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BAY SHORE-BRIGHTWATERS RESCUE AMBULANCE, INC.

BY-LAWS

PREFACE

Herein contained are the by-laws of the Bay Shore-Brightwaters Rescue Ambulance Corp., Inc., which in their entirety represent the official rules, excluding standing rules and operating rules. The standing rules and operational rules are subordinate to these by-laws and/or any part thereof. These by-laws shall not conflict with any law of the Town of Islip, County of Suffolk, State of New York, and/or federal government.

Any such conflict herein described shall render said article, section and/or part thereof null and void. The purpose of these by-laws is to give order and direction to this organization.

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ARTICLE I ORGANIZATION NAME AND INSIGNIA

SECTION I

NAME

The name of the Organization shall be "Bay Shore – Brightwaters Rescue Ambulance, Inc.", Hereinafter referred to as the "Organization"

SECTION II

INSIGNIA

The insignia shall be a green cross on a white background. The name of the Organization will be in red. The lettering will be inside of two concentric green rings surrounding the green cross. The insignia will be circular in shape.

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ARTICLE II PURPOSE AND TERRITORY

SECTION I PURPOSE

- A. To acquire, own, use, operate and maintain equipment and facilities for the rendering of a New York State Certified ambulance and/or rescue service to the sick, wounded, or injured, from their home or scene of an accident, to hospital or relay ambulance, within a seventy-five (75) mile radius of the Headquarters of the Organization, and to acquire by purchase, gift, contribution, devise or bequest, real and personal property, and own and hold the same for the purpose of rendering the service herein specified, and for the purpose of enabling the Organization and the Members thereof to render the service herein specified upon such conditions as may be provided by the Corporation Papers of the Organization and these By-Laws hereafter adopted, and dispose of such property subject to the provisions of Law. The Organization shall do and perform all acts or thing that may be permitted by Law, and are necessary and incidental to the proper fulfillment of the above purpose.
- B. Notwithstanding any other provision of these Articles, the Corporation is organized exclusively for charitable, educational, religious, and scientific purposes as specified in Section 501 (c) (3) of the Internal Revenue Code of 1954, and shall not carry on any activities not permitted to be carried on by a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1954.

SECTION II TERRITORY

The territory in which the Organization shall answer calls shall be the Bay Shore Community and the Village of Brightwaters, except that residents of the Bay Shore Fire District, Village of Brightwaters, and protected areas may be transported to or from any hospital or relay ambulance within a seventy-five (75) mile radius of the Headquarters of the Organization to their homes or to any other hospital or relay ambulance, within a seventy-five (75) mile radius of the Headquarters of the Organization, providing adequate personnel and equipment are available for this purpose. Distances greater than seventy-five (75) miles must be authorized by two (2) Chiefs of the Organization. The Organization shall answer calls from neighboring communities under any agreements that may be established.

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ARTICLE III MEMBERSHIP

SECTION I

Membership in the Organization shall be classified as follows:

Regular Rolling (Driving, Non-Driving, Call-In Status), Dispatch, Student, Probationary, (Rolling or Dispatch), Life (Active Life, Rolling, or Dispatch, Administrative Life and Inactive Life), Interim, Youth Squad, and Auxiliary.

SECTION II

- A. Applicants for Regular Rolling, Dispatch, Auxiliary, and Probationary Membership shall be limited to persons at least eighteen (18) years of age.
- B. Applicants for Student Membership shall be limited to persons at least seventeen (17) years of age.

SECTION III

Applicants for Probationary Rolling and Probationary Dispatch shall complete the appropriate Membership Application and:

- A. Be declared physically fit by the Organization's Medical Advisor/Facility or their private Medical Doctor to be physically able to perform the required duties and submit said declaration on the form prescribed by the Organization.
- B. Agree to comply with all rules and regulations of the Organization.
- C. Agree to commence and complete an ambulance-training course as prescribed by the Organization, where necessary.
- D. Submit two (2) letters of recommendation and a recent photograph along with the Membership Application. Letters of recommendation are to be from other than relatives.
- E. Be processed and approved by the Membership Committee as per Article XXI, Section I of these bylaws.
- F. Be accepted by two-thirds (2/3) affirmative vote, by secret ballot, of the Active Members' vote cast at the General Meeting, at which the Applicant is to be considered for Probationary Membership.

SECTION IV PROBATIONARY ROLLING MEMBERS

- A. The minimum probationary period for Probationary Rolling Members shall be for six (6) consecutive months or twelve (12) non-consecutive months and upon issuance of a New York State E. M. T. Certification. Upon satisfactorily meeting these requirements, the individual may be recommended for Regular Rolling (Driving or Non-Driving) Membership by the Line Officers to the Board of Directors-as per Article XXII Section I of these by-laws.
- B. The minimum probationary period for Probationary Dispatch Members shall be for six (6) consecutive months or twelve (12) non-consecutive months and upon issuance of CPR Certification. Upon satisfactorily meeting these requirements, the individual may be recommended for Regular Dispatch Membership by the Line Officers to the Board of Directors as per Article XXII Section I of these by-laws.

- C. The probationary period for all Probationary Members shall begin when they start a regular scheduled Duty Slot as a crewmember or a Dispatcher. The Probationary Membership date shall be counted from the nearest whole month.
- D. A written report or recommendation by a Member may be presented to the Membership Committee of the Organization before the end of the sixth month to reject the Probationary Member. The Line Officers shall investigate the report The Board of Directors shall make the final decision on the matter.
- E. The maximum period for Probationary Members shall be for two (2) years after which time the Line Officers shall make a recommendation to the Board of Directors as to the appropriateness of the Probationary Member's category of Membership.

