

Southern Berkshire Volunteer Ambulance Squad, Inc. (“SBVAS”)  
Bylaws of the Corporation

ARTICLE I

The Southern Berkshire Volunteer Ambulance Squad was organized in January, 1968, and was incorporated in April, 1968.

In accordance with requirements of federal and state anti-discrimination statutes, the SBVAS will not discriminate on the grounds of race, color, religion, sex, sexual orientation, age, national origin, ancestry or disability in any aspect of the provision of ambulance services or in employment practices. The use of the masculine pronoun in these bylaws follows common usage, and in no case shall the gender of such pronouns be interpreted in such a way as to exclude women from any office, position, or role with the corporation.

The mission of the Southern Berkshire Volunteer Ambulance Squad is to provide the finest pre-hospital care to victims of acute illness or injury. We strive to treat all patients transported by the SBVAS with dignity and respect.

The SBVAS shall not refuse, in case of a critical illness or injury, to dispatch an available ambulance to an appropriate place of treatment within its service zone as defined in the SBVAS Policy and Operations Manual.

The following is the order of organization:

BOARD OF TRUSTEES

President

Vice-President

Treasurer

Secretary

Six (6) Trustees-at-Large

GENERAL MEMBERSHIP

The SBVAS shall abide by the Massachusetts Department of Public Health rules and regulations relating to ambulances and may be visited and/or inspected by an agent of the Department of Public Health at any time.

## ARTICLE II

### A. Elected Officers and Their Duties

Trustees. The Board of Trustees shall be composed of the officers and six (6) Trustees-at-Large. The Board of Trustees review and establish policy, advise the President and other officers, and serve as the Board of Directors of the Corporation.

President. The President is in charge of the day-to-day operation of the corporation and serves as both the Chairman of the Board and the Chief Executive Officer. The President and/or his designees are the official representatives of the Corporation.

Vice-President. The Vice-President reports to the President, assists the President in his duties, and serves as acting President in the President's absence.

Treasurer. The Treasurer is in charge of the financial matters pertaining to his office.

Secretary. The Secretary records the minutes of the meetings of the Board of Trustees and of the General Membership, causes them to be typed and kept in a suitable binder, and handles all other necessary and suitable duties associated with the proper keeping of the records of the Corporation. The Secretary will ensure that a current copy of the SBVAS bylaws are posted conspicuously in the lounge of the SBVAS building. The Secretary will record and publish the Minutes of each meeting of the Board of Trustees. The Minutes of each Board of Trustees meeting shall include all motions introduced, as well as the names of Board members voting on any motion and how they voted. These Minutes shall be published within three days of each meeting of the Board of Trustees.

## B. Terms of Office and Nomination Procedures

Terms of office for officers shall be one (1) year except for the Trustees-at-Large who shall serve two (2) year terms. Three (3) Trustees-at-Large shall be elected each year. A vacancy in any two-year term shall be filled only for the balance of that term.

Candidates for election will be nominated by a Nominating Committee which shall be appointed by the President at the November General Membership Meeting.

The Nomination Committee shall give its slate of nominees at the December meeting of the General Membership. Additional nominations may be made from the floor. After the nominations are closed no further nominations may be made except where all nominees for a particular office should withdraw or become ineligible. Nominations for only that particular office will be accepted at the meeting at which elections are held.

All Officers and Trustees-at-Large will be elected from the nominations by regular meeting of the General Membership in the month of January. No member shall hold more than one elected office.

Should an Officer or Trustee-at-Large resign or vacate his position for any reason, that position will be filled by special election at the first regular General Membership Meeting following such resignation, provided that the Secretary has had sufficient time to notify the members by mail of the impending election. Nominations for vacancies shall be made from the floor on the night of the election.

The membership may remove an Officer of SBVAS from office through a petition. If ten percent (10%) of the total membership petitions the Board of Trustees in writing for the removal of an Officer, the Board of Trustees shall review the petition and offer it, with recommendations, to the membership at the next regularly scheduled meeting of the General Membership. A three-fourths (3/4) majority vote of attending Corporate Members is required to remove the Officer.

### C. Membership

There are five (5) categories of membership in the SBVAS. All members are expected to attend SBVAS meetings and functions.

