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Voted and accepted July 6, 2011

MID-COUNTY VOLUNTEER RESCUE SQUAD, INC.

BYLAWS

ARTICLE I

PURPOSE

In times of pain and loss, the Mid-County Volunteer Rescue Squad will provide quality emergency medical services. Our purpose is to act as a stabilizing force and deliver our patients to definitive care safely, with dignity and compassion.

ARTICLE II

MEMBERSHIP

SECTION 1

APPLICATION Membership in the Mid-County Volunteer Rescue Squad shall be open to the general public. All applicants shall meet the following criteria as defined by these Bylaws:

- a. Shall complete the application for Squad membership.
- b. Shall be of good moral character as testified by three non-family references named on the application.
- c. Shall obtain any necessary training as specified by the organization's Standard Operating Procedures (SOPs).
- d. All new applicants will have a 90 day probationary period prior to acceptance into the Mid-County membership.
- e. If deemed necessary, the probationary period may be extended for a total of not to exceed 180 days.

f. During the probationary period, applicants for operations membership shall have valid CPR certification before responding to any call. Details of the application process and probationary period are in SECTION 3 ACCEPTANCE OF PROBATIONARY MEMBERS of this Article.

SECTION 2

MEMBERSHIP CATEGORIES Membership shall consist of the categories described below:

a. OPERATIONS: Operations members shall:

- (1) Meet the requirements of EMS personnel as defined in the Rules and Regulations of the Board of Health Governing Emergency Medical Services and the organization's Standard Operating Procedures.
- (2) Obtain and maintain a state-approved Healthcare Provider Level CPR certification within six months of being granted membership.
- (3) Have complete voting and operational privileges as defined in these Bylaws and the organization's SOPs.
- (4) Perform at least one of the following minimum service options:
 - (a) respond to two emergency calls per month; or
 - (b) perform a 12 hour duty shift each month; or
 - (c) perform eight hours of special service work each month;and,
 - (d) attend a minimum of six meeting per year missing no more than two consecutive meetings unexcused.
- (5) A member unable to attend a required meeting; run the required calls; perform the scheduled duty shifts; or perform the special services must notify the President or Captain prior to the event.
- (6) Having provided that notification, a member absent under the following circumstances shall be excused:
 - (a) the member's assigned work hours preclude participation;
 - (b) the member is called into the Armed Forces of the United States ;

- (c) the member's school attendance precludes participation;
 - (d) the member's attendance at squad related training or officially representing the squad at a function precludes participation; or,
 - (e) the member is temporarily living out of the area on a work related job.
- i. Failure to participate as required by this section can result in loss of voting privileges, probation and dismissal as specified in Section 8 of this Article.
 - ii. The Captain, President and Treasurer are exempt from the requirements for responding to calls, standing duty shifts, or performing special service tasks while performing official duties in good faith.

b. ADMINISTRATIVE: Administrative members shall:

(1) Perform the non-operational functions of the squad including the following:

- (a) conducting functional or support activities to keep the organization running smoothly thereby freeing operational members for emergency response;
- (b) assisting with cleaning and restocking of emergency vehicles as directed by an appropriate operations member;
- (c) providing building maintenance on a regularly scheduled basis;
- (d) providing financial management services including fund raising activities and grant requests;
- (e) managing recruitment and retention for all squad members; and,
- (f) handling publicity and public relations efforts.

- (2) Perform eight hours of special services per month and attend a minimum of six meeting per year missing no more than two consecutive meetings unexcused. Section 7 of this Article, LEAVE OF ABSENCE, also applies to Administrative members.
 - (3) Maintain CPR and 1st Aid to best of their abilities.
 - (4) The President, Secretary and Treasurer are exempt from 8 hour special service requirement while performing their official duties in good faith.
- c. LIFETIME MEMBER Life Membership is limited to individuals who have been active members of the squad for a period of at least 10 consecutive years.

In order to retain voting privileges, a lifetime member must

- (1) attend a minimum of six meetings per year and cannot miss more than two consecutive meetings unexcused in a six month period, and,
 - (2) perform eight hours of special service work each month.
- d. CHARTER MEMBER Charter membership is limited to individuals who were founding members and who have maintained active membership since March of 1987.

In order to retain voting privileges, a charter member must attend a minimum of six meetings per year and cannot miss more than two consecutive meetings unexcused in a six month period.

- e. Membership participation shall be reviewed every six months as provided for in Section 8 of this Article, MEMBERSHIP REVIEW.
- f. CADET MEMBER: Cadet membership is limited to individuals 11-18 years of age.
- (1) Persons granted Cadet membership:
 - (a) shall actively attend school;
 - (b) shall maintain a grade average of C or better.