SECTION V REGULAR ROLLING (DRIVING AND NON-DRIVING) MEMBERS

- A. Shall abide by all the rules and regulations of the Organization and perform all duties assigned by the Organization.
- B. Shall be entitled, if in good standing as per Article III Section XIV of these by-laws, to one (1) vote on all matters before the Organization.
- C. (Rev. 2009) Shall perform a minimum of five (5) consecutive hours of duty every week, with exception,
 - 1) Call in status. (see article III section XIII
 - 2) Holiday Duty occurs on the member's regular scheduled duty slot.
 - 3) Member submitting written vacation request to Chief's office and said vacation request is approved during line officers meeting.
 - 4) Member requesting excuse of missed hours from the Captain of the Day or the Chief's Office at least two (2) hours prior to start of shift. A standard written excuse form shall be submitted to Chief's Office. All missed duty hours will be made up as extra duty within thirty (30) days, before or after, the date the duty shift was missed. The excuse and the makeup hours will be reviewed at the next line officers meeting.
- D. Perform one (1) Holiday Duty Slot every year.
- E. Perform weekend duty, if mandated by the Chief.
- F. Maintain a current New York Stage E.M.T. Certification.
 - 1) In the event that Member allows their certification to expire said Member shall notify the 2nd Assistant Chief, in writing, of the date of the expiration and the reason(s) not obtaining re-certification prior to expiration.
 - 2) The 2nd Assistant Chief shall present the written notification to the Line Officers for review.
 - 3) The Line Officers shall then discuss and decide the requirements, including a maximum time period, for re-certification on a case-by-case basis and notify the Members of the requirements.
 - 4) Said Member shall retain their Membership status and all the rights and privileges for the Membership category while satisfying the requirements mandated by the Line Officers.
 - 5) At the time of their E.M.T. Certification expiration said Member may not wear or display any patches, pins, or other paraphernalia which denotes or implies the possession of a New York State E.M.T. Certification.
 - 6) Failure to satisfy the requirements set forth by the Line Officers shall be grounds for the institution of formal charges and said Member shall lose all their right and privileges and return to Probationary Status.
- G. Complies with attendance requirements as per Article VI, Section II of these by-laws.
- H. Driving Member shall satisfactorily complete an Organization Driving Course and be issued a Driving Certificate.

- I. Non-driving Members shall not operate any organizational vehicles except during an emergency when authorized to do so by a Line Officer.
- J. Who have served faithfully for ten (10) years or more and are in good standing, as per Article III Section XIV of these by-laws, shall, upon written request to the line officers and the Boat of Directors, be excused from weekend, Holiday, and scheduled clean-up duties.

SECTION VI DISPATCH MEMBERS

- A. Attends required Dispatcher Meetings.
- B. Shall abide by all the rules and regulations of the Organization and perform all dues assigned by the Organization.
- C. Shall be entitled, if in good standing as per Article III, Section XIV of these by-laws, to one (1) vote on all matters before the Organization.
- D. (Rev. 2009) Shall perform a minimum of five (5) consecutive hours of duty every week, with exception,
 - 1) Call in status. (see article III section XIII)
 - 2) Holiday Duty occurs on the member's regular scheduled duty slot.
 - 3) Member submitting written vacation request to Chief's office and said vacation request is approved during line officers meeting.
 - 4) Member requesting excuse of missed hours from the Captain of the Day or the Chiefs Office at least two (2) hours prior to start of shift. A standard written excuse form shall be submitted to Chief's Office. All missed duty hours will be made up as extra duty within (30) days, before or after, the date the duty shift was missed. The excuse and the makeup hours will be reviewed at the next line officers meeting.
- E. Perform one (1) Holiday Duty Slot every year.
- F. Perform weekend duty, if mandated by the Chief.
- G. Dispatches and controls Organization vehicles as per Article XIII of these by-laws.
- H. Maintain a current CPR Certification.
 - 1) In the event that a Member allows their certification to expire said Member shall notify the 2nd Assistant Chief, in writing, of the date of the expiration and the Reason(s) not obtaining re-certification prior to expiration.
 - 2) The 2nd Assistant Chief shall present the written notification to the Line Officers for review.
 - 3) The Line Officers shall then discuss and decide the requirements, including a maximum time period, for re-certification on a case-by-case basis and notify the Member of the requirements.
 - 4) Said Member shall retain their Membership status and all the rights and privileges for the Membership category while satisfying the requirements mandated by the Line Officers.
 - 5) At the time of their CPR Certification expiration said Member may not wear or display any patches, pins, or other paraphernalia which denotes or implies the possession of a CPR Certification.
 - 6) Failure to satisfy the requirements set forth by the Line Officers shall be grounds for the institution of formal charges and said Member shall lose an their rights and privileges and return to Probationary Status.
- I. Complies with attendance requirements as per Article VI, Section VII, Paragraph A of these by-laws.

SECTION VII STUDENT MEMBERS

- A. Shall be for the purpose of learning First Aid and ambulance duties to render aid to the Community.
- B. In order to apply for Student Membership an Applicant must.
 - 1) Be currently enrolled in an educational facility.
 - 2) Submit written consent from the parents.
 - 3) Be declared physically fit by the Organization's Medical Advisor or their private Medical Doctor and submit said declaration on the form prescribed by the Organization.
 - 4) Is required to submit copies of their quarterly Report Card with reaffirmation of parental consent for continued Student Membership.
 - 5) Agree to commence and complete a First Aid course as prescribed by the Organization.
 - 6) Shall not operate any vehicle owned by the Organization.
- C. Shall perform all duties assigned by the Organization and abide by all the rules and regulations of the Organization as applied to Probationary Members.
- D. Shall not be required to perform weekend duty, but may volunteer for such.
- E. Shall be excused from General Meetings, but may attend them at their own discretion.
- F. Upon reaching eighteen (18) years of age may apply for Probationary Rolling (Driving or Non-Driving) Membership, as per Article XXII, Section X, providing they meet all necessary requirements and Article III, Section II, Paragraph A and Article III, Section III, Paragraph A of these by-laws. The Probationary Membership shall be waived after at least six (6) consecutive months of Active Duty.
- G. Shall not be in or upon the Organization premises between the hours of 11:00 p.m. to 7:00 a.m., barring any unusual circumstances or with the permission of the Chief.
- H. Shall not start an ambulance call from the hours of 7:00 p.m. until 7:00 am
- I. Will answer ambulance calls on school days from 2:00 p.m. until 7:00 p.m. and on Holidays, weekends, and vacations from 7:00 a.m. until 7:00 p.m.
- J. Time spent as a Student Member will accrue as Membership time.

SECTION VIII PROBATIONARY MEMBERS

- A. Shall abide by all the rules and regulations of the Organization and perform all duties assigned by the Organization.
- B. Shall not have a vote on any matters before the Organization.
- C. Shall receive an identification card, a key to the Headquarters building, a winter jacket, a summer jacket, a duty shirt, and such other equipment and/or supplies as deemed necessary by the Board of Directors.
- D. Shall not operate any vehicle owned by the Organization until approved as a Regular Rolling Driving Member and is approved by the Driver Training Committee and issued an Organization Ambulance Driving Certificate, except when authorized to do so by a Line Officer.

