

## BYLAWS

### BRISTOL RESCUE SQUAD

#### ARTICLE I

##### NAME:

The name of the organization shall be Bristol Rescue Squad, Inc., herein referred to as BRS.

#### ARTICLE II

##### PURPOSE:

1. The purpose of the organization is to maintain 24 hour emergency medical and rescue service for the good and best welfare of the communities it serves.
2. This organization shall be non-profit and shall subsist on funds raised to meet all operating expenses.

#### ARTICLE III

##### BOARD OF TRUSTEES:

The Board of Trustees hereafter known as the Board shall consist of 5 (five) members.

The members will be the 4 (four) officers of the organization together with one member elected at-large.

- a. Each officer shall be elected for a term of 1 (one) year.
- b. In the event of a vacancy in any unexpired term, a special election will be held to fill that office, this shall be warned at least 14 (fourteen) days in advance.
- c. A board member may be removed from office, prior to the end of their term by a

2/3 (two-thirds) affirmative vote of the total eligible voting membership taken at a special election called by 3 (three) members; such a vote shall be warned in writing a minimum of 14 (fourteen) days in advance.

d. When leaving office, each officer shall deliver all books and records to incoming officers.

e. It will be the duty of all officers to see that standard operating procedures are followed by the membership.

1. PRESIDENT:

a. Will be the presiding officer at all meetings

b. Will call special meetings whenever he/she deems it necessary

c. Enforces these bylaws and applicable Vermont state statutes

d. Appoints all committee chairpersons

e. Will be a member of all committees, ex-officio, casting only a tie breaking vote

f. May sign checks.

2. VICE PRESIDENT:

a. Will keep abreast of all squad business

b. Will be prepared to assume the duties of the President in his/her absence

c. Shall review the Bylaws and make recommendations for their revision and/or enforcement. An annual report will be made at the regularly scheduled business meeting, at least 2 (two) months before the Annual Meeting.

3. SECRETARY:

- a. Shall keep a correct record of all the proceedings of each meeting for inspection by the members
- b. Shall keep all documents relating to the non-financial business of the organization
- c. Shall attend to all non-financial correspondence.

4. TREASURER:

- a. Shall be responsible for the collection of money owed to the organization
- b. Shall render payment of debts
- c. Shall present financial accounts at each business meeting
- d. Said accounts will be audited yearly by the Board's appointed outside auditor.

5. TRUSTEE-AT-LARGE:

- a. Represents the interests of the membership to the Board
- b. Receives absentee ballots
- c. Inventories keys, BRS issued uniforms, and other BRS issued equipment
- d. Facilitates communication between all the squad members.

ARTICLE IV

MEMBERSHIP:

- 1. The membership shall consist of persons who have
  - a. Current certification in CPR and current certification at the first Responder/Emergency Care Attendant level or higher

b. Submitted an application to BRS which has been approved for membership by squad members at a regular business meeting

2. For classifications of membership see separate description titled Levels of Membership.

## ARTICLE V

### MEETINGS:

1. All meetings will be conducted according to Robert's Rules of Order
2. The organization will hold regular monthly meetings; consisting of a Business and a Training meeting.
3. The Annual Meeting will be held in September, with 14 (fourteen) days written warning, where the officers will be elected, and a vote will be taken as to whether the organization wishes to remain incorporated. Other business as appropriate may take place at the annual meeting.
4. Special meetings may be called at the discretion of the Board at any time, or by any 3 (three) members upon request to the Board.
5. Special elections will be called as needed to fill vacancies on the Board with a 14 (fourteen) day written warning.

## ARTICLE VI

### VOTING:

1. Voting is the privilege of Primary, Inactive, or Life members in good standing as described in Bristol Rescue Squad's Rules & Regulations - Behavioral Policy.