(c) shall provide a copy of their school report card. Cadets cannot attend activities if report is not provided.

(d) shall be governed by these Bylaws and the Squad's SOPs designated for Cadet member operations.

(e) shall not enter the Squad building or perform Squad activities unless accompanied by an adult squad member.

- (2) Any Cadet who wants to run calls must be 16 years of age and will need both parental permission and the Captain's approval. Cadets running calls will follow the EMS state laws, run under the discretion of the AIC, and cannot replace a regular member on the squad.
- (3) All Cadets authorized to run on the squad must call in as a trainee.
- (4) On reaching the age of 18, a Cadet may submit a Squad application on their 18th birthday, so all paperwork will be in place to be voted on in the monthly meeting following their 18th birthday. To be considered for Operations or Administrative membership, the Cadet applicant shall meet the qualifications as described herein.
- (5) No family member can serve as the head or co-head of the cadets (example: mother, brother, or step parent, sister or father).
- (6) Cadet members are not eligible to vote at squad meetings or serve as officers.

- g. **SPECIAL SERVICE:** Members required by this section to perform special service shall perform one or more of the following tasks for the duration of time specified in this section: maintenance work on the building. Grounds, or vehicles; assistance at Auxillary events, standby at public functions, overnight standby at the building during periods of community emergency, conducting, assisting, or participating in training to maintain certification, and any other activity for the squad beyond running call, attending regular business meetings or performing duties as officers.
- h. The Captain, President, and Treasurer are exempt from the requirements of responding to calls and performing special service contained in this Section while performing their official duties in good faith.

SECTION 3

ACCEPTANCE OF MEMBERS

- a. **APPLICATION PROCESS:** Applicants for membership shall be presented to the Squad at any regular monthly meeting. The Membership Committee shall process the application and make a recommendation to the squad no later than 60 days after completion of all necessary paperwork. The application shall be discussed and voted upon by voice vote or, if so requested, by written ballot. A majority affirmation vote shall justify the applicant's acceptance into the organization on probationary status.
- b. **PROBATIONARY PERIOD:** New applicants for membership shall be probationary for three months, have no voting privileges, and shall not hold office (the voting membership may make exceptions). At the end of the probationary period, the applicant's performance and participation will be considered by written vote of the general membership. The membership may deny membership altogether, extend the probationary period for an additional three months, or accept the applicant as a member. An applicant receiving a probationary period extension shall be so advised by the President. The President shall notify an applicant not accepted for membership under this section by certified mail that Squad membership has been denied.

SECTION 4

CONDUCT

- a. **General Obligation:** All members shall conduct themselves at all times in such a manner as to receive the respect of the officers of the Squad and the general public.
- b. **Prohibited Conduct:** Members shall not:
 - (1) Consume alcoholic beverages within a 12-hour period prior to participating in Squad calls or functions.
 - (2) Participate in Squad calls or functions while under the influence of alcohol or any drug (prescription or non-prescription) that might affect their ability to perform.
 - (3) Participate in squad calls or functions while under the care of a physician for any condition that may impair the member's ability to perform or endanger others.
- c. **Specific Obligations:**

- (1) A member having any medical condition that may impair the member's ability to perform or endanger others must alert the Captain to this fact and provide a written release statement signed by the physician to the Captain before again participating in squad calls.
- (2) Members that mark up on calls, shall respond, notify dispatch that they are responding and also notify dispatch when they arrive on scene.
- (3) All members shall obey the instructions of senior operations officers or AIC while on a call.

SECTION 5

DISCIPLINARY ACTION Any member violating any of these Bylaws or Squad SOPs shall, after investigation and a fair hearing by the Board of Directors, be subject to such penalty as prescribed by the Board of Directors. Members may appeal such actions or penalties to the general membership (see Article VIII).

SECTION 6

DISMISSAL In the event it becomes necessary to dismiss a member from operations, the Captain or President shall notify him or her, by certified mail, at least 15 days prior to the regular business meeting at which his or her membership status will be considered. A dismissal vote shall be made by the Board of Directors. If the member cannot attend the meeting, he or she must notify the Captain or President of his or her desire to retain membership.

SECTION 7

LEAVE OF ABSENCE The Board of Directors may grant leave of absence, not to exceed six months, to a member. When requesting a leave of absence all equipment will be returned to the squad when the leave is granted. If a member does not request a written extension from the Board of Directors prior to the expiration of a leave of absence, he or she will receive a notice by certified mail stating the Squad's intention to remove him or her from the membership roles. The notice shall be mailed at least 15 days prior to the regular business meeting at which membership status will be considered.

