

**Avon**

**Rotary-Lions**

**Ambulance**

**By-Laws**

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# **Article I**

## **Name, Mission Statement, and Purpose**

### **Section I Name**

The name of the organization is the Avon Rotary-Lions Ambulance Service, Inc. The governing body is a Board of Directors appointed by the Avon Rotary and the Avon Lions Clubs and two (2) people elected by the ambulance squad.

### **Section II Mission Statement**

To serve the people in Avon by providing dedicated professional Emergency Medical Service of the highest quality, in a consistent, reliable manner.

### **Section III Purpose**

The purpose of this squad will be to maintain twenty four (24) hour emergency service for the town of Avon, Livingston County, State of New York and to cooperate with all surrounding units in case of emergency.

## **Article II**

### **Officers and their Duties**

#### **Section I Elected Officers**

Elected officers of the squad shall be: President, Vice-President, Captain and Directors (2). These officers shall conduct all necessary business pertaining to the squad.

#### **Section II Appointed Officers**

- A. The Chief ALS Technician will be appointed annually by vote of the Executive Committee.
- B. The Executive Committee will appoint the 1st and 2nd Lieutenants positions if deemed necessary or if requested by the Captain.

#### **Section III Duties of the Officers**

- A. Duties of the President: It shall be the duty of the President to preside at all regular and special meetings of the squad, and at such meetings to decide on all points of order, enforce the by-laws, put the question on all points.
- B. Duties of the Vice-President: It shall be the duty of the Vice-President to aid the President at all times in the discharge of his/her duties and to assume the chair when the President is absent. He/she shall be responsible for the squad's personnel training and medical records.
- C. Duties of the Captain: The Captain shall be an EMT. It shall be the duty of the Captain to ensure that the ambulance and its apparatus be kept in readiness for a call at all times. He/She shall be the primary contact person for any day -to -day issues. He/She will represent the squad at county and other meetings. He/She shall oversee the two (2) lieutenants, if they are appointed, and ensure their responsibilities are carried out. He/She will be responsible for taking the minutes at the Executive Committee meetings.

- D. Duties of the Chief ALS Technician: The Chief ALS Technician shall be Responsible for all ALS program development, formulation and enforcement of Policies and procedures, and patient care issues. He/She shall attend the Monroe-Livingston REMAC and ALS committee meetings or designate an alternate.
- E. Duties of the Directors: The two (2) elected directors shall fully participate in the activities of the board of directors in accord with the by-laws of the corporation. They shall represent the members of the squad with the board and report to the squad at the monthly membership meeting on the actions of the board of directors.
- F. Duties of the Executive Committee: Membership will include the positions of President, Vice-President, Captain, Chief ALS Technician (non-voting), and Directors (2). This committee shall fill the vacancies of elected officers (with the exception of Directors), handle resignations and expulsions. If deemed necessary they can appoint a 1st Lieutenant and/or a 2<sup>nd</sup> Lieutenant. The committee will make every effort to find and appoint a recording secretary for the regular monthly squad meeting. There needs to be at least three (3) voting members present to hold a meeting.
- G. Duties of the 1st Lieutenant: The 1st Lieutenant shall be an EMT. The specific duties will be defined by the Captain.
- H. Duties of the 2<sup>nd</sup> Lieutenant: If this position is filled through appointment the Captain at his/her discretion will define these duties.

## **Article III**

### **Standing Committees**

#### **Section I**

#### **Standing Committees and Appointments of the Squad**

1. **Membership Committee:** The membership committee shall consist of the Executive Committee. It shall be their duty to report to the membership recommending a member's application. New applicants will be interviewed at the Executive Committee regular monthly meeting.
2. **By-Laws Committee:** The By-Laws shall consist of not less than two (2) squad members appointed by the Executive Committee within a month following squad elections. It shall be their duty to review the by-laws on a bi-annual basis, make recommendations for revisions, write proposed by-laws and submit them for adoption.

## **Article IV**

### **Election of Officers**

#### **Section I Eligibility**

- A. To become eligible for election as an officer of the squad it shall be necessary to be an active member in the squad twelve (12) months from the date of acceptance by the squad.
  