2. A quorum shall consist of a majority of all eligible voting members in good standing, as determined by the secretary. A quorum is required for all votes on warned items or elections to be valid.
3. Absentee ballots:
  - a. Will be allowed only for election of officers or any warned items
  - b. Will be allowed by the Board of BRS for a reasonable excuse
  - c. The ballots will be signed, sealed, and delivered to the Trustee-at- Large (or another squad officer in his/her absence) at least 24 hours before any warned item is voted upon
  - d. A separate ballot shall be cast for each issue and/or office to be voted upon
  - e. Any vote for expenditures exceeding \$5000.00 shall be warned at least 14 (fourteen) days in advance.

## ARTICLE VII

### AMENDMENTS:

1. Amendments may be made to these Bylaws only after the following procedure
  - a. No vote on amendment or changes to the Bylaws can be made unless a minimum of 14 (fourteen) days written warning has been issued to all members
  - b. Complete and full debate on any proposed amendment will be allowed before a vote is cast.

## ARTICLE VIII

### DISSOLUTION:

1. In the event of dissolution, all assets must be distributed in accordance with Sect.1, 501-c (2)-1 of IRS regulations. (No assets can insure to the benefit of any individual.)

Revised 9/08

## LEVELS OF MEMBERSHIP

### TRAINEE:

1. Must be at least 18 years of age.
  2. Must have current CPR certification at a level of First Responder or higher.
  3. Must serve minimum duty time (see Explanation of Duty Time).
  4. Must attend 2/3 of yearly business and training meetings (unless excused by the Board (See Training Requirements)).
  5. May drive the ambulance at certain times (see Driver Training Policy).
  6. Will remain a Trainee for a minimum of 6 months (at the discretion of voting members this time can be shortened).
  7. At the end of this period will be reviewed by Membership & Training Committees. At this time recommendation will be made to -
    - a. Remain at Trainee level, to be reviewed monthly
    - OR
    - b. Advance to Primary Member status
    - OR
    - c. Dismissal from the squad.
- (Recommendation will be presented to the general membership at a regular business meeting to be voted on.)
8. Trainee has no voting privileges but may serve on a committee.
  9. Must meet with Infection Control Officer to review District Exposure Policy before commencing patient care.
  10. At the discretion of the Board, Trainee may be granted a leave of absence, terms of

reentry from said leave will be determined by the Board and Membership Committee.

PRIMARY MEMBER:

1. Must be at least 18 years of age
2. Has been recommended to Primary membership by both Training & Membership committees, and so voted by the general membership.
3. Must have current CPR and certification at the level of First Responder or higher.
4. Must serve minimum duty time (see Explanation of Duty Time)
5. Must attend 2/3 (two thirds) of all Business and Training meetings (see Rules and Regulations and Training Requirements) unless excused by the Board
6. Will assume responsibility on runs with Trainees
7. Will have voting privileges if in good standing. (See Rules and Regulations)

LIFE MEMBER:

1. Defined as a Primary Member who resigns from the squad after 5 or more years of active service and has held position as a Board member or has made a significant contribution of service over and above what is considered to be normal duty requirements.
2. Must be so voted by the general membership
3. Has all the privileges of a Primary member but is no longer required fulfill duty requirements
4. May attend all meetings or training sessions at his/her discretion
5. Life members wishing to return to active duty must have current CPR and

certification at the First Responder level or higher.

6. Must attend 2/3 (two thirds) of all regular business meetings to maintain voting privileges.

#### TEMPORARY MEMBER:

Undefined category of membership, allowing the Board to define in cases of individual need.

Under special circumstances to meet special needs, the Board may grant temporary membership. The Board must clearly define to the temporary member his/her scope of responsibilities and privileges with BRS.

1. A special case of temporary membership is granted to people who need affiliation to attend classes to get certification. Such persons can function as members of an ambulance crew under the supervision of a primary member. Scope of practice of temporary members shall be limited to procedures to which they have been trained, subject to the discretion of their crew chief and/or the Board.

2. Temporary members must submit an application in writing and be approved by the Membership and Training Committees and voted on by the general membership at a monthly business meeting or special meeting.

