

***UNION VALE RESCUE SQUAD***

***BYLAWS***

***APPROVED***

*10/15/2009*

# **UNION VALE RESCUE SQUAD BYLAWS**

**PENDING APPROVAL 2009**

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# **UNION VALE RESCUE SQUAD**

## **ARTICLE I**

### **NAME**

The name of this organization shall be: 'THE UNION VALE FIRE DISTRICT RESCUE SQUAD', hereinafter referred to as the 'RESCUE SQUAD'.

## **ARTICLE II**

### **PURPOSE**

The purpose of the Rescue Squad is to render emergency medical services and general ambulance services within the area of the Union Vale Fire District.

## **ARTICLE III**

### **ADMINISTRATION**

**Section 1:** The Rescue Squad shall be controlled and operated by the active members of the Rescue Squad, and all procedures, including the number of members shall be subject to the approval of the Board of Fire Commissioners.

**Section 2:** The Rescue Squad equipment and personnel shall be under the command of the Rescue Squad Officers, subject to the Chief of the Union Vale Fire Department and the Board of Fire Commissioners of the Union Vale Fire District.

## **ARTICLE IV**

### **MEMBERSHIP & ELECTIONS**

#### **Section 1: Requirements**

- a) An applicant must hold a current and valid First Aid, New York State EMT, or New York State CFR card; or be a student in a New York State First Responder (CFR) or Emergency Medical Technician (EMT) course. The above may be waived by the Rescue Chief
- b) An applicant must be an active member of the Union Vale Fire Department.

## **ARTICLE IV**

## **MEMBERSHIP & ELECTIONS**

(Continued)

- c) An applicant must have reached his /her sixteenth (16) birthdays.
- d) An applicant must hold a valid New York State driver's license with the exception of 16-17 year old members.
- e) An applicant must be dependable, show interest in rescue work, and be willing to attend meetings, classes, drills, work details, serve roster duty and adhere to all rules, regulations, bylaws and standard operating procedures of the Rescue Squad. (See Duties of Membership Article V)

### **Section 2: Elections**

- a) An application for membership may be submitted at any meeting of the Rescue Squad.
- b) The application must be reviewed by the Investigating Committee and reported upon to the membership.
- c) The applicant may be voted on at the same meeting at which the application is submitted provided that all requirements have been met.
- d) Following said review and report of the Investigating Committee, the application shall be voted upon by a secret written ballot of the members present at the same meeting.
- e) A two-thirds (2/3) affirmation vote of the members present at any meeting having a Quorum shall constitute acceptance of membership.

### **Section 3: Membership**

#### **3A. Membership responsibilities:**

- a) New members shall be defined as those members having less than six (6) months of service.
- b) All new members must attend fifty (50) percent of the functions of the Rescue Squad, drills and meetings, during the first six (6) months of their membership, unless excused by the Rescue Chief.
- c) For their own safety, all new members must as quickly as possible familiarize themselves with any and all Rescue Squad equipment, including both ambulances and the operation thereof.

## **ARTICLE IV**

## **MEMBERSHIP & ELECTIONS**

(Continued)

- d) A new member must obtain a CPR card within six (6) months.
- e) Failure to comply with the requirements of membership as stated in these bylaws may result in dismissal from the Rescue Squad. (See Disciplinary Action Article XI)

### **3B. Membership Classifications**

- a) For operational purposes membership shall be divided into three (3) classifications, all of which shall have the same privileges with regard to these bylaws. The classifications are: 1) Attendant, 2) Driver, and 3) Junior Member.
- b) Attendants must be EMTs or CFRs or be enrolled in an EMT or CFR class. They shall provide care to patients before and during transport. They may also drive district equipment if qualified to do so.
- c) Drivers must hold, at a minimum, a first aid card and a CPR card and become qualified to drive district equipment assigned to the Rescue Squad. They may also provide patient care as directed.
- d) Junior Members are 16 and 17 year old members of the rescue squad. They must obtain a valid Certified First Responder card. They may assist in providing patient care as directed. The Rescue Chief shall make and enforce rules and regulations for junior members. Upon reaching their 18<sup>th</sup> birthday, junior members shall have their classification changed to Attendant at which time the provisions of (b) shall apply unless waived by the Rescue chief.
- e) Nothing in this section shall prevent any member from performing any function or duty when directed to do so by any District or Rescue Squad officer.

