

**THE DURHAM VOLUNTEER
AMBULANCE CORPS, INC.
BYLAWS**

ARTICLE I

NAME

The name of this organization is The Durham Volunteer Ambulance Corps, Inc.

ARTICLE II

PURPOSE

The purpose of The Durham Volunteer Ambulance Corps (DVAC) is to provide emergency medical services for the sick and injured and to enhance public awareness of the Emergency Medical Services System within the Town of Durham.

ARTICLE III

OFFICERS AND COORDINATORS

SECTION 1: The Command Officers of DVAC will be: Chief of Service, 1st Lieutenant and 2nd Lieutenant.

SECTION 2: The Administrative Officers of DVAC will be: Secretary and Treasurer.

SECTION 3: The Coordinators of DVAC will be: Building/Vehicle Maintenance, Quartermaster, Scheduling and Training.

SECTION 4: No member will hold more than one of the above positions concurrently.

SECTION 5: The Command and Administrative Officers will constitute the Board of Directors of the Corporation (DVAC).

ARTICLE IV

DUTIES OF OFFICERS AND COORDINATORS

SECTION 1: The Chief of Service will preside at meetings of DVAC. (S) He will have command of all DVAC activities, and insure that bylaws and policies and procedures are applied impartially. (S)He is responsible for designating a representative to attend all applicable state and local boards.

SECTION 2: The 1st Lieutenant will be responsible for the compliance with all Federal, State, local and internal regulations including the management of the personal medical records of all members. This includes maintaining the privacy of these records that may not be released without a member's written permission. (S)He will coordinate all written public relations for DVAC. (S)He will present all written public relation releases to the Chief of Service for approval prior to its publication. (S)He will perform additional duties as assigned. The 1st Lieutenant will provide direct supervision to the Scheduling and Training Coordinators. This Position reports to the Chief of Service.

SECTION 3: The 2nd Lieutenant will acquire all supplies and equipment necessary for DVAC use. (S) He will be responsible for overseeing the distribution of uniforms and equipment to the members of DVAC. (S)He will perform additional duties as assigned. The 2nd Lieutenant will provide direct supervision to the Vehicle/Building Coordinator and Quartermaster. This Position reports to the Chief of Service.

SECTION 4: The Secretary will maintain records of all DVAC activities and proceedings. (S)He will file all necessary paperwork with the appropriate Federal, State and local agencies and perform additional duties as assigned. This Position reports to the Chief of Service.

SECTION 5: The Treasurer will maintain an accurate account of all receipts and disbursements of DVAC. (S)He will, after proper approval, pay all bills in a timely manner by check bearing his/her signature. (S)He will, after proper approval, submit to the town all bills payable as authorized by the Board of Finance, and maintain an accurate account of the Town budget as it relates to DVAC. At the end of each fiscal year, (s)he will submit to a Certified Public Accountant, the financial records of DVAC for a reconciliation of the accounts and the filing of the proper Federal tax forms. (S)he will submit in writing to the Chief of Service a monthly financial report to DVAC and an annual report upon completion of the reconciliation of the accounts. (S)He will perform additional duties as assigned. This Position reports to the Chief of Service.

SECTION 6: The Building/Vehicle Maintenance Coordinator will be responsible for the repair, upkeep and use of the building and vehicle. (S)He will report to the 2nd Lieutenant on any repairs or equipment needed for the building. (S) He will be responsible for maintaining necessary records relating to the vehicle and building per Federal, State and local regulations and to perform additional duties as assigned. This Position reports to the 2nd Lieutenant.

SECTION 7: The Quartermaster will be responsible for the inventory, issuing and maintenance of all DVAC issued equipment. (S)He will perform additional duties as assigned. This Position reports to the 2nd Lieutenant.

SECTION 8: The Scheduling Coordinator will be responsible for the DVAC Duty Schedule. (S)He will ensure that a current schedule is posted and copies available to the membership prior to the start of each month. (S)He will also be responsible for ensuring the master copy is updated throughout the month. The Scheduling Coordinator will assist the Command Officers with coordinating coverage for special events. (S)He will perform additional duties as assigned. This Position reports to the 1st Lieutenant.