#### INACTIVE MEMBER:

1. A Primary Member who has requested, in writing, a leave of absence from BRS.

2. Length of time for leave of absence to be agreed upon by the Board and the member

requesting a leave.

3. Will return to the squad at the same level of membership, providing all certifications are current.

4. Can retain voting privileges if present at 2/3 of business and training meetings, unless excused by the Board

#### AUXILIARY MEMBER:

1. Defined as someone interested in BRS, but not in the capacity of providing patient care. This person chooses to help the squad in fund raising activities and/or other non-medical capacities.

2. Auxiliary members have no voting privileges with BRS

#### AFFILIATED FIRST RESPONSE GROUPS:

There are 1st Response groups in BRS service area who are autonomous organizations, and are not affiliated with BRS

1. First Response members that wish to join BRs are subject to all the rules, regulations, and responsibilities of BRS. Such members are exempt from standard roster time requirements since they are considered to be on duty 24 hours a day in their respective towns.

2. They may also be part of an ambulance crew, whether they are members of BRS or not.

Revised 7/08

## COMMITTEES

### MEMBERSHIP:

This committee shall consist of a chairperson and a minimum of 2 (two) members who are appointed by the Board.

### Duties of this committee shall include:

1. Review of all applications for membership to BRS
2. Complete background checks on all applicants, and including all references listed on application forms
3. Check for valid Vermont driver's license (if applicable), and how many points accumulated (if any)
4. Check for current CPR and Vermont Emergency Medical certifications. (Training Officer will assist with reciprocity, if applicable)
5. Interview prospective new applicant
6. Recommend applicant for acceptance or denial as a Trainee or temporary member, after necessary checks have been carried out
7. After acceptance as a member, the applicant will receive a copy of Bristol Rescue Squad's Bylaws, Rules and Regulations, written policies and all other written materials which apply to the Trainee's performance as a member of BRS
8. Introduce new Trainee to the squad at a regular business meeting
9. Membership Committee will maintain a progress report on Trainee during the training period. This report should be reviewed by Membership and Training Committees and the Trainee after 3 (three) months, and again at the end of 6 (six)

months. These periods can be varied at the discretion of the Board. At this time recommendation is made by the Membership Committee along with the Training Committee to:

a. Advance to Primary membership

Or b. Extend training period

Or c. Dismiss from squad

This recommendation is presented to the general membership at a regular business meeting for a vote. It should be based upon the Trainee's progress report along with Training Committee's observations. Input should be requested from other squad members who have gone on runs with said Trainee

NOTE: For any just cause, and with concurrence of the Board, a Trainee may be dismissed at any time.

#### TRAINING COMMITTEE:

This committee shall consist of a chairperson (known as Training Officer) and 1 (one) or more other members as appointed by the Board. Training Officer should have ALS certification.

#### Duties of this committee shall include:

1. Maintain updated records on attendance at in-squad training meetings. Records to include subject matter, speaker or trainer, length of training and members present.
2. Maintain updated records on all other training sessions attended by members, if

appropriate forms submitted.

3. Maintain current records on CPR and EMS certifications of members, also dates of recertification for all members. Must keep members informed of their required recertification dates. **It is each member's own responsibility to make sure they**

**have covered all mandatory training credits.**

4. Set up yearly training schedule and/or discuss any ideas, problems or subject matter of ongoing training.

5. Provide an alternate training session if scheduled training cannot be held.

6. Plan and set up with Medical Advisor, if needed, any required re-training sessions.

NOTE: The Training Committee shall keep the squad current on any new or updated changes in equipment, training , and District and/or State protocols.

#### RIGS INTERIOR:

This Committee shall consist of a chairperson and 1 (one) or more members, appointed by the Board. One member should be an IV tech.

Duties of this committee shall include:

1. Maintain rig interiors, including equipment and supplies.

2. Maintain adequate supplies in supply room to keep rigs restocked, as needed.

Order new supplies through squad purchasing person when supplies are below minimum stock level.