SECTION IX LIFE MEMBERS

- A. Any Active Member in good standing, as per Article III, Section XIV, of these by-laws, who has served faithfully for ten (10) years or has served faithfully for five (5) years as an Active Member and becomes permanently disabled and is unable to perform any organizational duties may apply

for Life Membership.

- B. Active Members desiring life Membership shall submit a written request as per Article XXII, Section III, IV, V, or VI of these by-laws.
- C. After approval of Life Membership said Member shall be issued a Life Membership identification card, a Life Member badge, and a life Member emblem as prescribed by the Organization.
- D. The three (3) categories of Life Membership shall be Inactive Life Membership, Active Life Membership, and Administrative Life Membership.
- E. Inactive Life Membership shall be defined as:
 - 1) A Life Member who does not continue to perform the duties of a Regular Member or Dispatch Member as defined in Article III, Section V or VI of these by-laws.
 - 2) Is entitled to all rights and privileges of the Organization, but not the obligations of Regular Rolling Membership as defined in Article III, Section V or VI of these by-laws.
 - 3) Shall abide by all the rules and regulations of the organization.
 - 4) Shall maintain the right to one (1) vote on any and all matters set before the organization as long as said Inactive Life Member is in good standing. He or she must actively participate on a committee set up and approved by the Chief or attend not less than nine (9) General Meetings over a twelve (12) month period. Excuse forms for missing said General Meetings will not be acceptable in the case of Inactive Life Members without approval from the Board of Directors.
 - 5) Shall maintain the right to run or be appointed to any office or position for which he or she meets the requirements for as set forth within these bylaws. Said Inactive Life Member must be in good standing. He or she must actively participate on a committee set up and approved by the Chief or attend not less than nine (9) General Meetings over a twelve (12) month period. Excuse forms for missing said General Meetings will not be acceptable in the case of Inactive Life Members without approval from the Board of Directors. Upon taking the elected or appointed office or position, said Inactive Life's Member's membership status will automatically be changed to either Administrative Life Member. Said member will then be obligated to perform the duties of said position or office and abide by all rules and regulations governing his or her new office or position as set forth in these by-laws.
- F. Active Life Membership shall be defined as:
 - 1) A Life Member who continues to perform the duties of a Regular Rolling (Driving or Non-Driving) or Dispatch Member as defined in Article III, Section V or VI of these by-laws, with the exception of weekend, Holiday, committee responsibilities, and scheduled clean-up duties.
 - 2) Shall abide by all the rules and regulations of the Organization and perform all duties assigned by the Organization.
 - 3) Shall have one (1) vote on all matters before the Organization.
- G. Administrative Life Membership shall be defined as:
 - 1) A Life Member who is an elected Board of Director Member.
 - 2) Shall abide by all the rules and regulations of the Organization and perform all duties assigned by the Organization.
 - 3) Shall be entitled to one (1) vote on all matters before the Organization if in good standing, as per Article III, Section XIV of these by-laws.
 - 4) Shall continue to perform the duties of the office to which they were elected.
 - 5) Will not be responsible to the Duty Roster and/or Duty Slot. (revised 4/93)

SECTION X INTERIM MEMBERS

- A. (rev. 2009) Has been an active youth squad member, students member, probationary member, regular rolling member (driving/non driving) or dispatch member in good standing for three (3) months prior to membehsip status change to interim.
- B. Is enrolled as a full-time college or vocational school student; and,

- C. (rev. 2009) Can perform the duties of a Regular Rolling (Driving/Non-Driving) or Dispatch Member during school recess and vacations and shall, upon accumulation of six (6) months of Active Duty, be eligible for Probationary Rolling (Driving/Non-Driving) or Dispatch Membership and the Active Duty time shall be applied to their Probationary Membership period. (i.e. While on six (6) months the member shall be credited with 3 months of active duty.)
- D. (rev 2009) While on interim status an interim member shall have no vote on any matter before the organization until interim status is changed with the exception of, Interim members, who complete a total of two hundred (200) hours of active duty within the voting year (from November 1st to August 31st) and comply with Article III Section XIV and Article VI Section VII of these by-laws, may retain 1 of twenty hours of active duty the right to vote in the general election in September. Interim members who complete a total of twenty hours of active duty within the month prior to a monthly election and comply with Articles III Section XIV and Article VI Section VII of these by laws may vote in said monthly election.

SECTION XI YOUTH SQUAD

- A. Requirements for Youth Squad Membership shall be defined by the Youth Squad by-laws and the Board of Directors.
- B. Its Members will be given first priority on openings in the Student Program
- C. Youth Squad Members shall not have a vote on any matters before the Organization and they may not attend any general or Special Meetings of the Organization unless given permission by the Chief or the Board of Directors.
- D. The Chief shall appoint a Director of the Youth Squad.
- E. Time spent as a Youth Squad Member in the Organization will accrue as Membership time in the parent organization providing the following requirements are fulfilled: (Revised 12/93).
 - 1) In order to apply Youth Squad time towards Membership time in the parent organization, the Youth Squad member must apply for membership in the parent organization not longer than one (1) year after terminating his/her membership in the Youth Squad.
 - 2) The time the member has spent in the Youth Squad can only be applied to Membership time in the parent organization after that member has served an equal amount of time in the parent organization, i.e., member serving in the Youth Squad for two years must first serve at least two years in the parent organization before being eligible to apply those two years served in the Youth Squad towards Membership time in the parent organization.

SECTION XII AUXILIARY MEMBERS (Rev. 12/07)

- A. Shall be approved for Auxiliary Membership by the Board of Directors.
- B. Shall abide by all the rules and regulations for the Auxiliary Membership as defined and promulgated by the Board of Directors.
- C. Shall serve the Organization faithfully and in keeping with all organizational goals and relevant by-laws.
- D. Shall be an active committee member.
- E. Shall perform a minimum of 10 hours or 10 calls per month.