### **3C. Life Members**

- a) After serving in the Rescue Squad for 10 (ten) years a member shall become a Life Member of the Union Vale Rescue Squad.
- b) There shall be 2 (two) types of Life Members; Active and Inactive.
- c) Active members shall be an active member of the Union Vale Fire District and will meet the obligations of Section 3A.

## **ARTICLE IV**

## **MEMBERSHIP & ELECTIONS**

(Continued)

- d) Inactive Life Members are members who have chosen to have their status with the Union Vale Fire Company changed to Social Member or Inactive Life Member and are therefore no longer considered Active by the Union Vale Fire District or members who have their status changed by the Union Vale Fire District to Inactive.
- e) Inactive Life Members may participate in social functions of the Rescue Squad. They may participate in Rescue Squad meetings and hold positions on committees but they may not vote. Also they may not vote in Rescue Squad elections.
- f) All members who achieve Life Member status shall be honored in a suitable manner as chosen by the membership.

## **ARTICLE V**

### **DUTIES OF MEMBERSHIP**

**Section 1: Duties – It is the Duty of all Members to**

- a) Answer emergency calls;
- b) Serve all assigned roster duty, or if you are not available, assure that the proper coverage is arranged;
- c) Abstain from alcohol and drugs when on duty and when responding to calls;
- d) Attend fifty (50) percent of the meetings of the Rescue Squad;
- e) Obey the Officers of the Rescue Squad;
- f) Learn and adhere strictly to the Code of Ethics and the Standard Operating Procedures of the Rescue Squad;
- g) Observe those courtesies of conduct in relation with the public that shall preserve the dignity and the honorable standing of the Rescue Squad;
- h) Maintain, at the minimum, a current Standard First Aid and CPR card;
- i) Insure all rescue apparatus and equipment be cleaned and in proper operating status in preparation for the next call;
- j) Complete mandated state and federal training courses of instruction as required;
- k) Welcome and help new members in any way they can to become aquatinted with rescue work, equipment, and their duties.

**Section 2:** Failure to comply with the Duties if Membership as set forth in Article V. Section of these bylaws may result in disciplinary action. (See Article XI)

# **ARTICLE VI**

## **OFFICERS & ELECTIONS**

### **Section 1: Officers**

The Officers of the Rescue Squad shall consist of one (1) Rescue Chief, one (1) Captain, two (2) Lieutenants and one (1) Secretary / Treasurer

### **Section 2: Eligibility Requirements for Office**

Except for the Secretary / Treasurer, the following requirements must be met:

- a) Have a current, valid NYS EMT card;
- b) Be qualified to drive District apparatus;
- c) Not be serving as a line Officer in the Union Vale Fire Department;
- d) Lieutenants must be a NYS EMT for minimum of one (1) year in the Rescue Squad;
- e) Captain must be a NYS EMT for a minimum of two (2) years in the Rescue Squad and have served as Lieutenant;
- f) Rescue Chief must be a NYS EMT for a minimum of four (4) years and have served as Captain or Lieutenant.

### **Section 3: Elections**

- a) Officers shall be voted on by secret, written ballot at the Annual Meeting of the Rescue Squad;
- b) The positions to be voted on shall be one (1) Rescue Chief, one (1) Captain, two (2) Lieutenants, and one (1) Secretary/ Treasurer;
- c) A slate of candidates for office shall be presented to the membership at a regular meeting prior to the Annual Meeting. Nominations from the floor shall be accepted;
- d) Any nominee for office receiving a majority of votes of the members present and eligible to vote, providing there is a quorum, shall be deemed elected.
- e) In the event there is no candidate with a majority by the second (2<sup>nd</sup>) ballot for an office, then the two (2) candidates with the highest number of votes shall be voted on in the next ballot.

## ARTICLE VI

### OFFICERS & ELECTIONS

(continued)

- f) On the third (3<sup>rd</sup>) ballot if no candidate has a majority of votes, the candidate with the most votes shall be declared elected. In the event of a tie the provision of this section applies to successive ballots for this office;
- g) Should the office of Captain be vacant, then the Lieutenant with the most time in the office shall assume the duties of acting Captain until the membership can elect a new Captain. If both Lieutenants have the same time in office, the one who has been an EMT longer shall fill the vacancy. In any other situation the Rescue Chief shall decide;
- h) Should the office of Lieutenant become vacant, then the Rescue Chief may appoint an acting Lieutenant to serve until the membership can elect a new Lieutenant;
- i) A vacant office may be filled by the membership at any regular meeting, provided the Nominating Committee has presented the candidate(s) at any previous meeting;
- j) Should the office of Rescue Chief become vacant, then the Captain shall assume the duties of acting Rescue Chief until the membership can elect a new Rescue Chief.

