**Trenton** **Volunteer** **Emergency** **Medical** **Services**, **Inc**.

Constitution and By-Laws

**Mission Statement:**

To provide Emergency Medical Services to the best of our ability to save life and property to the Community in which we serve, while promoting outstanding services to our community with moral and ethical volunteer members. These volunteers are willing to give their time freely to the good of our community. Our volunteers will be upheld to the highest standards and continue to be role models for our profession, our education, and our young citizens of this community.

**Article I**

Name:

Trenton Volunteer Emergency Medical Services, Inc., (EMS) will operate as an organization governed by these by-laws and constitution.

**Article II**

Purpose

The purpose of this organization shall be:

 A. To save life and property

 B. To use all life-saving devices and equipment to provide emergency medical services to the citizens of the community and to the public.

**Article III**

Objectives

The objectives of this corporation shall be:

 A. To provide efficient and skilled ambulance service and protection to the citizens that this organization shall serve.

 B. To promote the goals of the emergency medical services.

 C. To encourage the service-minded citizens to serve their community without personal financial reward and to encourage efficiency and promote high ethical standards to the public works and private endeavors.

 D. To unite with other departments in the bonds of friendship, good fellowship, and mutual service.

 E. To take active interest in the civic, social, and moral welfare of the community.

**Article IV**

Membership

 **Section 1 - Active**

A. All applicants must be a resident of Jones County.

 B. Each applicant must be 18 years of age and must have a valid North Carolina driver's license, unless a member of Trenton EMS Jr. Volunteer Program.

 C. Applicant must be recommended by at least 3 active members.

 D. Each applicant must wait 30 days for the Board of Directors to review application for membership. After this 30 day period, the board will recommend denial or acceptance. If accepted by the board, the department members will vote on the applicant.

 E. The applicant must have a current North Carolina certification of at least EMTMR or become enrolled in a Medical Responder (or higher) class during the 90 day probationary period, within one (1) year of becoming a member. If the member does not present a current North Carolina certification level of at least an EMTMR, the membership will be terminated until the certification has been presented at which time the member will have to re-apply for membership.

 F. Must be of good moral character. **A background check must be provided.**

 G. Must submit application a Trenton Volunteer EMS, Inc., application to Trenton Volunteer EMS, Inc.

 H. Each applicant must attend two (2) consecutive monthly business meetings to be eligible for membership.

I. Each member voted in by the department will have a ninety (90) day probationary period. During the probationary period, the new member must attend at least two (2) of the three (3) meetings and/or training schedule by the department. The Captain or the Assistant Captain can excuse meeting/training, if applicant is unable to attend, if applicant has a valid reason such as school, work, sickness, or other valid reason as determined by the Captain or Assistant Captain. The applicant must submit **in writing** to the Captain or Assistant Captain the reason for the absence, if the time allows.

 J. Equipment may be issued to new members during the probationary period at the discretion of the Captain or Assistant Captain.

 K. Membership will be granted by the majority vote of active members present at a regularly scheduled business meeting.

 L. Probationary members will have no voting privileges (including nominations) nor may they hold any officer position.

 M. Any member belonging to more than one (1) volunteer EMS agency may not hold an officer position in more than one (1) volunteer EMS agency at the same time.

N. All members must attend at least six (6) regular business meetings out of the year between January and December of each year. This is for the benefit of the active member so that they will be informed of decisions made by the department. If a member cannot attend a meeting, then it is the members responsibility to make contact with the Captain or the Assistant Captain for an excused meeting (i.e. work, sickness, death in the family, etc.). The Captain or Assistant Captain will determine if the reason is valid or not to be excused.

**Section II**

**Resignation**

 A. Any member desiring to resign from the department must submit in writing any member of the Board of Directors their resignation, to be presented to the membership at the net scheduled business meeting.

 B. Any member of the department that resigns from the department twice because of hard feelings toward the department or toward any member shall not be eligible for membership.

**Section III**

**Complaints**

Any member that has a complaint of any nature must submit in **writing**, to any member of the Board of Directors the nature of the complaint, so that it may be investigated and corrective actions taken to resolve the complaint.

**Section IV**

**Honorary Members**

 A. Any individual who consistently supports Trenton Volunteer EMS, through time, money, property, and other services shall be appointment as an honorary member.

 B. An honorary member has no voting power.

 C. Honorary members may be nominated and voted by membership to serve a Member at Large on the Board of Directors.

**Section V**

**Meetings**

1. the Board of Directors for Trenton Volunteer EMS, Inc., shall meet monthly and at other times as may be necessary provided proper notice is given to all members of the board.
2. The general business meeting will be held the **4th Thursday each month at 6:30 pm** unless changed by the Captain or Assistant Captain.

 C. In-Service training meetings shall be the announced and all information provided through social media and announcements at scheduled business meetings.

 D. Active members must have completed a minimum of thirty-six (36) hours of training and/or meetings in the previous 12 month period to be eligible to vote.