- F. Active members desiring Auxiliary membership shall submit a written request as per Article XXII Section VII of these by-laws.
- G. After 10 years of service an Auxiliary member in good standing who has served faithfully with unbroken service shall be entitled to one (1) vote on all matters before the organization. Said Auxiliary member may run for office if qualified for said office or position.
- H. Auxiliary drivers shall be at least 21 years of age and hold a valid clean drivers license. Auxiliary drivers shall satisfactorily complete an organizational driving training program and be cleared for driving.
- I. Auxiliary drivers must maintain a current CPR certification.
 - 1. In the event that an Auxiliary driver allows his or her CPR certification to expire, said Auxiliary driver shall notify the 2nd Asst. Chief in writing of the date of the expiration and the reason(s) for not obtaining recertification prior to expiration.
 - 2. The 2nd Asst. Chief shall present the written notification to the line officers for review.
 - 3. The line officers shall then discuss and decide the requirements, including a maximum time period for recertification on a case-by-case basis and notify the member of requirements.
 - 4. Said Auxiliary member shall retain their membership status and all the rights and privileges for the Auxiliary membership category while satisfying the requirements mandated by the line officers.
 - 5. At the time of their CPR certification expiration, said Auxiliary driver may not wear or display any patches, pins, or other paraphernalia which denotes or implies the possession of a CPR certification.
 - 6. Failure to satisfy the requirements set forth by the line officers shall be grounds for the institution of formal charges, and said Auxiliary member shall lose his or her rights and privileges.

SECTION XIII CALL-IN STATUS

- A. Call-In Status shall be granted to any Member who cannot commit to a regular scheduled Duty Slot due to employment or other acceptable obligations.
- B. (Rev. 2009) Members on Call-In Status shall follow all requirements of regular rolling (driving/non driving) or dispatch membership as defined per Article III Section V or VI of these by-laws with the following exceptions:
 - 1) Perform a minimum of three (3) consecutive hours of Active Duty once a week.
 - 2) Perform a minimum of twenty (20) hours of Active Duty every month.
 - 3) Member submitting written vacation request is approved during line officers meeting.
 - 4) Member requesting excuse of missed hours from the Captain of the Day or the Chief's Office at least two (2) hours prior to start of shift. A standard written excuse form shall be submitted to Chief's Office. All missed duty hours will be made up as extra duty within thirty (30) days, before or after, the date the duty shift was missed. The excuse and the makeup hours will be reviewed at the next line officers meeting.

- C. Call-In Status Members may not perform Active Duty on a full Duty Slot consisting of three (3) or more Members, but may be the third crewmember on a regular scheduled Duty Slot or provide coverage on a full Duty Slot.
- D. Back up Duty shall not qualify for time applied to Call-In Status.
- E. Any Member desiring Call-In Status shall submit a written request as per Article XXII, Section XII of these by-laws.
- F. Call-In Status Members are subject to a review of their Active Duty record every three (3) months by the Line Officers while on Call-In Status. Call-In Status may be rescinded if the Member does not comply with the aforementioned qualifications and requirements.
- G. Probationary Members will not be granted Call-In Status Membership unless authorized by the Chief.

SECTION XIV MEMBER IN GOOD STANDING

A Member in good standing shall be defined as a Member who:

- A. Abides by all the rules and regulations of the Organization;
- B. Is in compliance with the by-laws and Standing Rules and Operational Procedures of the Organization;
- C. Has no current disciplinary action(s) applied against said Member;
- D. Performs the minimum duty requirement of these by-laws for their membership category;
- E. Is an active committee member.

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ARTICLE IV BOARD OF DIRECTORS

SECTION I STRUCTURE OF THE BOARD OF DIRECTORS

- A. The Board of Directors shall consist of seven (7) Members:
 - 1) The President (Chairperson)
 - 2) The Vice-President (Co-Chairperson)
 - 3) The Secretary
 - 4) The Treasurer
 - 5) Three (3) Directors
- B. The Chief shall serve on the Board of Directors in an ex-officio capacity.
- C. Members of the Board of Directors do not have a place in the Chain of Command.

SECTION II ELECTION

- A. The Board of Directors shall be elected every two (2) years by the Membership at the Annual Meeting in the month of September.
- B. The term of office for a Member of the Board of Directors shall be for two (2) years.

SECTION III DUTIES OF THE MEMBERS OF THE BOARD OF DIRECTORS

PRESIDENT (CHAIRPERSON)

- A. Shall preside at all meetings of the Board of Directors.
- B. Shall be bonded in the sum set forth by the Board of Directors.
- C. Shall communicate to the Membership, the Line Officers, and/or the Board of Directors such matters and make such suggestions as may, in the President's opinion, tends to promote the prosperity and welfare and increase the usefulness of the Organization.
- D. Shall perform such other duties as are necessarily incidental to the Office of the President of the Organization.
- E. Shall generally devote their best efforts to forwarding the business and advancing the interests of the Organization.
- F. The President shall be obligated to the Duty Roster.
- G. Upon the death, inability, or resignation of the President, the Vice-President shall assume the duties and the Office of the President for the remainder of the un-expired term.

VICE-PRESIDENT (CO-CHAIRPERSON)

- A. Shall attend the meeting of the Board of Directors.
- B. In the absence of the President, the Vice-President shall perform the duties of the President.
- C. Shall generally devote their best efforts to forwarding the business and advancing the interests of the Organization.
- D. The Vice-President shall be obligated to the Duty Roster.

- E. Upon the death, inability, or resignation of the Vice-President, the un-expired term of the Vice-President shall be filled through an election before the Membership in the normal fashion. The President may appoint an Acting Vice-President until the Office of the Vice-President is filled by an election.

SECRETARY

- A. Shall attend the meetings of the Board of Directors.
- B. Shall conduct necessary correspondence and carry into execution all orders, votes, and resolutions if not otherwise committed.
- C. Shall prepare and enter reports of the transactions and conditions of the Organization under the direction of the Board of Directors.
- D. Shall generally devote their best efforts to forwarding the business and advancing the interests of the Organization.
- E. Shall be the keeper of the Corporate Seal.
- F. Shall take the Minutes of the Board of Directors Meetings and shall read these Minutes at the appropriate General Meeting.
- G. The Secretary shall be obligated to the Duty Roster.
- H. Upon the death inability, or resignation of the Secretary, the un-expired term of the Secretary shall be filled through an election before the Membership in the normal fashion. The President may appoint an Acting Secretary until the Office of the Secretary is filled by an election.

TREASURER

- A. Shall attend the meetings of the Board of Directors.
- B. Shall receive all monies for the Operational Fund of the Organization and shall deposit same in a bank or banks recommended and approved by the Board of Directors.
- C. Shall pay out monies only on authority of the Board of Directors.
- D. Shall be bonded in the sum set forth by the Board of Directors.
- E. All checks must be signed by the President and the Treasurer.
- F. Shall prepare and submit monthly financial reports which will be reported to the Membership at the General Meetings and shall prepare an Annual Report which will be reported to the Membership at the February General Meeting.
- G. Shall prepare and file Federal, State, and any other Tax statements with proper assistance.
- H. Shall submit the Operational Fund books and accounts for auditing whenever requested by the Board of Directors, but they must be audited at least once a year.
- I. Shall generally devote their best efforts to forwarding the business and advancing the interests of the Organization.
- J. The Treasurer shall be obligated to the Duty Roster.