SECTION 9: The Training Coordinator will be responsible for coordinating all in-service training programs, maintain each member's training records as required by Federal, State and local regulations. (S)He will become or work with the appointed Middlesex Hospital Service Education Coordinator (SEC). The Training Coordinator will ensure all members have completed necessary Medical Direction requirements for Middlesex Hospital. (S)He will perform additional duties as assigned. This Position reports to the 1st Lieutenant.

ARTICLE V

CHAIN OF COMMAND

SECTION 1: If the Chief of Service is temporarily or permanently unavailable, or at his/her delegation, the 1st Lieutenant will assume the duties and authority of the Chief of Service.

SECTION 2: If both the Chief of Service and 1st Lieutenant are temporarily or permanently unavailable, or at their delegation, the 2nd Lieutenant will assume the duties and authority of the Chief of Service.

ARTICLE VI

VACANCIES

SECTION 1: Any officer or coordinator position that becomes vacant will be filled by appointment of the Chief of Service, subject to confirmation by a majority vote of members present at the next regular monthly meeting.

SECTION 2: All acting officer or coordinator positions that are filled under section 1 of this article will remain in effect until the duly elected officer or coordinator returns to duty or until the next election.

ARTICLE VII

MEMBERSHIP

SECTION 1: The membership of DVAC will be limited to 60 members who must be at least 18 years of age and become EMT/MRT certified, within one (1) year of acceptance to the Corps as a probationary member. Extenuating circumstances must be approved by a majority of the three (3) Command Officers. Associate Members are exempt from EMT/MRT Requirements.

SECTION 2: The membership of DVAC will consist of:

1. Full Members
2. Honorary Active Members
3. Part Time Members
4. Associate Member
5. Probationary Members
6. Honorary Members

SECTION 3: All applications for membership must be submitted in writing to the Secretary. When a vacancy exists, applications will be acted upon in order of their submission. The Chief of Service will appoint a committee of three (3) members to interview the applicant. They will report this information to DVAC at the next regular meeting. If the applicant meets the required membership criteria, (s)he will become a probationary member.

SECTION 4: All new members must serve a minimum probationary period of six (6) months active duty, three (3) months of which must be as a certified EMT/MRT and participate directly in a minimum of six (6) ambulance calls. Upon successful completion of this probationary period, (s)he will be appointed to a non-probationary membership status. Exceptions to probationary period will be approved by a majority vote of the command officers. Associate Members are exempt from ambulance call requirements.

SECTION 5: If a probationary member does not attain the criteria for full membership, his/her probationary period may be extended at the discretion of a majority of the three (3) Command Officers. Probationary members may not vote or hold office.

SECTION 6: The probationary period may be waived for a former member in good standing at the discretion of a majority of the three (3) Command officers.

SECTION 7: Upon request any member who has been on active duty for ten (10) years may be transferred to the honorary roll at the regular monthly meeting following the members tenth (10th) year anniversary date. Any nonmember can be elected to honorary membership by a 2/3 majority vote of members present at the annual meeting to recognize distinguished service to DVAC. Honorary members will be exempt from ambulance calls and are entitled to all non-voting privileges of DVAC.

SECTION 8: Any honorary member may, upon request, be transferred to the honorary active roll at a regular meeting. All honorary/active members will have all the privileges of a regular member.

SECTION 9: The Associate Membership provides an opportunity for individuals to join DVAC who do not wish to become an EMT/MRT and provide duty coverage but can contribute in other ways.

ARTICLE VIII

DUTIES OF MEMBERS

SECTION 1: It is the duty of every member to be thoroughly familiar, and be in compliance with the bylaws and the policies and procedures of DVAC. Any exceptions to these requirements will be at the discretion of a majority of the three (3) Command Officers.

SECTION 2: Any member resigning from DVAC must notify the Chief of Service in writing.

SECTION 3: Any member who has not performed duty time for a period of ninety (90) days will be considered to have resigned unless the member has given the Chief of Service notice of leave of absence as required by Article X.

