**

**APPROVAL: 10/08**

## **FINANCIAL AUDITING**

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

**Policy Statement**  
**Policy No.: 8.04**

**APPROVAL: 10/08**

## **RISK MANAGEMENT**

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### **I. PURPOSE**

The S.A.V.'s 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.'s 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.

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.



**Policy Statement**  
**Policy No.: 8.05**

**APPROVAL: 11/12**

## **DISPOSAL OF SURPLUS EQUIPMENT**

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### **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:
  - 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.

4. Surplus items may be traded-in to reduce the purchase price.

## **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.

**Policy Statement**  
**Policy No.: 8.06**

**APPROVAL: 10/08**  
**Modified: 09/13**  
**Modified: 03/14**

## **CELLULAR TELEPHONES**

[Table of Contents](#)

### **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 in good standing, their spouses and members of their immediate household.
2. All members who have retired in good standing, their spouses and members of their immediate household.

**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.

**Policy Statement**  
**Policy No.: 8.07**

**APPROVAL: 10/08**

## **REQUEST FOR CAPITAL EXPENDITURE APPROPRIATION**

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### **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.

#### **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.

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: \_\_\_\_\_





**Policy Statement**  
**Policy No.: 8.08**

**APPROVAL: 9/11**

## **EMERGENCY EXPENDITURES**

[Table of Contents](#)

### **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.





# Articles of Incorporation

*Original filed with the Secretary of State, State of Arizona*

As Amended, June 2008

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**CERTIFICATE OF RESTATEMENT**

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I, William J. McNarie, President of Sheriff's Auxiliary Volunteers of the Green Valley District, Inc., hereby certify that the attached Amendment and Restatement to the Declaration of Covenants, Conditions and Restrictions for Sheriff's Auxiliary Volunteers of the Green Valley District, Inc. consists of amendments adopted by majority votes cast by the Board of Directors at a regular meeting on June 24<sup>th</sup>, 2008, along with existing provisions of the Declaration which were not amended on December 3<sup>rd</sup>, 1982.

Dated this 24<sup>th</sup> day of June, 2008.

*Original Signed*

---

William J. McNarie, President  
Sheriff's Auxiliary Volunteers of the Green Valley District, Inc.

ATTEST:

*Original Signed*

---

Karen Leibengood, Secretary  
Sheriff's Auxiliary Volunteers of the Green Valley District, Inc

**ARTICLES OF RESTATEMENT AND AMENDMENT**  
**FOR**  
**SHERIFF'S AUXILIARY VOLUNTEERS**  
**OF THE GREEN VALLEY DISTRICT, INC.**

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An Arizona Non-Profit Corporation

Pursuant to Arizona Revised Statutes §10-11007

1. The name of the corporation is SHERIFF'S AUXILIARY VOLUNTEERS OF THE GREEN VALLEY DISTRICT, INC.
2. Attached hereto as Exhibit A is a copy of the Articles of Incorporation fully restated to include all amendments to the Articles of Incorporation through the date of filing of this Restatement.
3. The Restatement contains amendments to the Articles of Incorporation requiring approval of the Board of Directors. Such approval was obtained at the regular meeting on June 24<sup>th</sup>, 2008.

EFFECTIVE DATE: June 24<sup>th</sup>, 2008

By: Original Signed  
William J. McNarie  
President



**EXHIBIT A**

**ARTICLES OF INCORPORATION**  
**OF**  
**SHERIFF'S AUXILIARY VOLUNTEERS**  
**OF THE GREEN VALLEY DISTRICT, INC.**

An Arizona Non-Profit Corporation

**ARTICLE I. NAME**

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The name of this corporation shall be: SHERIFF'S AUXILIARY VOLUNTEERS OF THE GREEN VALLEY DISTRICT, INC.

**ARTICLE II – PURPOSE**

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The purpose of the corporation is to provide improved citizen education, enhanced crime prevention and a volunteer organization which is auxiliary to, and devoted to cooperating with the law enforcement personnel in the Green Valley District of the Sheriff's Department of Pima County, Arizona in the maintenance of security, peace and order during normal times and during emergencies and the performance of other duties assigned by the Sheriff of Pima County, Arizona or his designees.

**ARTICLE III – CHARACTER OF AFFAIRS**

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The character of affairs of the corporation will be to provide, by means of a Board of Directors, for a volunteer organization which is auxiliary to the Pima County Sheriff's Department within the Green Valley District and to provide a means for raising and using funds under rules of the Internal Revenue Service of the United States, for charitable, educational and public safety purposes.

The Green Valley District, as referred to in this and associated Articles and in the Bylaws of the corporation, shall mean the area so designated by the Sheriff of Pima County, Arizona.

It is expressly intended that the objective, purpose and powers as stated in the paragraphs of this Article and the preceding Article II shall not be limited or restricted by any other clause, term, paragraph or Article contained herein or in any Bylaws of the Corporation.

**ARTICLE IV – LIMITATION OF POWERS**

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This corporation is not organized for personal gain or pecuniary profit and no member thereof shall have any individual or separate interest in any of the property or assets of the corporation.