- K. Upon the death, inability, or resignation of the Treasurer, the un-expired term shall be filled through an election before the Membership in the normal fashion. The President may appoint an Acting Treasurer until the Office of the Treasurer is filled by an election.

DIRECTORS

- A. Shall attend the meetings of the Board of Directors.
- B. Shall be appointed by the President as Advisors to Committees and will report to the President
- C. Shall assist and implement the work of the Board of Directors as ordered by the President
- D. Shall generally devote their best efforts to forwarding the business and advancing the interests of the Organization.
- E. The Directors shall be obligated to the Duty Roster.
- F. Upon the death, inability, or resignation of a Director, the un-expired term shall be filled through an election before the Membership in the normal fashion. The President may appoint an Acting Director until the Office of Director is filled by an election.

SECTION IV DUTIES OF THE BOARD OF DIRECTORS

- A. Shall accept, discipline, and/or expel Members.
- B. Shall have the final acceptance of all Members, pending the Member(s) satisfactory completion of all requirements.
- C. Shall have the final approval for Life Membership, Leave of Absence, and other actions relevant to Membership.
- D. Shall contract for lease or purchase of Operational expenditures, in the name of the Organization, property or facilities for the use of the Organization audits Members.
- E. Shall not purchase for use by Board of Director Members only any property, services, or facilities in excess of One Thousand Dollars (\$1,000.00) at any one time unless said purchase is discussed and approved by the Line Officers.
- F. Shall review and approve, only if in conflict with the by-laws, all Standing Rules and Operational Rules, procedures and regulations pertaining to the activities of the Members and use of the Organization property.
- G. Shall approve payment of all bills for operational expenditures.
- H. Shall determine the number of Members in each Membership category in the Organization.
- I. Shall employ agents when deemed necessary.
- J. Shall devise and carry into execution such other measures, Non-Operational in nature, as may be proper to promote the object of the Organization and to best protect the interests and welfare of the Members.
- K. Shall hear all charges and petitions presented for action by the Chief. (Revised 6/93)
- L. Shall oversee the guidelines for and appropriate money to the Youth Squad.

- M. Members of the Board of Directors shall not interfere with the Line Officers in the performance of the line Officers' duties, in particular during emergencies when the Line Officers must have the unquestionable right to direct operations. During all emergencies the Organization shall strictly adhere to the Chain of Command.

SECTION V (Rev. 2009)

Candidates for a position as a Member of the Board of Directors must have the following qualifications:

- A. Be a Member in good standing as per Article III, Sections IX and XIV of these by-laws.
- B. Have a minimum of three (3) years Active Duty as of the date of the September General Meeting.
- C. Candidates for the position of President and Vice-President must have served for one (1) full term as a Board of Director.
- D. Must be an active member, an active Life member, an Administrative life member, or an Inactive life member who meets the requirements set forth in Article III, Section IX of these by-laws.

ARTICLE V ELECTED LINE OFFICERS

SECTION I CHIEF

- A. First in the Chain of Command, the Chief shall preside at all meetings with the exception of the Board of Directors Meeting, have full authority over the Organization as designated by these by-laws; may authorize miscellaneous expenditures of \$200.00 in any one (1) calendar month; appoint all Committee Chairpersons; shall be a member ex-officio of the Board of Directors and all Committees except the Nomination Committee; shall be obligated to the Duty Roster. The Chief shall perform such other duties as are necessarily incidental to the Office of the Chief. The Chief shall hold all Members and Line Officers responsible for their duties.
- B. The Chief shall preserve order; faithfully and impartially enforce these by-laws and all rules and regulations. Further, the Chief shall take such actions as may seem necessary in emergency situations with the full support of the Line Officers, Board of Directors, and the Organization, providing such actions are legal and in keeping with the purpose of the Organization.
- C. The Chief shall receive all written charges brought against any Member of the Organization including against a Member serving as a Line Officer or a Member serving on the Board of Directors. The Chief shall serve with the three (3) Assistant Chiefs to determine if said charges are valid in nature and by majority vote either dismiss or forward charges for hearing. If charges are against a Member serving on the Board of Directors, the Chief shall serve with the Line Officers to hear the charges following procedures in Article VII, Sections II and III of these by-laws. (Revised 6/93)
- D. The Chief shall receive all written requests from Members, or from Members serving as line Offices, for appeal of decision at hearing by the Board of Directors. The Chief shall serve with the three (3) Assistant Chiefs to hear such appeal within two (2) weeks after receipt. A majority vote is required for decision on appeal, which is final as written. (Revised 6/93)
- E. The Chief shall receive all written requests for appeal, from Members serving on the Board of Directors, of decision at hearing by the Chief and Line Officers The Chief within seventy-two (72) hours shall appoint an Appeals Committee, following procedures in Article VII Section III of these by-laws, to hear the appeal within two (2) weeks after receipt A majority vote is required for decision on appeal, which is final as written. (Revised 6/93)
- F. The term of office for the Chief shall be for one (1) year.
- G. Candidates for the position of Chief must have the following qualifications:
 - 1) Have and maintain a current New York State E.M.T. Certification;
 - 2) Have and maintain a current New York State Driver's License;
 - 3) Be a Regular Rolling Driving Member,
 - 4) Have a minimum of four (4) years Active Duty as of the date of the September General Meeting,
 - 5) Have served at least one (1) full term as an elected Assistant Chief;
 - 6) Be a Member in good standing as per Article III, Section XIV of these by-laws.

SECTION II 1st ASSISTANT CHIEF

- A. Second in the Chain of Command the 1st Assistant Chief shall aid the Chief in the discharge of the Chief's several duties; will administrate the Membership Committee; will keep the personnel records of all Members in a complete and up-to-date condition; will perform such other duties as are necessarily incidental to the Office of the 1st Assistant Chief of the Organization. The 1st Assistant Chief shall act as Chief in the absence of the Chief and shall be obligated to the Duty Roster. The 1st Assistant Chief may authorize miscellaneous expenditures of \$100.00 in any one- (1) calendar month.
- B. The term of office for the 1st Assistant Chief shall be for one (1) year.
- C. Candidates for the position of 1st Assistant Chief must have the following qualifications:
- 1) Have and maintain a current New York State E.M.T. Certification;
 - 2) Have and maintain a current New York State Driver's License;
 - 3) Be a Regular Rolling Driving Member;
 - 4) Have a minimum of three (3) years Active Duty as of the date of the September General Meeting;
 - 5) Have served at least one (1) full term as an elected Line Officer of the rank of Captain or better;
 - 6) Be a Member in good standing as per Article III, Section XIV of these by-laws.

