

Draft
9/6/11

THORNE BAY VOLUNTEER EMERGENCY SERVICES

EMS By-Laws

REVISIONS: Revisions and a review of by-laws will be done every year by the Rescue Captain and officers. If any changes need to be made they will bring it to the group for approval of changes. Once the changes have been made the document will be signed and filed.

Rescue Captain and Date

Rescue Captain and Date

Treasurer and Date

Officer (Title) and Date

THORNE BAY VOLUNTEER EMERGENCY SERVICES: EMS BY-LAWS

I. PREAMBLE

“Title 2, Section 2.38.030 of the City of Thorne Bay’s Municipal Code provides for the formation of a Volunteer Association within the Emergency Medical Services Department.” The purpose of this Constitution and By-Laws is to provide for the structure of the Thorne Bay Volunteer Emergency Medical Services, autonomy of the Thorne Bay Volunteer Emergency Medical Services through democratic processes, ethical practices, and to insure freedom of action of the membership individually and collectively. If any provision of this Constitution and/or By-Laws are found to be in conflict with any sections of the City of Thorne Bay’s Municipal Code, the City’s Municipal Code shall govern.

II. ARTICLE I: NAME

The name of this organization shall be Thorne Bay Volunteer Emergency Services.

III. ARTICLE II: PURPOSE

The primary purpose of this organization shall be to assist the City of Thorne Bay in promoting the highest level of emergency medical care obtainable for every person within the City of Thorne Bay. The secondary purpose is to provide the same standards of care to any other community or person requesting Thorne Bay Volunteer Emergency Services’ assistance according to our mutual aid agreement(s).

ARTICLE III: GRANTS

The Thorne Bay Volunteer Emergency Services will not give, lend, nor allow the name for the endorsement of any personal grants without the consensus of the membership. Members need to be present to vote.

ARTICLE IV: MEMBERSHIP

ELIGIBILITY: All applicants for membership in the Thorne Bay Volunteer Emergency Medical Services must live or work within or adjacent to the City of Thorne Bay.

- a. **APPLICATION:** Application for membership in the Thorne Bay Volunteer Emergency Medical Services shall be made in accordance with policies in effect on the date of application, and be made on the City of Thorne Bay’s Employment Application form approved by the Rescue Captain.

- b. **ACCEPTANCE:** It shall be the policy of the Thorne Bay Volunteer Emergency Medical Services to accept for probationary membership. All applicants must be approved by the Rescue Captain through the active members of Thorne Bay Volunteer Emergency Medical Services.
- c. **NON-DISCRIMINATION:** Whenever used in this Constitution and By-Laws, the male noun or pronoun includes the female noun or pronoun. Discrimination on the basis of sex, race, creed, age, religion, and disability is prohibited.
- d. **FORFEITURE OF PROBATIONARY MEMBERSHIP:** Applicants for membership in the Thorne Bay Volunteer Emergency Services, after having been accepted for probationary membership, who fail to present themselves at the next meeting following acceptance of their application, without prior approval for absence, shall forfeit their probationary membership and not be able to reapply for six months.
- e. **PROBATIONARY MEMBERSHIP:** Probationary membership shall be for a period of six months for any new member joining the group regardless of certification status. Probationary membership entitles the probationary member the obligations and privileges of membership, except those reserved for Active Membership.
- f. **ACTIVE MEMBERSHIP:** Active membership entitles the active duty member to all obligations and privileges of membership in the Thorne Bay Volunteer Emergency Services. Active membership is awarded to probationary members who complete their chosen discipline requirements as listed below:
 - i. Completion of ambulance familiarization
 - ii. Completion of fire engine familiarization
 - iii. Completion of Rescue Boat familiarization
 - iv. Current certification or have met the requirements for dispatcher and/or driver
 - v. Attend general meetings
 - vi. Attend EMS trainings
 - vii. Proof of completion of IS 100

Active membership can be divided into the following categories:

1. **Regular Membership:** Any member of 18 years or older, who live and work within or nearby the City of Thorne Bay and have completed the probationary period.
2. **Junior Membership:** Any member between the ages of 14 and 17 years of age, who live and work within or nearby the City of Thorne Bay and have completed the probationary period. Junior members may attend trainings and general meetings. Junior members may also assist in non-hazardous activities such as, health fairs, firefighter assessment, equipment maintenance and fundraisers. Junior members may respond to EMS calls with a designated active member who will supervise.