1. Corporate Members possess voting rights and are eligible to serve as officers of the Corporation. A Candidate for membership must meet the requirements of the Membership Committee and receive a favorable vote of the Board of Trustees and of the General Membership. A candidate must:

- a. Be a registered EMT in Massachusetts
- b. Be at least 18 years of age
- c. Possess a valid Massachusetts driver's license
- d. Be an active member of a team and responsible for regular on-call duty nights plus weekend and/or weekends
- e. Have served as a Probationary Member for a period of six months or longer as designated by the Board of Trustees
- f. Maintain an up-to-date and complete personnel file

2. Probationary Members do not have voting rights. Probationary members will serve for a period of six months, or longer, as designated by the Board of trustees. Probationary status allows new applicants to learn the policies and procedures of the SBVAS and permits squad members to assess the skills and abilities of the applicant. A candidate for Probationary Member must meet the requirements of the Membership Committee and receive a favorable vote of the Board of Trustees and of the General Membership. A candidate must:

- a. Be a registered EMT in Massachusetts or willing to take the next SBVAS sponsored EMT class
- b. Be at least 18 years of age
- c. Possess a valid Massachusetts driver's license
- d. Be willing and able to become an active member of a team and responsible for regular on-call duty
- e. Possess and maintain a current Level C (Professional Rescuer) CPR card
- f. Maintain an up-to-date and complete personnel file

3. Honorary members are those whose past or present service to the SBVAS is so exemplary, valuable, and noteworthy that the SBVAS

wishes to honor them by granting this special category of membership. Candidates for Honorary Membership must be endorsed by a two-thirds (2/3) majority of those present and voting at a meeting of the Board of Trustees and of the General Membership. Honorary Members have no voting rights within the Corporation. They may not hold office.

4. Charter Members are members who were part of the squad at its inception in January, 1968; Charter Members will retain all privileges and voting rights. They may not hold any office.

5. Ambulance Attendants will be members who are not EMTs. Ambulance Attendants have voting rights but may not hold any office. Ambulance Attendants must:

- a. Be 18 years of age
- b. Have a valid Massachusetts driver's license
- c. Have a current CPR card
- d. Pull call at the discretion of the President
- e. Duties will include, but not be limited to, driving, assist with equipment and other tasks deemed appropriate by the team captain.

The Board of Trustees may, at their discretion, make individual exceptions to these membership categories as they see fit. This may include, but is not limited to, changes in a member's status. The Membership Committee may, at their discretion, waive membership requirements on an individual basis as the Committee deems necessary.

All Squad Members are expected to attend all squad meetings. Minutes of Squad Meetings will be posted and those not attending are expected to read them.

Any member felt to be unfit to serve by reason of misconduct shall have the charges of misconduct brought before the Board of Trustees. The Board of Trustees shall conduct a hearing on the matter, and if the majority of the Trustees vote in favor, then the charges may be brought before the General Membership. The member charged with misconduct shall have the right,

both before the Board of Trustees and the General Membership, to state his case. The General Membership, after hearing the charges and defense, shall vote whether to retain or drop the member so charged. A simple majority shall rule. A resignation from said member may drop all charges.

Any member shall be entitled to a three month leave of absence in any twelve month period. Such a leave will be granted by merely informing the President and the Board of Trustees in writing with at least a seven day written notice. A leave of absence beyond three months must be negotiated with the Board of Trustees prior to the leave.

Any member may apply to the Board of Trustees for a medical leave of up to six months while retaining all rights and privileges attached to his category of membership. The Board of Trustees shall require periodic statements from the member's physician certifying the member's inability to serve during the medical leave. A medical leave will be reviewed every six months.

The Board of Trustees may require of any applicant or member a physician's written statement certifying fitness and ability to carry out the duties of the EMT in the field. Any member returning from medical leave shall have a written physician's statement as to his fitness for duty.

If any member wishes to extend any leave, a review of the leave must be done before the leave period is over. This review must be initiated by the member on leave. Failure to initiate this review will constitute a resignation from the SBVAS.

On leave members retain voting privileges with the Corporation, but may not be elected to any office.

Any member whose EMT status has lapsed may continue to enjoy SBVAS membership as an Ambulance Attendant after providing SBVAS with updated personnel data. Any member whose EMT status has been revoked is considered to have resigned from the SBVAS.