SECTION 8

MEMBERSHIP REVIEW The Captain and President shall jointly review membership participation every six months. The review shall occur during the first week in April and the first week in October. The review of the membership participation during the preceding 12 months will determine eligibility to run for office, to vote, and to continue to maintain membership in the organization.

- a. Based on that review, any member whose participation does not meet the requirements stated in Article II, Section 2 will be placed on probationary status for six months. The President will send a certified letter by U.S. Postal Service to the member advising him or her of the change in membership status and reminding him or her of the participation requirements.
- b. If the next membership review shows no compliance with participation requirements by a member previously placed on probation, the President will initiate dismissal action according to Article II, Section 6.b.
- c. If the probationary member does not attend the meeting at which his or her membership is discussed, a dismissal vote will be taken.
- d. A member who is dismissed for failure to meet participation requirements will receive a certified letter of dismissal sent by U.S. Postal Service advising of the dismissal and requesting the member to turn in his or her equipment to a squad officer.

ARTICLE III

MEETINGS

SECTION 1

MEETINGS The Squad shall hold 12 Board of Directors and regular business meetings each year. The meetings shall be held at the recognized headquarters on the first Wednesday night of each month, unless changed as needed by the President.

SECTION 2

QUORUM At any Board of Directors, regular, or special meetings, business may not be acted upon without the presence of a quorum. Except as otherwise specified in these Bylaws, a quorum shall be defined as follows:

| If the number of Squad Members is: | A Membership Quorum shall consist of: | A Board of Directors Quorum shall consist of: |
|------------------------------------|---------------------------------------|---|
| 0-24 | 5 | 3 |
| 25-29 | 6 | 5 |
| 30-34 | 7 | |
| 35-39 | 8 | |
| 40-44 | 9 | |
| 45 or more | 20% of membership | |

A quorum of 60% of members eligible to vote must be present at a regular monthly business meeting before a proposed expenditure in excess of \$3,000 shall be voted on.

SECTION 3

CONDUCT OF MEETINGS The President or other Officer as defined under Article IV, **OFFICERS**, shall preside over all meetings and all business shall be conducted according to the Bylaws of this organization. Any questions not covered in these Bylaws shall be referred to Robert's Rules of Order, Revised.

SECTION 4

SPECIAL MEETINGS The President or the Board of Directors may call special meetings as they deem necessary. Special meetings shall require advance notification of the membership of at least 48 hours.

SECTION 5

LACK OF QUORUM Failure to conduct business for two (2) consecutive months due to lack of a quorum shall justify any pressing business to be acted upon by the Board of Directors.

ARTICLE IV

OFFICERS

SECTION 1

BOARD OF DIRECTORS The overall management of this organization shall be vested in the Board of Directors. The Board shall consist of the elected officers of the Squad, and one elected member at large. Any of the organization's Operational Medical Directors shall serve as honorary members of the Board.

The Board of Directors shall have the power and authority as granted by these Bylaws and the membership to manage all business affairs of the organization. It shall be the responsibility of the Board to supervise the actions of the Officers of the organization. The Board of Directors shall also handle all disciplinary action as they deem necessary as a whole. Only a majority vote of a regular or special business meeting may appeal actions taken by the Board.

SECTION 2

OFFICERS Administrative Officers shall consist of a President, Vice President, Secretary, and Treasurer. Operational officers shall consist of a Captain, First Lieutenant, and Second Lieutenant.

SECTION 3

PRESIDENT The President shall be the chief administrative officer, chief executive officer, and chairman of the organization's Board of Directors. The President may appoint committees and their chairpersons as he or she deems necessary to conduct the Squad's non-operational business.

The President shall also:

- a. Ensure that the administrative and non-operational affairs of the organization are conducted in accordance with all applicable laws and regulations.
- b. Preside over all meetings of the general membership and Board of Directors.
- c. Have the authority to conduct all non-operational business of the organization and serve as a signatory for the corporation.
- d. Perform other functions as designated in the Bylaws or required by the Board of Directors.

SECTION 4

VICE PRESIDENT The Vice President shall perform the duties of the President in his or her absence. The Vice President shall perform all duties as are incidental to the office, as assigned by the President or required by the Board of Directors.