3. **Special Membership:** This membership may be conveyed by the Rescue Captain to anyone who meets the membership requirements and wishes to help with supportive duties. Special membership can be given to previous EMS personnel who have expired and/or wish not to respond to EMS calls.
4. **Dispatchers:** A dispatcher must be at least 18 years of age, live or work within the City of Thorne Bay. Requirements for dispatcher are:
 - a. Current CPR and First Aid certification
 - b. Working telephone and a way to make long distance calls
 - c. Attend dispatcher refresher trainings
 - d. Attend general meetings
5. **Honorary Membership:** Honorary membership is recognition of individuals or organizations for their outstanding help, support, and guidance by financial or other contributions, to further the goals of Thorne Bay Volunteer Emergency Services in maintaining or furthering its education or skills. This may be conferred after a written nomination by any full member and approval of seventy five percent of active voting members at the following general meeting. This classification of membership does NOT entitle the nominee any voting privileges.
- g. **ACTIVE MEMBERSHIP PRIVILEGES:** The following privileges are given to active members, unless otherwise noted as the Honorary members cannot vote, who are in good standing with the group:
 - i. Voting privileges at meetings
 - ii. Can be nominated and hold an officer's position
 - iii. Receive stipend for service
 - iv. Eligible for higher certification classes when available
 - v. Eligible to attend EMS symposium
- h. **DEPARTMENT TRADITIONS:** The membership of the Thorne Bay Volunteer Emergency Services will abide by all traditions of the Thorne Bay Volunteer Emergency Services.
- i. **EQUAL OPPORTUNITY:** It shall be the policy of the Thorne Bay Volunteer Emergency Services to provide equal opportunity to its members, and to assure that personnel decisions are not unlawfully made on the basis of race, color, religion, national origin, sex, age, handicap or veteran status.
- j. **RESIGNATION:** Any member desiring to resign from active membership in the Thorne Bay Volunteer Emergency Services to reserve status shall submit his resignation in writing to the Rescue Captain.

- k. **GOOD STANDING:** A member in the Thorne Bay Volunteer Emergency Services is in good standing if he is current in discipline requirements.
- l. All members are appointed Volunteers and shall adhere to the Employment Requirements and the Employee Handbook of the City of Thorne Bay. The City shall have on file the names and appropriate paperwork for all Volunteers operating city vehicles and equipment.

DUTIES AND RESPONSIBILITIES OF MEMBERS: Failure to complete any of the following duties may cause for disciplinary action.

- a. Attend at least 50% of regular, emergency, and training meetings. If a member is unable to attend a meeting, the member must notify the Rescue Captain in advance of their absence in order for it to be excused.
- b. Respond as per ambulance protocol, medical standing orders, and Thorne Bay Volunteer Emergency Services standing operating guidelines.
- c. Be familiar with EMS roster
- d. Report to the Rescue Captain of any temporary absence (out of town, medical, personal, etc) that would prohibit you from responding.
- e. Report to the Rescue Captain of any defect, problems or shortages in the group's property.
- f. Exercise reasonable responsibility for equipment on loan to you from Thorne Bay Volunteer Emergency Services.
- g. **ABSOLUTE confidentiality of condition or any information about any patient under your care to ANYONE NOT AN ACTIVE EMS MEMBER OF THORNE BAY.**
- h. Conduct yourself in a professional manner at all times when representing Thorne Bay Volunteer Emergency Services

DISCIPLINARY PROCEDURES AND RESIGNATIONS: Any member, who is unable to complete the duties and responsibilities of their duties, may be disciplined for their action.