#### **Section 4: Term of Office:**

- a) The term of office shall be from January 1<sup>st</sup> to December 31<sup>st</sup> except that the Rescue Chief shall assume the position on appointment by the Board of Fire Commissioners pursuant to Town Law;
- b) In the event the membership is unable to elect any Officer, then the term of office involved shall be extended until such time as the election can be completed. (See Article VI, Section 3h).

**ARTICLE VII**  
**DUTIES OF OFFICERS**

**Section 1: It shall be the Duty of the Rescue Chief to:**

- a) Be fully responsible for the equipment, the annual inventory of equipment, and the compliance of the operating procedures of the Rescue Squad;
- b) To maintain a list of the membership and set forth their training, and appoint committees (See Article X);
- c) To supervise the Rescue Squad's service and activities.

**Section 2: It shall be the Duty of the Captain to:**

- a) Assist the Rescue Chief in the execution of the duties as stated in Article VII, Section 1, and to take command in the case of absence, illness and/or incapacity;
- b) Be responsible for the personnel, equipment, roster of ambulance crew and any other duty as the Rescue Chief so directs;
- c) Report to the Rescue Chief on the status of all previously stated items (See Article VII, Section 2b).

**Section 3: It shall be the duty of the Lieutenants to:**

- a) Assist the Rescue Chief and the Captain in the execution of the duties as stated in Article VII, Section 1 and to take command in the case of absence, illness and/ or incapacity;
- b) Perform any other duties as directed by the Rescue Chief or the Captain.

**Section 4: It shall be the duty of the Secretary / Treasurer to:**

- a) Take minutes at squad meetings and maintain records of such minutes;
- b) Maintain all monies and financial accounts of the Rescue Squad and to report the status of all such monies and accounts, in writing, at every Rescue Squad meeting;
- c) Perform any other duties as directed by the Rescue Squad or Rescue Chief.

## ARTICLE VIII

### LEAVE OF ABSENCE

#### Section 1: Request for Leave

- a) Any member, for due cause, may request a leave of absence.
- b) All requests shall be:
  - 1) Submitted in writing at a regular meeting;
  - 2) Contain an effective date, proposed duration and/or ending date.
- c) Leaves of absence for military or educational purposes will be decided on a case-by-case basis.

#### Section 2: Duration of Leave:

- a) Requests for leave shall be granted for no more than six (6) months, after which an additional request may be submitted. In no cases shall leave be granted in excess of one (1) year, nor shall any member be on leave for more than one (1) year in a two (2) year period **except for military leave which shall be granted for the duration of the member's service obligation;**
- b) Any person not returning to active roster duty after their specified leave of absence will be considered as resigned.

#### Section 3: Granting of Leave:

- a) Leaves of absence may be granted by the Rescue Chief after the requirements of Article VIII, Section 1b have been met. Any member may appeal the denial of a leave of absence to the membership if Rescue Chief has denied a request for LOA.

#### Section 4: Membership Status on Leave:

- a) Any leave of absence shall not affect a member's status in the Rescue Squad except to prevent such member from voting at the meetings of the Rescue Squad; and in the case of an Officer requesting leave, then the rules of Article VI shall prevail.

## **ARTICLE IX**

### **MEETINGS**

#### **Section 1: Valid Meetings:**

- a) In order for any meeting to be valid, a quorum of one-third (1/3) of the active membership must be present.

#### **Section 2: Regular Meetings:**

- a) The regular meeting of the Rescue Squad shall be held the second (2<sup>nd</sup>) Tuesday of each month. The Rescue Chief may change the meeting day for cause and with prior notification.

#### **Section 3: Annual Meetings:**

- a) The annual meeting shall be held on the second (2<sup>nd</sup>) Tuesday in December for the purpose of electing Officers.

#### **Section 4: Special Meetings:**

- a) A special meeting may be called at any time for any emergency purpose by any Officer, as long as prior notification is given either by writing, telephone, or the radio alert system twenty-four (24) hours in advance, or by announcement at any one (1) previous regular meeting.

# ARTICLE X

## COMMITTEES

### **Section 1: Standing Committees:**

At the first regular meeting following the Annual Meeting, the Rescue Chief shall designate the members and chairman of the following committees:

- a) Membership
- b) Training

### **Section 2: Temporal Committees:**

- a) Nominating
- b) Investigating

### **Section 3: Exceptions:**

- a) The Rescue Chief may also designate other temporal committees from time to time whenever deemed necessary.