3. Check equipment and supplies at least once weekly as per rig check sheet.

4. Maintain equipment and have it repaired when necessary.

5. Check and maintain an adequate supply of linen in both rigs.

6. Maintain cleanliness of rig interiors. **It is also the responsibility of each crew to clean and restock the rig after each run.**
7. Contact responsible crew chief, if possible, if there are problems with a rig, equipment, etc.
8. Have Training committee demonstrate any new equipment before placing in rigs.

#### RIGS EXTERIOR:

This committee shall consist of a chairperson and at least 1 (one) member appointed by the Board.

#### Duties of this committee shall include:

1. Repair and/or replace malfunctioning lights and signals
2. Repair (or contract for repair) any external damage to the rigs
3. Check and maintain tires and tire pressure. Recommend to the Board when tires need replacing.
4. Arrange to have tires changed at end of each season
5. Check and contract for repair any malfunction of the radio and electrical systems in the rigs
6. Check and maintain all oil levels, fluid levels, belts and batteries
7. Contract for any major repair and/or maintenance as required
8. Maintain cleanliness of exterior of rigs - **It is also the responsibility of each crew to clean the rig after each run.**

#### BUILDING AND GROUNDS:

This committee shall consist of a chairperson and other members appointed by the Board.

Duties of this committee shall include:

1. Maintain cleanliness and upkeep of building interior.
2. Maintain upkeep of exterior of building and grounds.
3. Initiate ordering of all cleaning and maintenance supplies.
4. Remove and dispose of all trash from building
5. Do any minor repairs in building, and contract for major repairs. Any repair exceeding \$500.00 is to receive a minimum of 2(two), and presented to the Board for approval
6. Contract third parties to do work as necessary.

OXYGEN:

This committee shall consist of a chairperson and one other member appointed by the Board.

Duties of this committee shall include:

1. Regularly check all oxygen tanks in rigs for volume. To be changed when PSI is below 500
2. Make sure empty tanks are properly tagged and kept in proper area for weekly pick up
3. Maintain inventory on all O2 tanks
4. Check all O2 delivery systems and equipment for any malfunctions
5. Be available to assist crews, if needed, with changing tanks in rigs.

### COMMUNICATIONS:

This committee shall consist of at least 1 (one) member appointed by the Board.

#### Duties of this committee shall include:

1. Maintenance and repair of all squad radios. The Communications Committee shall be liaison between radio repair person, the Board and all squad members. The Committee shall keep the Board informed as to the status of all radios and communication equipment.
2. Ordering of new batteries and radios and other communication equipment.

### OSHA AND INFECTION CONTROL:

This committee shall consist of at least 2 (two) members as appointed by the Board who are knowledgeable in OSHA rules and regulations and Infection Control.

#### Duties of this committee shall include:

1. Conduct squad training in OSHA rules and regulations and Infection Control
2. Coordinate administration of required immunizations for all new members
3. Make sure squad members are fulfilling their responsibilities regarding personal protection and infection control, including cleaning and disinfecting rigs and equipment
4. Report any infractions to the Board for further action
5. One member of this committee shall be designated Infection Control Officer as per state requirements.

AUXILIARY:

This committee shall consist of 1 (one) member and 1 (one) alternate as appointed by the Board.

Duties of this committee shall include:

1. Act as liaison between BRS members and members of the Auxiliary.
2. Attend regular monthly meetings of the Auxiliary and report back to BRS general membership at next regular business meeting.

PUBLIC RELATIONS AND OUTREACH COMMITTEE:

This committee shall consist of at least 3 (three) members as appointed by the Board.

Duties of this committee shall include:

1. To be responsible for all communications to the public and media, etc. with guidance from the board;
2. To be responsible for publicizing the squad activities, outreach and efforts to attract and recruit new members
3. To oversee public relations activities such as school visits, etc.

OTHER:

Other Committees may be defined by the Board and charged with specific responsibilities as the Board sees fit.

Revised 7/08