SECTION 5

SECRETARY The Secretary shall maintain all records and correspondence of the organization involving all regular or special meetings and meetings of the Board of Directors. Upon leaving office, the Secretary shall turn over all records, documents, etc. to his or her successor. The Secretary shall perform all duties assigned by the President or the Board of Directors.

SECTION 6

TREASURER The Treasurer shall be responsible for maintaining the financial records of the organization and shall keep records in such a manner that the financial condition of the organization may be obtained at any time. All checks drawn upon funds of the organization shall be signed by the Treasurer and countersigned by either the President or Captain. All books shall be audited quarterly by the Board of Directors.

SECTION 7

CAPTAIN The Captain shall hold a minimum certification as an Emergency Medical Technician. The Captain shall:

- a. Serve as the chief operations officer of the organization.
- b. Ensure that the operational and emergency phases of the organization are conducted in accordance with all applicable laws and regulations.
- c. Have complete authority to represent and direct the emergency operations of the organization in accordance with federal, state, regional, and local laws and regulations. (See SOP Job Description.)

SECTION 8

FIRST LIEUTENANT The First Lieutenant shall hold a minimum certification as an Emergency Medical Technician. The First Lieutenant shall assume the duties of the Captain in his or her absence and shall accept such duties, assignments, or responsibilities as assigned by the Captain. (See SOP Job Description.)

SECTION 9

SECOND LIEUTENANT The Second Lieutenant shall hold minimum certification as an Emergency Medical Technician. The Second Lieutenant shall assume the duties of the Captain in the absence of the Captain and First Lieutenant and shall accept such duties, assignments, or responsibilities as assigned by the Captain. (See SOP Job Description.)

SECTION 10

MEMBER-AT-LARGE The Member-at-Large shall serve as a representative of the squad members. This position provides an additional source of input from squad members on informal matters such as process improvements, suggestions, or items that may arise in day to day operations. It also serve as a source of information for the Board by providing general impressions of squad members during discussions of proposed Board actions.

SECTION 11

ELECTIONS Annual election of officers shall be held at the December regular business meeting. Nominations for office shall be opened at the October meeting, and shall be discussed and closed at the November meeting.

SECTION 12

LIMITATIONS ON OFFICEHOLDERS No member shall hold more than one elected Squad office at a time. Only one member of a household shall hold an elected Administrative or Operations office at a time. Members holding elected office in the MCVRS Auxiliary or other rescue squad or auxiliary shall not simultaneously hold a Squad office.

SECTION 13

OFFICER VACANCIES All vacant offices shall be filled when possible. Vacant offices shall be filled by nomination at a regular business meeting followed by voting at the next regular business meeting.

SECTION 14

TERM OF OFFICE The term of office for Squad officers shall run for a two year period from January 1st through December 31st of the following year.

ARTICLE V

STANDING OPERATING PROCEDURES

SECTION 1

STANDARD OPERATING PROCEDURES The operational aspects of the organization shall be based upon the Standard Operating Procedures (SOP). In any conflict of policy, the Bylaws shall supersede. The SOPs shall at no time hold any authority greater than local, state, or regional law.

SECTION 2

REVIEW AND REVISE SOP It shall be the annual duty of the operational officers to review and revise the SOPs. All changes shall be discussed and approved by the Board of Directors and presented to the membership for input.

ARTICLE VI

COMMITTEES

SECTION 1

MEMBERSHIP COMMITTEE The Membership Committee shall be composed of the Board of Directors. It shall be the Board's duty to review and discuss all membership applications submitted to the Squad, and to interview all applicants. The Board shall present its recommendations at the regular business meeting at which the applicants will be considered for membership.

SECTION 2

EMT REVIEW COMMITTEE The EMT Review Committee shall consist of three squad members who hold EMT certification. The Committee shall be chaired by the Captain and function as specified in the SOPs.

SECTION 3

OTHER COMMITTEES The President may form any other committees as he or she deems necessary, appointing a chairperson to each committee.

ARTICLE VII

AMENDMENTS

SECTION 1

AMENDING BYLAWS Proposed changes to these Bylaws shall be presented to the membership at a regular or special meeting called for such a purpose.

- a. Members shall have minimum of 30 days notice of any proposed change to the Bylaws before they are voted on
- b. These Bylaws may be amended, altered or new Bylaws adopted by the membership at a regular or special meeting called for such a purpose after the 30 day period has elapsed.
- c. A majority vote of 60% of the eligible voters is required to make any change to these Bylaws.