- a. Any problems of any member who violates any by-laws or resolution that calls for a penalty or for repeated violations of any by-law, resolution, order, or where the general welfare of the group has been tainted, the problem should be brought to the Rescue Captain in a private setting.
- b. Any members making improper use of equipment, property, tending to injure the good name of the group, disturbs its well-being, or hampers in its work, by any word, deed, or act is subject to reprimand and/or expulsion.
- c. While responding or representing Thorne Bay Volunteer Emergency Services, the use of alcohol, drugs/prescriptions or otherwise are cause for reprimand and/or expulsion. The use of prescription medications or otherwise, which may affect the ability to perform should be reported to the Rescue Captain. Repeated offenses may lead to termination.
- d. No member may be reprimanded without being notified by the Rescue Captain. The member is allowed to state their case before the Rescue

Captain and officers in a private setting before disciplinary action takes place.

Disciplinary actions will be disciplined as following: Noting, that due to the offense that took place the Rescue Captain and officers, have the authority as a group to choose the appropriate discipline for the action. All disciplinary action will be noted in the member's personnel file.

- a. Warning
- b. Warning and tutorial if needed
- c. Probationary status for 6 months
- d. Probationary status and supervised department service hours
- e. Termination for 1 year. After termination the member, will have to reapply as a probationary member.

ARTICLE V: REVENUE

The Thorne Bay Volunteer Emergency Services funds shall be used for no other purpose than the business of the group or the welfare of its members. Any expenditures of funds of the group must be approved by the membership at the General or Special meeting, provided, however that the Officers shall be authorized to expend from the funds, five hundred in an emergency wherein the welfare of the group or any of its members may be involved. Any expenditure authorized by the Officers shall be reported to the membership at the General Meeting.

ARTICLE VI: ELECTED OFFICIALS

ELECTION OF OFFICERS: The elected officers listed below, of this Article VI, shall be elected by secret ballot at the General Meeting in September. All active members and special members who are present at the meeting shall be given the opportunity to vote.

ELECTED OFFICERS: The elected officials of the Thorne Bay Volunteer Emergency Medical Services shall be:

- a. Rescue Captain
- b. Treasurer

If the Rescue Captain and/or the group feels they need these positions can bring them to the group for a vote for the following officers:

- c. Rescue Co-Captain
- d. Secretary
- e. Training Coordinator
- f. Supply/Equipment Officer
- g. Health and Safety Council Representative
- h. Regional Emergency Medical Services Council Representative

TERM OF OFFICE: The term of office shall be for one year, or until their successors are elected except for Rescue Captain who shall be elected for a two

year term or until their successor is elected, and the Treasurer who shall be elected for a three year term or until their successor is elected.

INSTALLATION OF OFFICERS: The installation of officers shall take place at the General meeting in October.

VACANCIES: Whenever an Officer resigns or otherwise vacates his position, excepting the Rescue Captain, the Rescue Captain shall appoint someone to fill the vacancy. If the vacancy occurs more than six months before the annual election of Officers, the appointment shall be temporary, and a permanent replacement shall be elected by the membership. Elections to fill vacancies shall take place at the General Meeting following the vacancy.

ELIGIBILITY: Any good standing active member or special member shall be eligible for election to an office. The Rescue Captain, Rescue Co-Captain, and Training Coordinator must be a current certified EMT 1 or above.

DUTIES OF OFFICERS:

- a. **Rescue Captain:** It shall be the duty of the Rescue Captain to be the head of the EMS department. The Rescue Captain is responsible for determining the organization of the department; making monthly reports to the City Council; the care and maintenance of the department property, files and records establishing, maintaining and enforcing standard operating guidelines of the department; administering the care and maintenance of all department property; keeping required inventory record of all department property; submitting department annual budget request to Billing Clerk, ensuring that the department meets all pertinent state and federal regulations and laws, coordinating for purchases and volunteer dispatch/duty schedules
- b. **Treasurer:** The Treasurer shall receive all funds belonging to Thorne Bay Emergency Services, and deposit them in the appropriate bank or financial institution in the name of the Thorne Bay Volunteer Emergency Medical Services. He shall maintain the financial records and supporting documents of the group; He shall write all checks and see that all checks bear the signature of authorized Officers; He shall report to the membership at each General Meeting; He shall make all books and financial records of the group available for inspection by the Rescue Captain and officers; An audit of the Thorne Bay Volunteer Emergency Medical Services' account will be conducted prior to the records being transferred to the newly elected Treasurer. This audit will protect the outgoing officer as well as the group. Two appointed active members in good standing shall do the audit.
- c. **Rescue Co-Captain:** It shall be the duties of the Rescue Co-Captain to perform the duties of the Rescue Captain in his absence and assist in the performance of the Rescue Captain's duties.

- d. Secretary: It shall be the duty of the secretary to keep minutes of all meetings and to keep and provide copies of the prior months meetings at each regular business meeting.
- e. Training Coordinator: It shall be the duty of the Training Coordinator to set up training and review for all dispatchers, ambulance drivers, and boat operators among other training responsibilities, keep track of upcoming training, and provide in-service training. The records of the attendance or successful completion of continuing medical education (CME) hours sponsored by the group shall be maintained in the group's records.
- f. Supply/Equipment Officer: It shall be the duty of the Supply/Equipment officer to be in charge of and responsible for all property and supplies. He shall maintain and inventory all equipment belonging to Thorne Bay Volunteer Emergency Medical Services. He shall be responsible for regular repair/maintenance of all equipment and reporting any equipment unsafe to the Rescue Captain. He shall issue equipment to all new members and collect the same from any members who have resigned, inactive or have been expelled. Further, he shall be in charge of all disposable supplies and submitting a purchase request to city hall with the Rescue Captain's approval, for supplies that are in need of replenishment.

ARTICLE VII: MEETINGS

PLACE AND TIME: The place of the General Meeting of the Thorne Bay Volunteer Emergency Medical Services shall be at the Northside Firehall on the second Tuesday of each month. The time shall be at 1800 hours. Meetings shall be called to order promptly and shall, except by motion from the floor, not exceed two hours duration. The place and time of the meeting shall not be changed, except by notice at least twenty-four hours in advance of the change.

AUTHORITY: The General Meeting shall be the final authority of the Volunteer Department. All Officers are accountable to the membership and the final accounting shall be at the General Meeting.

ORDER OF BUSINESS:

- Call to order
- Roll call/Sign in
- Introduction of new members
- Reading of communications
- Presentation of bills and accounts
- Treasurer's report
- Committee reports
- Unfinished business
- New business
- Rescue Captain's comments
- Adjournment

SPECIAL MEETING: A Special Meeting may be called by the Rescue Captain or by four or more active duty members by written request to the Rescue Captain. No business shall be transacted at the Special Meeting other than that for which the meeting was called. Notice of a Special Meeting shall be given to each member twenty-four hours in advance of the meeting.

RULES OF ORDER: The recognized authority on all points not covered in this Constitution and By-Laws shall be the revised Roberts Rules of Order.

CONTRAVENTION OF LAW: If any provision of this Constitution and By-Laws is, or shall be, in contravention of the Laws of the United States, the State of Alaska, the Ordinances of the City of Thorne Bay or the General Orders of the Thorne Bay Volunteer Emergency Medical Services, such provision shall be superseded by the appropriate provision of such Law, Ordinance or General Order. In the event any provision of this Constitution and By-Laws is found to be in contravention of such Law, Ordinance or General Order, the Rescue Captain and officers shall have the authority to amend the provision to be in compliance with such Law, Ordinance or General Order.

CHANGES IN CONSTITUTION AND BY-LAWS: This Constitution and By-Laws may be changed or amended by resolution adopted by seventy five percent of those members present provided that the proposed amendments have been submitted in writing at the previous general meeting.

BY-LAWS DISTRIBUTION: A copy of this Constitution and By-Laws shall be given to every active duty member of the Thorne Bay Volunteer Emergency Medical Services.