SECTION III 2nd ASSISTANT CHIEF

- A. Third in the Chain of Command, the 2nd Assistant Chief shall be prepared to assume the responsibilities of the 1st Assistant Chief. Shall be the Chairperson of the Training Committee, shall supervise all Probationary Member, shall administrate the Medical Committee, Oxygen Committee, A.L.S. Committee, and any other Committee which is directly involved with the medical aspects of the Organization, and shall be obligated to the Duty Roster. The 2nd Assistant Chief may authorize miscellaneous expenditures \$100.00 in any one (1) calendar month.
- B. The term of office for the 2nd Assistant Chief shall be for one (1) year.
- C. Candidates for the potion of 2nd Assistant Chief must have the following qualifications:
- 1) Have and maintain a current New York State E.M.T. Certification;
 - 2) Have and maintain a current New York State Driver's License;
 - 3) Be a Regular Rolling Driving Member;
 - 4) Have a minimum of three (3) years Active Duty as of the date of the September General Meeting;
 - 5) Have served at least one (1) full term as an elected Line Officer of the rank of Captain or better;
 - 6) Be a Member in good standing as per Article III, Section XIV of these by-laws.

SECTION IV 3rd ASSISTANT CHIEF

- A. Fourth in the Chain of Command, the 3rd Assistant Chief shall be prepared to assume the responsibilities of the 2nd Assistant Chief. Shall be responsible for all Organizational vehicles and the condition of the Headquarters building and shall administrate the Vehicle Maintenance Committee, Driver Training Committee, House Committee, and any other committees which directly involve the Organizations vehicles and the Headquarters building. The 3rd Assistant Chief may authorize miscellaneous expenditures of \$500.00 in any one (1) calendar month-and shall be obligated to the Duty Roster.
- B. The term of office for the 3rd Assistant Chief shall be for one (1) year.

- C. Candidates for the position of 3rd Assistant Chief must have the following qualifications:
- 1) Have and maintain a current New York State E.M.T. Certification;
 - 2) Have and maintain a current New York State Driver's License;
 - 3) Be a Regular Rolling Driving Member;
 - 4) Have a minimum of three (3) years Active Duty as of the date of the September General Meeting;
 - 5) Have served at least one (1) full term as an elected Line Officer of the rank of Captain or better;
 - 6) Be a Member in good standing as per Article III, Section XIV of these by-laws.

SECTION V CAPTAINS

- A. There shall be seven (7) Captains. Each will be the Senior Command Officer of a day of the week as designated by the Chief and shall be last in the Chain of Command.
- B. Will be responsible for operational procedure, vehicle and building conditions in the absence of a superior line Officer.
- C. Will receive reports from Crew Chiefs of all crews on the Captain's designated day.
- D. Will report to the appropriate Assistant Chief or the Chief all operations and/or problems encountered during the Captain's designated day or at any such time as a Captain is made aware of a situation which requires the attention of the Line Officers and/or Board of Directors.
- E. Shall serve with the Chiefs of this Organization to hear all charges and petitions, presented for action by the Chief, against any Member serving on the Board of Directors.(revised 6/93)
- F. Shall serve with the Chiefs of this Organization to hear all appeals, presented for action by the Chief, from Members of decision at hearing by the Board of Directors. (revised 6/93)
- G. The term of office for a Captain shall be for one (1) year.
- H. Candidates for the position of Captain must have the following qualifications:
- I. Have and maintain a current New York State E.M.T. Certification,
- 1) Have and maintain a current New York State Driver' License;
 - 2) Be a Regular Rolling Driving Member;
 - 3) Have a minimum of two (2) years Active Duty as of the date of the September General Meeting;
 - 4) Be a Member in good standing as per Article III, Section XIV of these by-laws;
 - 5) Must have Crew Chief status for a minimum of one (1) year. (Revised 4/95)

SECTION VI

Any Line Officer who suspends a Member shall notify the Chief of the suspension as soon as possible, but not to exceed forty-eight (48) hours barring unusual circumstances.

SECTION VII

No Member may hold more than one (1) elected position at any one time.

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ARTICLE VI MEETINGS

SECTION I ANNUAL MEETING

The Annual Meeting of the Organization shall be the General Meeting in September.

SECTION II LINE OFFICERS MEETINGS

- A. All line officers must attend eight (8) line officer meetings. A line officer shall not miss any two (2) consecutive line officer meetings without good cause and prior written notification to the Chief of the Department. (Rev. 2009)

SECTION III BOARD OF DIRECTORS MEETINGS

- A. A regular meeting of the Board of Directors shall be held not less than once each month. Four (4) Members of the Board of Directors, excluding the Chair, shall constitute a Quorum for the transaction of business at any Board of Directors Meeting. A majority vote is necessary for the approval of any transactions of business.
- B. Members of the Board of Directors may not miss any two (2) consecutive Board of Directors Meetings without good cause and prior notification of the President, and shall not miss any three (3) consecutive meetings with or without good cause per year of term.
- C. A majority vote is required to rule on all matters of the Board of Directors. The President shall have no vote at the Board of Directors Meeting except in the event of the tie vote, in which case the President may cast the deciding vote.

SECTION IV GENERAL MEETINGS

General Meetings of the Organization shall be held on the first Monday of each month. In the event of a legal holiday falling on the first Monday of that month, the General Meeting of the Organization shall be held on the second Monday of the month. Not less than fifteen (15) Active-voting Members of the Organization shall constitute a Quorum for the transaction of business at any General or Special Meeting. The starting time for General Meetings shall be at 8:00 p.m.

SECTION V SPECIAL MEETINGS

Special Meetings shall be called by the Chief upon receipt of a written petition to the Chief and signed by not less than five (5) Active Members in good standing of the Organization. Such petition shall specify the business to be transacted and no other business shall be transacted. All Active Members of the Organization shall be notified in writing, posted in the Headquarters, not less than forty-eight (48) hours in advance of such meetings. Such notifications shall state the business to be transacted. The Chief shall have the discretionary powers to call a Special Meeting at any time if extraordinary circumstances shall require such a meeting.