**Section VI**

**Inclement Weather**

At times meetings are changed/cancelled due to inclement weather, such as snow, ice, tornadoes, hurricanes, or other acts of God, which we have no control over. When this occurs, it is at the Captain or Assistant Captain's discretion as to when the meeting will be reschedule.

**Section VII**

**Officers**

Section 1

Official Board

 A. The officers of the Board of Directors for Trenton Volunteer EMS will be as follows:

1. President: The EMS Chief upon election will also hold office of the President of the Board.
2. Vice President: The Deputy Chief upon election will also hold the office of the Vice President.
3. Captain: The Captain upon election will be the third (3rd) member of the Board of Directors

 4. Treasurer: The Treasurer upon election will be the third (4th) member of the Board of Directors.

 5. Secretary: The Secretary upon election will be the fourth (5th) member of the Board of Directors.

 B. Directors shall serve a term of two (2) years, January through December.

 C. The Directors shall conduct the business of the Department.

 D. the Directors shall make contracts as approved by the department's active members.

 E. The Directors shall meet monthly and other times as needed provided proper notice is given to all directors, unless an emergency meeting is called all considerations will be given depending on the seriousness of the emergency meeting.

**Section II**

**Election of Officers**

**President**

 A. He or she shall be an active member of the department and will hold the position as EMS Chief as elected

 B. He or she shall preside at the Board of Directors.

 C. He or she shall receive applications for membership.

 D. He or she shall notify all members of appointments, special meetings, voting, and conduct correspondence as required.

 **EMS Chief**

1. He or she shall be elected by the general membership on ***odd*** years and shall serve a (2) two year term.
2. He or she shall be an EMT certified by the State of North Carolina.
3. He or she shall be responsible for making sure PREMIS (if applicable, depending on what system the county and state are currently using), are turned into the North Carolina Office of EMS.

C. He or she shall work with the EMS Director and Treasurer in submitting a budget to the Jones County Commissioners.

 D. He or she shall assign responsibilities to the designated members.

 E. He or she shall have the authority to request assistance and to requisition all equipment.

 F. He or she shall be of good moral character sufficient to enable the department to have a good name.

 G. He or she shall promote peace and harmony among members in the community.

 H. He or she shall assist the Secretary with all records.

 I. He or she may not exceed a spending limit of more than Five Hundred dollars ($500) dollars per thirty (30) days without approval of the Board of Directors.

**Vice President**

 A. He or she shall be an active member of the department and will hold the position of Deputy Chief as elected.

 B. He or she shall preside at the Board of Director meetings.

 C. He or she shall perform the functions of the President in their absence.

 D. He or she shall receive applications for membership.

1. **Deputy Chief**
2. He or she shall be elected by the general membership on ***even*** years and shall serve a two (2) year term
3. He or she shall be Second in Command and shall be am EMT certified by the State of North Carolina.
4. He or she shall assume the duties of the EMS Chief in their absence.
5. He or she will be responsible for maintaining personnel files, training files, certifications, etc.
6. He or she will be responsible for maintaining maintenance records, check off sheets for the truck.
7. He or she will work with the training officer to ensure training is completed by all personnel.
8. He or she will designate personnel for certain jobs as needed.

 D. He or she shall check all supplies once a month to ensure that they are of sufficient quantity and quality to meet OEMS standards. A Materials Officer may be elected and with will work with the Assistant Captain in timely check off of the ambulance along with appropriate records and for supplies to be ordered/replaced.

**Secretary**

1. He or she shall be elected by the general membership on ***odd*** years and shall serve a two (2) year term.
2. He or she shall keep minutes of all meetings. Minutes will be prepared and presented at the next meeting.
3. He or she shall provide a roll call at each meeting. Each member present shall state present upon their name called. If member is not present, the EMS Chief or Deputy Chief will report if this member has an excused absence. Absences will be marked as either excused or unexcused.
4. He or she shall file all documents belonging to the department. A copy of all documents will be kept at Trenton Volunteer EMS building; a copy will be kept updated and placed at another location. All attempts will be made to keep a digital copy of all documents also filed at a different location.
5. He or she shall receive applications for membership.

**Treasurer**

1. He or she shall be elected by the general membership on ***even*** years and shall serve a two (2) year term.
2. The Treasurer shall receive, record, and deposit all monies due to the department.
3. He or she shall disburse funds in payments of valid department obligations by check.
4. He or she shall keep complete records of all transactions including invoices for the disbursements.
5. He or she shall present a monthly and yearly statement for finances to the members of the department.
6. He or she shall receive applications for membership.

**Captain (Operations)**

1. He or she shall be elected by the general membership on ***odd*** years and shall serve a two (2) year term.
2. He or she will be the Training Officer for the department
3. He or she will be responsible for ensuring training is conducted and keep accurate training records.
4. He or she will be responsible the upkeep and maintenance of the truck
5. He or she shall ensure that the truck is adequately stocked and cleaned as needed to meet Office of EMS standards.
6. He or she will responsible for stocking supplies and keeping inventory of supplies
7. He or she will be responsible for maintaining and reviewing the infection control policy.
8. He or she will assist in recruiting and retaining new members.
9. He or she will delegate duties as needed to personnel.