- B. A member who is on documented medical leave is also eligible to be an officer

#### **Section II Nominating Committee**

The Executive Committee shall appoint a committee of three (3) members at the October meeting to submit a slate of nominees for officers to be presented at the November meeting. Nominations shall be accepted from the floor for candidates at the November meeting. Candidates must be present or submit a letter accepting nomination. These nominees shall be listed in the November minutes. Ballots shall be sent out to active squad members prior to the December meeting, at which time the ballots will be tallied. The newly elected officers shall be announced and thereupon take office January 1<sup>st</sup>.

#### **Section III Voting**

If nominations are closed with one (1) candidate nominated, the secretary (who could be appointed for the voting process at that meeting) shall cast one (1) vote for the election of that candidate.

If two (2) or more candidates are nominated, the office shall be decided by secret ballot with simple majority winning.

#### **Section IV Terms of Office**

Officers shall be elected for a term of one (1) year and not for more than five (5) Consecutive years.

## **Article V**

### **Membership Applications**

#### **Section I Categories**

There will be three (3) categories of membership in the Avon Rotary-Lions Ambulance: Active, Life, and Hourly/Career Staff employees.

- A. Active Members: An individual accepted and approved by a majority vote of the membership. An individual who meets the scheduling requirements of twenty-four (24) hours of day and/or night duty, and/or scheduling assignment during a one (1) month period. Active members have a vote.
- B. Life Members: An active member who has provided uninterrupted service for a minimum of ten (10) years and no longer wishes or is unable to actively participate in the provision of EMS. They will have a voice with no vote.
- C. Hourly/Career Staff Employees: Career Staff employees shall have the same Rights and privileges as a volunteer and pay per call. They will have a voice with no vote. They may not hold an office unless appointed by the Executive Committee.

#### **Section II Probationary Period**

New members accepted by the squad will be placed on a six (6) month probation. At the end of six (6) months as an active member, the applicants performance will be reviewed by the Executive Committee.

#### **Section III Eligibility of Applicants**

- A. All persons must be at least eighteen (18) years of age to join the squad. A member can be considered for driver status at the age of eighteen (18) or older and possess a valid New York State Driver's license. There is no discrimination based on age, race, creed, color, sex or national origin.
- B. Applicants shall be in good health and physically able to perform the duties of the squad.

- C. All new (and returning) applicants must fill out an application and present it to any officer. The application will be presented to the Executive Committee who will then interview the applicant. They shall present their findings, including a narrative description on the individual, his/her occupation, his/her experience, along with their signatures on the application. A vote will be take at the regular squad meeting. Upon approval of the new member's application, the Captain shall then notify all personnel of the appointment of the new member at the time of distributing the monthly minutes. Applicants may then attend the regular monthly meetings.

#### **Section IV Requirements of Members**

- A. Active Members must meet the minimum training, CME, schedule requirements and other requirements as mandated by the Avon-Rotary Lions Ambulance, SOG, NYS DOT, and Federal OSHA.
- B. New members must be willing to perform the duties required by the squad. They Must obtain CPR certificates, and OSHA Bloodborne Pathogen Standard Training prior to being scheduled as a third or as a driver. The third's must obtain training within six (6) months via;
  - 1. Certified First Responder Course or
  - 2. Emergency Medical Technicians Course
- C. All drivers shall be required to take an Ambulance Education Program and a test in the ambulance given by an appointed instructor prior to being scheduled as a driver. All drivers will have a NYS driver's license check done through the Department of Motor Vehicles.
- D. It shall be the policy of the squad to keep the confidentiality of all things pertaining to an ambulance run.
- E. Members must agree to uphold:
  - a. The By-laws of the organization
  - b. State and Regional Protocols
  - c. The Standard Operating Guidelines (SOG) of the organization.
- F. Members unable to fulfill their assigned schedule are responsible to find a replacement. If unsuccessful, the member must contact the Captain or other officer.

- G. When on call, members shall abstain from the use of alcoholic beverages for a minimum of at twelve (12) hours prior to the on going time, nor use any illegal drug at any time and will not carry any weapons.