SECTION VI TRAINING MEETINGS

- A. There shall be twelve (12) monthly Training Meetings for all Regular and Probationary Rolling Members. All these Members are responsible for completing the required Training Meetings as specified in Section VII below.
- B. Special Training Units shall be scheduled through the 2nd Assistant Chief and may be held in lieu of the monthly Training Meeting at the discretion of the 2nd Assistant Chief.
- C. Any Member found to be deficient in any required skills may be subject to additional training requirements as directed by the 2nd Assistant Chief and the Training Committee.

- D. There shall be twelve (12) monthly Probationary Training Meetings for all Probationary Rolling Members only. Probationary Dispatch Members may attend at their own discretion or if mandated to attend by the Supervisor of Dispatch.

SECTION VII ATTENDANCE (Rev. 1/08)

- A. All active members shall attend not less than nine (9) general meetings between November 1st and October 31st each year, unless a general excuse form is submitted and approved by the Chief within 30 days of said meeting. In the event that a submitted excuse form is approved, the member shall be credited with an attendance for the meeting.
- B. All active rolling members shall attend not less than eight (8) training meetings between November 1st and October 31st each year and may not miss any two (2) consecutive training meetings unless within thirty days:
1. A general excuse form is submitted and approved by the 2nd Asst. Chief.
 2. A make-up training is scheduled.
 3. A make-up training form is filled out upon completion of the make-up training.

If a member is enrolled in an approved emergency medical service training class, he or she shall be excused from training meetings for the duration of the class.

- C. Any member found to be deficient in any required skills may be subject to additional training requirements as directed by the 2nd Asst. Chief and the Training Committee.
- D. There shall be twelve (12) monthly Probationary training meetings for all Probationary rolling members. Probationary dispatch members may attend at their own discretion or if mandated to attend by the Supervisor of Dispatch.

SECTION VIII ORDER OF BUSINESS

The business of the Organization's General Meeting shall be conducted in the following order:

- 1) Pledge of Allegiance to the Flag
- 2) Roll Call
- 3) Approval of the Minutes of the previous General Meeting and any Special Meetings
- 4) Reading of the Minutes of the Board of Directors Meeting
- 5) Membership
- 6) Reading of communications and Financial Reports from the Operations and Company Funds
- 7) Report of Line Officers and Board of Directors
- 8) Report of Committees
- 9) Unfinished business
- 10) New business
- 11) Good and Welfare
- 12) Adjournment

SECTION IX PARLIAMENTARY PROCEDURE

All General and Special Meetings of the Organization shall be conducted using the latest revision of Roberts Rules of Order as a guide.

ARTICLE VII -TRIALS, CHARGES, SUSPENSIONS

SECTION I REASONS

Any Member shall be liable to: charges, suspensions, disciplinary action, disciplinary probation and/or expulsion from the Organization for one (1) or more of, but not limited to, the following violations:

- A. Failure to comply with the Standing Rules, Operational Procedures, or by-laws of the Organization.
- B. Failure to comply with all the regulations and procedures of the Organization.
- C. Instigation or commission of any acts detrimental to the good reputation or welfare of the Organization.
- D. Conduct not in good keeping with the best interests of the Organization.
- E. Failure to appear before the Board of Directors for a hearing of charges, after having been granted one (1) adjournment.
- F. Gross negligence by any elected Officer in the performance of their duties or the inability to perform the duties required by any individual in an elected position.
- G. Gross disrespect, in words or actions, towards any Member of the Organization.

SECTION II CHARGES

- A. Charges must be submitted in writing on the appropriate form obtained from the Chief or Assistant Chief(s). Charges shall specify the Article and Section of these by-laws allegedly violated, or shall specify in narrative form the facts and circumstances upon which charges are based.(Revised 6/93))
- B. Written charges shall be signed by not less than two (2) Active Members in good standing or an elected Line Officer, and must be submitted for action to the Chief.(Revised 6/93)
- C. The Accused may be suspended from all activity by the Chief pending decision at hearing of the Board of Directors or the Line Officers, as appropriate. Any Line Officer who suspends a Member shall notify the Chief of the suspension as soon as possible, but not to exceed forty-eight (48) hours, barring unusual circumstances. (Revised 6/93)
- D. The Chief not later than two (2) weeks after being presented with the written charges shall meet with the three (3) Assistant Chiefs may review charges and determine if they are valid in nature. A majority vote is required to rule on whether to dismiss or forward charges for hearing. If charges are dismissed, the Chief within forty-eight (48) hours shall notify the Accused and the Line Oar or Members in good standing having brought the charges, in writing, of the decision. (Revised 6/93)
- E. If further action is warranted, the Chief shall furnish a copy of the charges to the President or Vice-President of the Board of Directors not later than seventy-two (72) hours from decision of the Chiefs to do so. (Revised 6/93)
- F. Upon receipt of the charges, the President or Vice-President shall notify the Board of Director Secretary within seventy-two (72) hours, excluding Sunday and legal Holidays. (Revised 6/93)

- G. The Board of Director Secretary will inform the Accused of the charges, in writing, including a photocopy of the charges, by Registered or Certified Mail and/or other means of communication, not later than forty-eight (48) hours after being instructed to do so by the President or Vice-President of the Board of Directors.(revised 6/93)
- H. Charges written against a Member serving as a Line Officer shall follow the procedure in Article VII, Section II, paragraphs A-G of these by-laws. (Revised 6/93)
- I. Charges written against a Member serving on the Board of Directors shall follow the procedure in Article VII, Section II, paragraph A-D of these by-laws. If further action warranted, the Chief shall retain the written charges and notify the Company Secretary within seventy-two (72) hours, excluding Sunday and legal Holidays. The Company Secretary will inform the Accused of the charges in writing, including a photocopy of the charges, by Registered or Certified Mail and/or other means of communication, not later than forty-eight (48) hours after being instructed to do so by the Chief.(Revised 6/93)