## ARTICLE III

### COMMITTEES

#### A. Membership Committee

The Membership Committee consists of a chairman, the Orientation Coordinator, and four (4) members of the Corporation who shall be appointed by the Board of Trustees to establish procedures for application for membership, to interview and screen applicants, and to make recommendations regarding acceptance of applicants.

The Membership Committee is specifically responsible for the orientation and monitoring of Probationary Members during their probationary period and making recommendations regarding same. It is recognized that the Membership Committee will need to work closely with Team Captains, the Infection Control Coordinator, and the Personnel Committee.

#### B. Personnel Committee

The Personnel Committee is chaired by the President of the Corporation and consists of five (5) other members who shall be appointed by the Board of Trustees.

The Personnel Committee shall advise the President on staffing teams and on any other matters regarding personnel which the President may bring before it.

#### C. Mass Casualty Incident Committee

The MCI Committee is appointed by the Board of Trustees and is composed of a chair and three (3) other squad members to oversee the development and implementation of the SBVAS MCI plan and training.

#### D. Other Committees

The President and/or the Board of Trustees may appoint any other standing or ad hoc committees as they shall deem necessary.

## COORDINATORS

### E. Infection Control Coordinator

The Infection Control Coordinator is appointed by the Board of Trustees and is responsible for assuring compliance with infection control and other OSHA requirements. This individual must work closely with the Secretary to maintain appropriate records.

### F. Orientation Coordinator

The Orientation Coordinator is appointed by the Board of Trustees and is responsible for familiarizing new members with the bylaws, policies, and practices of the SBVAS.

## ARTICLE IV

### TREASURY

A. The Treasurer shall maintain or supervise the maintenance of all financial records, books, and accounts for the operation of the SBVAS.

B. The Treasurer will be authorized to approve and sign expenditures up to and including \$1,000. For expenditures over \$1,000, he/she must have a counter signature of the President or another Member of the Board of Trustees or their designee. In the absence of the Treasurers, checks shall be signed by two (2) members of the Board of Trustees or their designee.

C. Non-routine expenditures of more than \$1,000 require the approval of the Board of Trustees and the General Membership.

D. There will be an annual written report to the membership from the Treasurer. This report will be made available by the February meeting.

E. The Treasurer will give monthly oral reports.

F. All approved bills shall be submitted to the Treasurer in writing, who will in turn handle them in the approved manner.

G. The President, and personnel in charge of the maintenance of medical equipment and emergency vehicles, may approve emergency expenditures.

H. An emergency expenditure is an expenditure for a good or service which directly affects the validity of the day to day operations of the SBVAS.

I. The financial records of the SBVAS will be audited by an auditor or accounting firm selected by the Board of Trustees.

## ARTICLE V

### MEETINGS: Board of Trustees and General Membership

A. A quorum will consist of ten (10) of the voting membership.

B. All meetings will be conducted according to Robert's Rules of Order, Newly Revised Edition. Voting by absentee ballot is expressly prohibited. The President, or in his absence, the next officer present in the order of the organization, shall preside at all meetings.

C. There will be a meeting held once each month unless otherwise voted by the membership.

D. Special meetings of the General Membership may be called by the President, by the Board of Trustees, or by any five (5) Corporate Members of the Corporation by giving written notice to the entire membership ten (10) days in advance of the Special meeting.

E. At all General Membership meetings attendance shall be taken and recorded, and published in the minutes of that meeting.

## ARTICLE VI

### BYLAWS

A bylaw may be changed, deleted, or added by a simple majority of those voting members present at a duly constituted meeting of the General Membership. The members must be given twenty-one (21) days prior written notice of a proposed change, deletion, or addition.

In the absence of a suggested effective date on a proposed new bylaw or bylaw amendment, a proposed new bylaw or bylaw amendment, if adopted, will become effective 24 hours after its adoption. A new bylaw or bylaw amendment shall have no retroactive effect.

## ARTICLE VII

### POLICY AND OPERATIONS

The Board of Trustees shall compile a Policy and Operations Manual covering details not covered by the Bylaws and will cause such document to be available to the members in the lounge of the SBVAS building at all times.