**Section V**  
**Leave of Absence**

When a squad member requests in writing to go inactive, he/she may be on it for six (6) months of a 12 month period. After six (6) months he/she will be asked to resume active membership or resign. A documented medical leave will be exempted from the maximum of six (6) months.

## **Article VI**

### **Meetings**

#### **Section I Regular and Special**

The regular meeting and training session shall take place on the second Thursday of each month. If said date is a legal holiday, the meeting shall be held the following Thursday.

Special meetings may be called by the Executive Committee or by petition of six or more members. Notification of such meetings will be communicated to membership a minimum of three (3) days in advance. The communication shall include a posting on Rescue Booker and written notice via interoffice mail i.e. mailboxes.

#### **Section II Meeting Rules**

- A. Twenty (20) percent of the active membership shall constitute a quorum.
- B. Meetings shall be called to order at 7:00 PM sharp.
- C. All members must attend at least one (1) meeting per quarter. If unable to fulfill the requirement, members must contact the President or a member of the Executive Committee.

#### **Section III Order of Business**

Robert's Rules of Order, except as otherwise stated, shall govern the squad. They are as follows:

1. Approval of the minutes of the previous meeting.
2. Communications
3. Report of the Directors
4. Report of the Committees
5. Old Business
6. New Business
7. Discussions
8. Adjournment
9. Training Session

## **Article VII**

### **Expulsion, Charges and Disciplinary Action**

#### **Section I Disciplinary Action**

At their discretion, the Executive Committee may give one (1) written warning with the consent of three (3) or more members of the Committee for an infraction of policies and procedures.

#### **Section II Charges**

Any member may prefer written charges upon another member, when in his/her estimation action is necessary in the best interest of patient care and/or squad protocol. These charges must be submitted in writing within 24 hours of the incident and referred to the Executive Committee for action including possible suspension (temporarily removed from active duty). The member may appeal a decision of the committee to the appropriate board, either the Monroe-Livingston Region Medical Director for a medical issue or the ambulance Board of Directors for an operational issue.

#### **Section III Expulsion**

All action for the expulsion of members shall be presented in writing to the Executive Committee. Charges may include, but are not limited to:

- A. Grievous violations of patient care.
- B. Willful disregard of accepted safety procedure.
- C. Intentional negligent use of equipment.
- D. Any action performed that might compromise the professionalism of the organization or EMS while representing Avon Ambulance.

The member may be immediately suspended (temporarily removed from active duty) by the Executive Committee. The Board of Directors shall be notified in writing of this action. Probationary members may be expelled solely by action of the Executive Committee.

## **Article VIII**

### **Resignations**

Written resignations will be submitted to an officer and become effective upon acceptance by the squad at the next regular meeting. All members with a minimum of ten (10) active years of service that retire in good standing from the squad, will be accorded life membership in the squad by a voice vote of active members at a regular monthly meeting. Life members and Hourly/Career Staff members have a “voice no vote” status at the monthly meetings.

## **Article IX**

### **Advanced Life Support**

#### **Section I General**

- A. The ALS fly car will permanently be stationed and located within the town or village of Avon.
- B. The ALS fly car will respond as requested, including requests for mutual aid to other ambulance corps.
- C. No equipment will be borrowed or taken from the ALS fly car without prior permission of the Chief ALS technician.

#### **Section II Observers/Interns**

- A. No person will ride as an ALS observer unless proper insurance affidavits are on file and the individual is approved by the Chief ALS Technician and there is a Preceptor on that shift.

## **Article X**

### **Adoption of the By-Laws**

The by-laws shall be reviewed by the by-laws committee bi-annually and presented to the membership for approval.

Amendments to the by-laws:

1. Will be presented at the monthly squad meetings and then tabled.
2. Will be printed in the minutes of that meeting.
3. Will be voted upon at the next regular squad meeting.

The amendment(s) shall be declared as carried by a majority vote of the members present providing a quorum is achieved.

## **Article XI**

### **Suspension of the By-Laws**

The by-laws may be suspended only after the full membership has been notified in writing and a written vote on the motion is taken at the next regular meeting.