### **Section 4: Duties of Standing Committees - The duties of the standing committees shall include, but not be limited to:**

- a) **Membership:** The members of this committee shall seek out candidates for membership and report them to the Investigating Committee.
- b) **Training:** The members of this committee shall assist the /captain in providing for and maintaining the training of the membership.
- c) **Nominating:** members of this committee shall investigate the qualifications, motivation and character of all applicants for membership. A detailed report shall be read and submitted in writing at the meeting at which the applicant will be voted upon.
- d) The duties regarding **Investigation/hearing Committee** stated in Article XI, Section 3, Paragraph A.

### **Section 4: Committee Reports:**

- a) Unless otherwise specified in Article X, all committee chairmen will give an oral and/or written report to the membership at the regular meetings or shall make provisions for the report to be given by one of the committee members.

## **ARTICLE XI**

### **DISCIPLINARY ACTION**

#### **Section 1: Suspension:**

- a) Any Officer may suspend any member for any act which endangers life or is a gross violation of emergency medical procedures or protocol. The suspension is temporary pending review per the following procedures, and must be reported to the Rescue Chief and the Chief of the Fire Department.

#### **Section 2: Charges:**

- a) Charges may be filed against any member by any other member for violation of these bylaws or emergency medical procedures or protocol. These charges must be presented in writing to the Rescue Chief and signed by the person(s) making the charges within two (2) weeks of the alleged incident.

#### **Section 3: Investigation/Hearing Committee:**

- a) Should any member be charged under Section 1 or 2 above, an Investigation/hearing Committee shall be formed consisting of the Officers of the Rescue Squad and the Investigating Committee;
- b) The Committee shall investigate all charges and allegations. If a majority of the Committee agree that any of the charges have merit, then these will be formally presented to the member in writing.

#### **Section 4: Hearing:**

- a) A hearing will be held within two (2) weeks after the presentation of charges. At this hearing the member(s) charged may address and refute any and all charges. Other members involved may address the Committee.

#### **Section 5: Action:**

- a) If a majority of the Investigation/Hearing Committee upholds any of the charges, then the findings shall be presented in writing to the members at the next regular meeting, or special meeting if one is called. The Committee shall recommend disciplinary action.
- b) Disciplinary action will be enforced upon a three-quarter (3/4) vote of those members present and voting.

ARTICLE XI  
DISCIPLINARY ACTION  
(continued)

**Section 6: Officers:**

- a) In the event that an Officer or member of the Investigation/Hearing Committee be subject to allegations, then that member shall not take part in the investigation and shall be allowed to attend the formal hearing only to address and refute the allegations.
- b) All other rules of this Article (XI) shall apply to that member.

**Section 7: Expulsion:**

- a) Members who consistently violate the provisions of Article IV and/or Article V, Section 1, as deemed by the officers of the Rescue Squad, may, in addition to the above procedures be removed in the following manner.
  - 1) The officers of the Rescue Squad shall meet on a regular basis to review membership compliance with Article IV and/or Article V, Section 1.
  - 2) Any member found to consistently violate the provisions of Article IV and /or Article V, Section 1 shall be notified by Certified Mail, return receipt requested, that their membership in the Rescue Squad will be terminated 30 days from the receipt of said Certified Mail for failure to comply with the By Laws.
  - 3) A member wishing to contest said termination must respond in writing, by Certified Mail, return receipt requested, within 30 days of receipt of said termination letter, in which case the provisions of Sections 3 through 5 shall apply.
  - 4) Failure to respond in the manner described in Section 7, a), 3 shall result in membership in the Rescue Squad being terminated and any member terminate in such manner may not reapply for membership within one (1) year of such termination.

**Section 8: Rights of Members:**

- a) Nothing in this article shall limit the rights of members as provided for in the Constitution of the United States including the right to legal counsel and the right to call witnesses.
- b) It is noted that Rescue Squad members are also subject to disciplinary actions by the Board of Fire Commissioners and by the Fire Company.

## **ARTICLE XII**

### **AMENDMENTS**

These bylaws may be amended at any regular meeting of the Rescue Squad by a two-third (2/3) vote of those members present and eligible to vote, provided the amendment has been submitted in writing at the previous regular meeting.

## **ARTICLE XIII**

### **RULES OF ORDER**

A copy of "Robert's Rules of Order" shall be available at each meeting and shall prevail but not supersede these Rescue Squad bylaws.