ARTICLE VIII

DISCIPLINARY ACTION, SUSPENSION, AND REVOCATION OF MEMBERSHIP STATUS

SECTION 1

MEMBER DISCIPLINE The President and the Captain shall have the authority to suspend temporarily any member or officer of the organization on the basis that the person presents a risk to the safety, security, and/or liability of the organization. When a suspension occurs it is the duty of the suspending officer to notify the non-suspending officer as soon as possible.

The President will then call a special meeting of the Board of Directors within 72 hours or as soon as practical in case of natural disaster of the suspension of a member. The Board shall take confidential action as they deem necessary regarding the suspension. In the event that a quorum cannot be reasonably attained to hold a Board of Directors meeting within 72 hours, the suspension action will remain valid until a quorum can be reasonably attained. Should it become necessary for the President or Captain to be temporarily suspended, the next officer in succession shall assume responsibilities of that office.

SECTION 2

DISCIPLINARY ACTION AGAINST MEMBERS If a member is suspended, he or she shall be given a written suspension notice within 24 hours of the action. The notice shall state the reasons, circumstances, and conditions of the suspension. Three copies of the notice shall be provided: one by regular mail, one by certified mail, and one provided in person. Notice shall be given 15 days prior to the regular business meeting at which removal will be considered.

SECTION 3

MEMBER APPEAL OF DISCIPLINARY ACTION Any member who is informed of disciplinary action, suspension, and/or proposed revocation of membership status by an authorized officer or the Board of Directors shall be bound by the decision until a general membership meeting can be called. At that meeting the member can appeal the Board's decision.

SECTION 4

DISCIPLINARY ACTION AGAINST OFFICERS If an officer is suspended, he or she shall be given a written suspension notice within 24 hours of the action. The notice shall state the reasons, circumstances, and conditions of the suspension. Two copies of the notice shall be provided, one by regular mail and one by certified mail or one will be provided in person.

SECTION 5

OFFICER APPEAL OF DISCIPLINARY ACTION Any officer who is informed of disciplinary action, suspension, and/or proposed revocation of membership status by an authorized officer or the Board of Directors shall be bound by the decision until a general membership meeting can be called. At that meeting the officer can appeal the Board's decision. Notice shall be given 15 days prior to the regular business meeting at which removal will be considered.

ARTICLE IX

MEMBERSHIP DOCUMENTS

Every Squad member shall receive a copy of these Bylaws and the SOPs. Updates to these documents will be distributed to all members at a regular monthly business meeting and will be distributed in each member's box in the Bay area following their approval by the general membership.

ARTICLE X

SPENDING AUTHORITY

SECTION 1

EMERGENCY EXPENDITURES The Captain shall have the authority to spend up to \$1,000 per occurrence for emergency purposes not covered by the current budget. Emergency shall be defined as the immediate repair of existing vehicles, equipment, and purchase of supplies necessary to maintain Squad operation as defined by the SOPs. If emergency expenditures are required beyond the amount stated above, the Captain shall advise the President. The President shall arrange a special meeting of the Board on this issue if immediate action is needed.

SECTION 2

BUDGETED EXPENDITURES Expenditures for routine supplies, new medical equipment, and new vehicle equipment will be made from funds stipulated in the Squad budget (See Article XI, Section 3).

SECTION 3

EXPENDITURES OVER BUDGETED LIMITS The President and Treasurer can make expenditures for administrative and building supplies, up to \$500 a month, that exceed budgeted limits. Expenditures that exceed budgeted limits by \$500 must be approved by the general membership.

ARTICLE XI

FINANCES

SECTION 1

FISCAL YEAR The Squad's fiscal year shall be defined as the period January 1 through December 31.

SECTION 2

FINANCIAL REVIEW A review of the squad's finances will be conducted each month by two members of the Board of Directors. If the monthly review data warrants, an external review shall be conducted and the resulting financial review statement shall be presented to the membership.

SECTION 3

ANNUAL BUDGET At the February regular business meeting, a budget will be brought to the membership for approval. When approved, items in the budget will be paid as needed up to the budgeted limits. To exceed these limits will require approval of the membership. In cases of emergency, the Board of Directors must be notified of such purchases. The Board shall have the authority to deny expenditures exceeding budgeted limits.

ARTICLE XII

DISSOLUTION

At such time as the membership feels that it can no longer support and maintain this Squad, a special meeting shall be held to discuss dissolution. Within five days following the meeting, the Board shall draft a letter of dissolution. Within 30 days thereafter, a vote shall be taken at another special meeting for the purpose of approving or disapproving the dissolution. If dissolution is approved, the dissolution letter shall be submitted to the Board of Supervisors of Northumberland County.