SECTION 4: A member must return all DVAC equipment within ten (10) days of her/his resignation.

ARTICLE IX

SUSPENSIONS

SECTION 1: The Chief of Service may immediately suspend any member for a serious offense and then meet within fifteen (15) days with the accused and the three (3) Command Officers to discuss the offense. If it is a unanimous decision of the Command Officers, the member will be expelled from DVAC. The member will be notified by certified return receipt mail. Examples of serious offenses, include but are not limited to insubordination, inappropriate patient treatment or felony criminal arrest.

SECTION 2: Any suspended member will not participate in any DVAC activities.

SECTION 3: In the case of a written and documented major offense or documented repeated lesser offense, the accused will meet with the three (3) Command Officers. If it is the unanimous decision of the Command Officers, the member will be expelled from DVAC. The member will be notified by certified return receipt mail.

SECTION 4: Any member who feels that (s)he has been unjustly disciplined may submit, in writing, a request for a grievance board. This grievance board will consist of five (5) full members selected by lottery and must convene within thirty (30) days of the request. A majority vote of the grievance board is necessary to override the decision of the command officers.

ARTICLE X

LEAVES

SECTION 1: Any Member may request in writing to the Chief of Service a temporary reduction in duty hours in accordance with Standard Operating Policies and Procedures of DVAC.

ARTICLE XI

MEETINGS AND QUORUMS

SECTION 1: There will be twelve (12) regular monthly meetings to transact DVAC business. These meetings will be held on the last Wednesday of each month.

SECTION 2: The annual meeting of DVAC will be held on the last Wednesday of October immediately following the regular monthly meeting. At this meeting, members will elect officers and coordinators, vote on changes to the bylaws, and nominations for honorary membership.

SECTION 3: The Chief of Service may call a special meeting at any time (s)he may determine it necessary. A special meeting must be called by the Chief of Service upon receipt of a petition from five (5) members. The petition will state the object of the meeting and no other business will be transacted except that designated in the call. The Secretary will notify each member in writing at least ten (10) days prior to the meeting.

SECTION 4: Seven (7) voting members constitute a quorum empowered to transact business.

SECTION 5: All Members, with the exception of Associate or Honorary Members, shall be eligible to vote.

SECTION 6: The Roberts Rules of Parliamentary Procedure govern all meetings of DVAC.

SECTION 7: The order of business at regular meetings is:

1. Call to order
2. Roll call
3. Acceptance of minutes from the last meeting
4. Requests for membership
5. Reports of standing committees
6. Reports of special committees
7. Officer's reports
8. Coordinator's reports
9. Unfinished business
10. New business

11. Remarks for the good of DVAC
12. Adjournment

SECTION 8: The order of business at the annual meeting is:

1. Call to order
2. Roll Call
3. Distribution of ballots
4. Election of Officers and Coordinators
5. Nominations and elections for honorary membership.
6. Amendments to bylaws
7. Adjournment

SECTION 9: The order of business at special meetings is:

1. Call to order
2. Roll Call
3. Reading of the call
4. Transaction of business
5. Adjournment

ARTICLE XII

ELECTIONS OF OFFICERS

SECTION 1: At the August Meeting, the Chief of Service shall appoint a Nominating Committee of three (3) Members in good standing.

SECTION 2: Any DVAC member seeking election will notify the nominating committee in writing ten (10) days prior to the Annual Meeting. The Nominating Committee will post the list of candidates five (5) days prior to the elections. Further nominations may be accepted from the floor. If there are no Full or Honorary Active Members running for an administrative officer or coordinators position, an Honorary, Part-Time or Associate Member may be placed on the ballot. ONLY a Full or Honorary Active Member can hold a Command Officer position. All Officers and Coordinators will be elected by a majority of votes cast at the Annual Meeting.