No part of the net earnings of the corporation shall inure to the benefit of, or be distributable to its members, directors, officers or other private persons, except that the corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II.

Notwithstanding any other provision of these Articles, the corporation shall not carry on any other activities not permitted to be carried on:

- (a) by a corporation exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or:
- (b) by a corporation, contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Revenue Laws).

**ARTICLE V – POLITICAL ACTIVITY**

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No part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.

**ARTICLE VI – DISPOSITION UPON DISSOLUTION**

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Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all its assets exclusively for the purposes of the corporation in such a manner, or to such organizations organized and operated exclusively for charitable, educational, and public safety purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provisions of any future United States Internal Laws) as the Board of

Directors shall determine. Any such assets not disposed of shall be disposed of by the Superior Court of the County in which the principle office of the corporation is then located, exclusively for such purpose of to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.

**ARTICLE VII – INDEMNIFICATION**

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The power of indemnification under Arizona Revised Statutes shall not be denied or limited by the Bylaws.

**ARTICLE VIII – CONDUCT OF BUSINESS**

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The affairs of the corporation shall be conducted by a Board of Directors of not less than nine (9) members and by such other officers as may be provided for in the Bylaws of the corporation. The Directors shall be selected in the manner determined by and in the numbers provided for in the Bylaws of this corporation. The officers of the Board of Directors shall be elected or appointed in the manner provided for in the Bylaws of this corporation.

The following named persons are the Board of Directors on June 24<sup>th</sup>, 2008 and will serve until their successors are elected:

Name and Address

William J. McNarie  
1361 N. Paseo De Golf, Green Valley, AZ 85614

Paul E. Kline  
1970 W. Via Nuevo Leon, Green Valley, AZ 85614

George H. Grove  
1964 W. Placita Canoa Azul, Green Valley, AZ 85614  
Wilma R. Ludwig  
1131 W. Placita Alvina, Green Valley, AZ 85614

James R. Gentry  
122 W. Calle Nogal, Green Valley, AZ 85614

Robert J. Hoeckelberg  
601 S. Los Rubies Circle, Green Valley, AZ 85614

Madeline K. Sperry  
1590 N. Paseo Maravilloso, Green Valley, AZ 85614

Norman A. Bernatsky  
1150 N. Rio Mineral, Green Valley, AZ 85614

Leonard T. Pratt  
601 N. La Cañada, Green Valley, AZ 85614

Maryjane O. Leblanc  
260-A S. Paseo Aguilla, Green Valley, AZ 85614

Verna J. Rogge  
651 N. Avenida Cipres, Green Valley, AZ 85614

Wayne R. Eells  
1152 W. Tenniel Drive, Green Valley, AZ 85614

### **ARTICLE IX – ANNUAL MEETING**

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The annual meeting of the corporation shall be held by the Board of Directors on the third Tuesday of January each year unless such meeting date is changed by the Bylaws of the corporation.

**ARTICLE X – KNOWN PLACE OF BUSINESS** [Table of Contents](#)

The place of business shall be 601 N. La Cañada Dr., Green Valley, Pima County, Arizona.

**ARTICLE XI – BYLAWS** [Table of Contents](#)

Bylaws shall be adopted by the Board of Directors named in these Articles and may thereafter be amended by any means provided for in the Bylaws.

**ARTICLE XII – AMENDMENTS** [Table of Contents](#)

These Articles of Incorporation may be amended at any meeting of the Board of Directors by a two-thirds vote of the total votes cast by the Directors provided that the proposed amendment has been introduced at a previous meeting of the Board at least 28 calendar days prior to the vote on the amendment.

**ARTICLE XIII – MEMBERSHIP** [Table of Contents](#)

Membership in the corporation shall be composed of members elected to membership in accordance with the Bylaws.

**ARTICLE XIV – INCORPORATORS** [Table of Contents](#)

The name and addresses of the incorporator is:

*Original Signed*

---

Michael G. Herndon  
1830 W. Camino Urbano, Green Valley, AZ 85614

**ARTICLE XV – STATUTORY AGENT** [Table of Contents](#)

The name and address of the statutory agent is:

*Original Signed*

---

William J. McNarie

1361 N. Paseo De Golf, Green Valley, AZ 85614

**ARTICLE XVI – CONFLICT**

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In the event of conflict between the Articles of Incorporation and the Bylaws, the Article of Incorporation shall prevail.

IN WITNESS WHEREOF, we have hereunto set our hands on this 24<sup>th</sup> day of June, 2008.

Signatures:

*Original Signed*

---

William J. McNarie

*Original Signed*

---

Paul E. Kline

*Original Signed*

---

George H. Grove

*Original Signed*

---

Wilma R. Ludwig

*Original Signed*

---

James R. Gentry

*Original Signed*

---

Robert J. Hoeckelberg

*Original Signed*

---

Madeline K. Sperry

*Original Signed*

---

Norman A. Bernatsky

*Original Signed*

---

Leonard T. Pratt

*Original Signed*

---

Maryjane O. Leblanc

*Original Signed*

---

Verna J. Rogge

*Original Signed*

---

Wayne R. Eells





Sheriff's Auxiliary Volunteers of the Green Valley District, Inc.

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