

This document details the changes that were made to the Southern Berkshire Volunteer Ambulance Squad, Inc. bylaws between December 1999 and January 2002. Text that has been added is underlined; text that has been eliminated is in strikethrough. A note appears after amendments to give the date of each bylaw amendment.

Southern Berkshire Volunteer Ambulance Squad, Inc. (“SBVAS”)
Bylaws of the Corporation [*Document title added August 15, 2001*]

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 SBVAS does not discriminate according to race, color, creed, nationality, or sex in either membership practices or in services rendered to the public.~~

[Nondiscrimination language brought in line with 105 CMR 170 on August 15, 2001] 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 ~~normal operating area. Normal ambulance service shall be provided to the towns of Alford, Egremont, Great Barrington, Monterey, New Marlboro, Sheffield,~~

~~parts of New York State, Stockbridge, and the Williamsville District of West Stockbridge.~~ service zone as defined in the SBVAS Policy and Operations Manual. *[Revised August 15, 2001, text incorporated into Procedures 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 ~~four (4)~~ six (6) *[Revised during December 1999 General Membership meeting when Supply Officer and Training Officer positions were eliminated]* 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 ~~maintain certification files for all member EMTs and shall check the files quarterly to keep them up-to-date.~~ 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. *[Revised August 15, 2001]*

~~Supply Officer. The Supply Officer is responsible for overseeing the appropriate stocking of equipment in the ambulance; overseeing all spare medical equipment, including the Mass casualty Incident equipment; ordering disposable supplies; all maintenance and repair of medical equipment, including routine preventative maintenance of defibrillator and suction unit batteries and care of the stretchers, and providing appropriate documentation of repair and maintenance; assuring that the ambulances are stocked for the state inspection and that all equipment is in satisfactory condition; keeping the squad up-to-date and current with all OSHA regulations.~~ *[Deleted during December 1999 General Membership meeting]*

~~Training Officer. The Training Officer is responsible for providing a sufficient number of continuing education classes each year; providing for a basic level DOT refresher each year; providing for an Intermediate refresher every other year; maintaining appropriate training records; assisting with the annual state inspection as needed; overseeing the quality of run reports and pre-hospital care, and providing for reeducation as needed; overseeing defibrillation credentialing and recredentialing, including quarterly skill evaluations; pro-~~

~~viding for sufficient numbers of CPR classes each year for squad members to retain their CPR certification; keeping the squad up-to-date and current with all applicable Department of Public Health regulations. *[Deleted during December 1999 General Membership meeting]*~~

~~Maintenance. The Maintenance Chief chairs the Maintenance Committee and is charge of all buildings and equipment of the Corporation. *[Deleted during December 1999 General Membership meeting]*~~

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. ~~Two (2)~~ Three (3) *[Revised during December 1999 General Membership meeting]* 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.

All elected Officers (cf., Article II.A.) must be – and must maintain during their tenure in office – active, non-compensated members of a volunteer, on-duty night team and/or active, non-compensated, volunteer members of a regularly scheduled weekend team. *[Added September 15, 2000. Bylaw change passed by one vote with 41 members in attendance.]*

All elected Officers (~~cf., Article II.A.~~) *[Deleted August 15, 2001]* must be – and must maintain status as *[Grammatical error fixed August 15, 2001]* during their tenure in office – active, non-compensated members of a volunteer, on-duty night team and/or active, non-compensated, volunteer members of a regularly scheduled weekend team.

~~All elected Officers must be – and must maintain status as during their tenure in office – active, non-compensated members of a volunteer, on-duty night team and/or active, non-compensated, volunteer members of a regularly scheduled weekend team. *[Repealed January 7, 2002. 8 members voted in favor of repealing, 5 members voted in favor of keeping a 12 hour/month time requirement, Secretary abstained from vote.]*~~

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. *[Added August 15, 2001]*

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 Member-

ship. 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 ~~conception~~ inception *[Wrong word, corrected August 15, 2001]* 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. *[Revised January 16, 2002]* Ambulance Attendants must:

- a. Be ~~21~~ 18 *[Revised January 16, 2002]* years of age
- b. Have a valid Massachusetts ~~D~~driver's license *[Text corrected August 15, 2001]*
- 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, or has been revoked, 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. [Revised August 15, 2001]

ARTICLE III

COMMITTEES

~~A. Maintenance Committee~~

~~The Maintenance Committee includes the Maintenance Chief and two other members appointed by the Maintenance Chief. *[Deleted during December 1999 General Membership meeting]*~~

~~The Maintenance Committee is responsible for the maintenance and repair of buildings, equipment, supplies, and vehicles of the Corporation. Where any questions should arise concerning overlapping responsibilities for equipment between the First Aid and Maintenance Committees, The Board of Trustees shall clarify the issue. *[Deleted during December 1999 General Membership meeting]*~~

~~All vehicles of the Corporation are to be maintained in good mechanical condition at all times. Maintenance and repair of vehicles are to be done routinely with a garage and/or mechanic approved by the Board of Trustees. Proper maintenance records will be kept by the Committee in accordance with regulations of the Commonwealth of Massachusetts for ambulance licensure. *[Deleted during December 1999 General Membership meeting]*~~

A. Membership Committee

The Membership Committee consists of a chairman, the Orientation Coordinator, *[Added January 16, 2002]* 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. [Text moved August 15, 2001]

COORDINATORS

~~E.~~ Infection Control Coordinator *[Text moved August 15, 2001]*

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.

~~E. Other Committees~~

~~The President and/or the Board of Trustees may appoint any other standing or ad hoc committees as they shall deem necessary. [Text moved August 15, 2001]~~

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. [Added August 15, 2001]

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 ~~\$4,000~~ 1,000. For expenditures over ~~\$4,000~~ 1,000, *[Both changed from \$1,000 to \$4,000 in 1996, changed back to \$1,000 on August 15, 2001]* 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, ~~Maintenance Chief, or First Aid Chief~~ and personnel in charge of the maintenance of medical equipment and emergency vehicles. *[Accidentally left in bylaws after positions were deleted at December 1999 meeting. Amended August 15, 2001]* 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, ~~except absentee balloting is not permitted,~~ Newly Revised Edition. Voting by absentee ballot is expressly prohibited. *[If not specified, 1951 edition must be used. Amended August 15, 2001]* 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) ~~full m~~ Corporate Members *[Accidentally left in bylaws after "Full" Member category's name was changed in 1993. Amended August 15, 2001]* of the Corporation by giving ~~due~~ *[Unnecessary and confusing, deleted August 15, 2001]* written notice to the entire membership: ten (10) days in advance of the Special meeting. *[Amended August 15, 2001]*

E. At all General Membership meetings attendance shall be taken ~~by roll call~~ and recorded, and published in the minutes of that meeting. *[Both amended January 16, 2002]*

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 *[Clarified August 15, 2001]* 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. *[Added August 15, 2001]*

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 ~~at the Squad Room~~ in the lounge of the SBVAS building *[Amended August 15, 2001]* at all times.