SECTION 3: The criteria for a Full-Time or Active Honorary Member to hold office will be:

1. Member will have no more than two (2) unexcused absences from regular monthly business meetings for the twelve (12) month period beginning October 1 through September 30 prior to the election.
2. Full-Time and Honorary Active Members must meet the minimum duty requirements outlined in the Standard Operating Policies and Procedures of DVAC for the twelve (12) month period beginning October 1 through September 30 prior to the election.
3. Member must serve at least twelve (12) hours of duty time at Special Events (Durham Fair, Road Race, Community Service, etc) for the twelve (12) month period beginning October 1 through September 30 prior to the election.

4. Member shall have no more than three (3) unexcused absences from in-service training for the twelve (12) month period beginning October 1 through September 30 prior to the election.

SECTION 4: If a Full or Active Honorary Member is not eligible to vote, s(he) cannot run for office.

SECTION 5: The criteria for a Part-Time or Associate Member to hold a non-command position will be:

1. Member will have no more than two (2) unexcused absences from regular monthly business meetings for the twelve (12) month period beginning October 1 through September 30 prior to the election.
2. Member must meet the minimum duty requirements outlined in the Standard Operating Policies and Procedures of DVAC for the twelve (12) month period beginning October 1 through September 30 prior to the election.
3. Member must serve at least twelve (12) hours of duty time at Special Events (Durham Fair, Road Race, Community Service, etc) for the twelve (12) month period beginning October 1 through September 30 prior to the election.
4. Member shall have no more than three (3) unexcused absences from in-service training for the twelve (12) month period beginning October 1 through September 30 prior to the election.

SECTION 6: All Members, with the exception of Associate or Honorary Members, shall be eligible to vote under the following criteria. A member's eligibility to vote will be determined as follows:

- Member's duty hour requirements are based on the membership status as of September 30 prior to the election. Member must meet the minimum duty requirements outlined in the Standard Operating Policies and Procedures of DVAC for the twelve (12) month period beginning October 1 through September 30 prior to the election.
- Total Duty Hours shall include Scheduled Duty Hours only.
- Monthly duty hours shall be determined based on the average number of hours, prorated by length of service and approved Leaves of Absence during the twelve (12) month period beginning October 1 through September 30 prior to the election. The formula used to calculate the Average Monthly Duty Hours is as follows:

Total Scheduled Duty Hours

((Number of Months at Current Status) – (Number of Months on Leave))

- The records of the Chief of Service, Secretary, Scheduling and Training Coordinators' records will be used in determining eligibility.

SECTION 7: All members who are ineligible to hold office shall be notified in writing twenty (20) days prior to the Annual Meeting. The decision of the Nominating Committee is final.

SECTION 8: The Chairman of the Nominating Committee will vote only in the case of a tie for an elected office.

ARTICLE XIII

DISBURSEMENTS OF FUNDS

SECTION 1: The Chief of Service, or his designee have the authority to purchase items directly related to the operation of the DVAC. These purchases will be pertinent to the maintenance and operation of the vehicle, building and supplies depleted through use. A vote of the membership is not required to authorize these purchases.

SECTION 2: All purchases not included in the annual budget and not directly related to the operation of DVAC will require a majority vote of the membership present at a regular monthly meeting.

SECTION 3: The treasurer is authorized to make payments for properly authorized purchases.

ARTICLE XIV

AMENDMENTS

SECTION 1: None of the foregoing articles will be suspended, changed or repealed except by the affirmative vote of two thirds of the membership present at the annual meeting.

SECTION 2: Each member will be notified in writing of the proposed change not less than five (5) days and not more than thirty (30) days prior to the annual meeting when the change will be presented for a vote.

SECTION 3: No proposed bylaw change may be tabled. The change must be brought to a vote at the annual meeting.

SECTION 4: Any member in good standing may propose an amendment to the bylaw by the following procedure.

1. (S)he presents to the Secretary a copy of the existing bylaw, and the proposed change, to the secretary more than fifteen (15) days before the annual meeting.
2. The member will enclose sufficient copies of the change and the existing bylaw for each member.
3. The Secretary will mail each member a copy of the proposed change more than ten (10)days before the annual meeting.
4. The proposed amendment will be presented to DVAC by the member proposing the change.

ARTICLE XV

DURATION

SECTION 1: If any of the preceding articles are found to be invalid, the remainder of this document will remain in effect.