**Lieutenant**

1. He or she will be elected by the general membership on **even** years and shall serve a two (2) year term.
2. He or she will report directly to the Captain.
3. He or she will assist the captain in duties assigned by the Captain.
4. He or she will act in the Captain’s absence.
5. He or she will accept applications of membership.
6. He or she wlll **not** hold a position on the Board of Directors, unless it is in the Captain's absence.

**Article VII**

**Conduct of Officers and Members**

**Section I**

**Conduct of Officers**

A. No officer shall curse a member nor publicly belittle him or her, correction and/or instruction shall be done in private.

 B. A good officer keeps calm under pressure.

 C. A good officer cooperates with fellow officers and all other members

 D. A good officer loves and speaks well of his or her department and its personnel, and seeks to enjoy the good and eradicate the bad.

**Section II**

**Conduct of Members**

1. All members shall conduct themselves in such a way as to reflect credit upon the department.
2. Members are expected to regard their association with the department with high esteem.
3. No department member will take part in any department duty of drills while under the influence of alcohol or drugs.
4. No member shall any clothing with Trenton EMS logo to any business that will give bad impression. No Trenton EMS clothing shall be worn into Bars, House of Ill Repute, or pictures with member consuming alcohol or drugs, or in questionable behavior.
5. No member shall make any purchase or transact business of any nature in the name of Trenton Volunteer EMS, Inc., other than the EMS Chief without first obtaining consent from the department unless an emergency situation to repair or replace supplies or equipment.
6. Members must complete a minimum of 36 hours of training per year.
7. Members using the EMS vehicle are responsible for fueling up, checking oil, cleaning, and restocking vehicle/equipment after each call.
8. Members should conduct themselves as professionals, in such a way as not to discredit the department.
9. While responding to an emergency call, no member of the department shall under any circumstance, operate/drive any vehicle of the department or personal vehicle in a careless or reckless manner with disregard for the personal safety of themselves or others. **It is acceptable, if you choose to place emergency lights on your private vehicle, but all legal driving laws will be abided while responding.**

**If a member is charged with any infractions, the member is solely responsible and will not hold Trenton Volunteer EMS, Inc., responsible.**

1. No member shall curse a member nor publicly belittle another member; an officer shall do correction and/or instruction in private.
2. Any member who responds to a call who drives the EMS vehicle is responsible for bringing the vehicle back to the building, unless the member who drives has a higher level of certification and has to take patient care. The member will then designate a member to drive the vehicle.
3. All members will wear appropriate and approved clothing when responding to calls. 1. This is to include no low cut or mid waisted, no see-through shirts.

 **Preferably a Trenton EMS T-Shirt**

 2. All female members are to wear the appropriate undergarments.

 3. No sagging pants. Any types of pants are acceptable, but must be worn in the appropriate manner without underwear showing.

 **Preferably EMS BDU** type pants.

 4. Appropriate footwear. Shoes with heels will not be accepted. All shoes must have closed heel and toe.

 **Preferably EMS Boots,** but shoes that protect and support are acceptable.

1. Social Media, no member shall post any pictures or comments that refer to any EMS calls that Trenton Volunteer EMS, Inc., shall or shall not respond with a crew. No comments will be posted to Social Media sites about other members or decisions that are made by the Board of Directors or Membership that are posted in a derogatory manner.
2. All members are required to attend a minimum of six (6) meetings per calendar year, unless excused by the EMS Chief or Deputy Chief. Roll call will be called at each meeting.

**Article VIII**

**Disciplinary Actions**

**Any member that acts in a non-professional manner will be subject to disciplinary action on a case by case basis as determined by investigation of the Board of Directors. The process for corrective action shall be as follows:**

A. First Offense: Verbal warning from the Board of Directors.

 B. Second Offense: Written warning (signed by two-thirds (2/3) of the Board Members)

 C. Third Offense: Final warning with probation of not more than sixty (60) days or until voted on by the Board of Directors at the first board meeting following the sixty (60) day probation. This will be signed by two-thirds (2/3) of the Board Members.

 D. Fourth Offense: Termination of membership. Signed by two-thirds (2/3) of the Board Members.

**Article IX**

**Equipment Owned by the Department**

 A. All money, vehicles, and other equipment are property of the department and shall be returned immediately upon request.

 B. Any person who is no longer a member of the department must return all items which belong to the department, including but not limited to pagers, portable radios, building keys etc., within seven (7) days of resignation.

**Article X**

**Section I**

**Dissolution of the Department**

Upon dissolution of the department, equipment, vehicles and other assets shall be relinquished to Jones County Commissioners to disburse to the other EMS departments within Jones County.

**These By-Laws and Constitution were unanimously accepted by the Board of Directors and will take effect January 1, 2016.**

President/Captain: Jason Jarman

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Signature Date

Vice President/Assistant Captain: Lisa Stewart

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Signature Date

Treasurer: Karen Mercer

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Signature Date

Secretary: Debbie Banks

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Signature Date

Member at Large: Gerald Banks

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