SECTION III HEARINGS

- A. The Board of Directors will conduct hearing not before one (1) week but not later than two (2) weeks after receipt of the charges. A minimum of four (4)-voting members of the Board of Directors must be present at this meeting. The Chairperson will have no vote in the decision except in the event of a tie. Notice of hearing shall be sent to each side by the Board of Director Secretary not later than forty-eight (48) hours prior to the hearing, excluding Sunday and legal Holidays, by Registered or Certified Mad and/or other means of communication. The Accuser and the Accused will be notified in writing to appear at the hearing. The Board of Directors will give the Accuser and the Accused sufficient opportunity together at hearing to present their respective cases. Either side may, in writing to the Board of Director Secretary and not later than twenty-four (24) hours before the scheduled hearing, request a one-time adjournment not to exceed one (1) month. Revised (6/93)
- B. Charges against a Member saving on the Board of Directors shall be heard before the Chief and Line Officers. The heating will be conducted not before one (1) week but not later than two (2) weeks after receipt of the charges. A minimum of four (4) voting Line Officers must be present at this meeting. The Chairperson will have no vote in the decision except in the event of a tie. Notice of hearing shall be sent to each side by the Company Secretary not later than forty-eight (48) hours prior to the hearing, excluding Sunday and legal Holidays, by Registered or Certified Mail and/or other means of communication. The Accuser and the Accused will be notified in writing to appear at the hearing. The Chief and Line Officers will give the Accuser and the Accused sufficient opportunity together at hearing to present their respective cases. Either side may, in writing to the Company Secretary and not later than twenty-four (24) hours before the scheduled hearing, request a one-time adjournment, not to exceed one (1) month.(Revised 6/93)
- C. A majority vote of all the Board for Directors present (excluding the Chair) or, in the case of the Chief and Line Officers, of all present (excluding the Chaff), shall be required for decision to dismiss charges or for any disciplinary action taken. In either case, the Chairperson shall have no vote in the decision except in the event of a tie.(Revised 6/93)
- D. The Board of Directors or Chief and Line Officers, as appropriate, shall advise the membership of decision at hearing at the next General Meeting following said hearing. (Revised 6/93)

- E. The Member will have the right to request appeal of the decision of the Board of Directors, only however in the event of new information testimony not previously presented to the Board for consideration, within sixty (60) days from decision at hearing. Request for appeal shall be in writing to the Chief, who will review with the three (3) Assistant Chiefs. If by majority vote it is decided that an appeal is warranted, it shall be heard by the Chief and Line Officers, within two (2) weeks after receipt. A majority vote is required for decision on appeal, which is final as written.(revised 6/93)
- F. A Member serving on the Board of Directors or a Member serving as a Line Officer shall have the same right of appeal as in Section E., except that the Chief within twenty-two (72) hours shall appoint an Appeals Committee to hear such appeal within two (2) weeks after receipt. The Appeals Committee shall consist of seven (7) Members, Probationary Members included, with no more than two (2) of which are Line Officers of this Organization. A majority vote shall be required for decision on appeal, which is final as written.(Revised 6/93)
- G. The Board of Directors or Chief and Line Officers, as appropriate, shall advise the membership of decision on appeal at the next General Meeting following said appeal hearing. (Revised 6/93)
- H. All appealed decisions, and decisions not appealed within sixty (60) days of hearing, are final as written.(Revised 6/93)

SECTION IV DISCIPLINARY PROBATION

- A. Any Member that is placed on Disciplinary Probation shall retain all their privileges, rights, and personal equipment but not the right to vote on any matter before the Organization during this period, unless otherwise specified.
- B. Time spent on Disciplinary Probation shall not be applied to said Member's time of Active Membership.

SECTION V SUSPENSION

Any Member that is suspended shall:

- A. Immediately turn in their building key, identification card, Organization issued uniform, badge (if applicable), and communications equipment (if applicable) to a line officer or Board of Director Member.
- B. Receive a copy of written charges, if formal charges are filed.
- C. Not have the use of, or be upon the premises of the Organization.
- D. Not be permitted to attend Organization social functions.(Revised 6/93)
- E. Not be permitted to attend Organization meetings except as notified to do so, or as notified in writing to appear before the Board of Directors or Chief and Line Officers. (Revised 6/93)
- F. Not have a voice or vote on any matter before the Organization.
- G. Be automatically reinstated at the expiration of the specified time prescribed and be reissued their building key, identification card, Organization issued uniform, badge (if applicable), and communication equipment (if applicable). Suspensions must be served in actual time. Interim status, leaves of absence, or vacation time do not accrue as time served for a suspension. (rev 6/00)
- H. If a Member is found in violation of the by-laws and/or Standing Rules and Operating Procedures, time spent on suspension shall not be applied to said Member's time of Active Membership. (rev 6/93)

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ARTICLE VIII CREW, CREW MEMBER, AND DISPATCHER

SECTION I

Crew Chiefs shall be appointed by the line Officers a minimum of once each year.

SECTION II

Criteria for Crew Chief shall be as follows:

- A. Be a Regular Rolling (Driving or Non-Driving) Member with a minimum of one (1) year of Active Duty.
- B. Have and maintain a current New York State E.M.T. Certification.
- C. Be a Member in good standing as per Article III, Section XIV of these by-laws.

SECTION III PROCEDURE FOR CREW CHIEF STATUS

- A. Any Member who is in compliance with Section II as stated above and desires consideration for Crew Chief status shall submit a written request to the 1st Assistant Chief.
- B. The 1st Assistant Chief shall verify the Member's compliance to the specified criteria for Crew Chief status and, if in compliance, will present said Member at a Line Officers Meeting for discussion.
- C. If said Member is granted the Line Officers' approval the Chief, or the Chiefs surrogate, shall notify said Member of their approval for Crew Chief status.
- D. If said Member is not granted the Line Officer approval the 1st Assistant Chief will provide a report of the deficiencies to the Member. The Member may resubmit their written request to the 1st Assistant Chief after satisfactorily correcting all reported deficiencies.

SECTION IV DUTIES OF THE CREW CHIEF

- A. Shall be responsible for the equipment of the Organization and the conduct of the Crew.
- B. Shall be responsible for placing of the Ambulance, its equipment, and supplies in readiness for the next call.
- C. Shall be responsible for notifying the Dispatcher of the availability of the Crew immediately prior to their tour of duty.
- D. If, in the opinion of the Crew Chief, a Member of the Crew is unfit to perform then duties, the Crew Chief shall order their removal from Duty. Thereafter, the Crew Chief shall notify a Line Officer of said action and the reasons thereof without unnecessary delay.
- E. In the absence of an appointed Crew Chief, the most senior Regular Rolling (Driving or Non-Driving) Member on the Crew shall fulfill the duties of the Crew Chief as defined in this Section.

SECTION V DUTIES OF A CREW MEMBER

- A. Shall assist the Crew Chief in all emergencies.
- B. Shall obey the Crew Chief's orders unless said orders are not within reasonable standards or practice of care for the specific injured individual(s) and/or the specific circumstances involving the emergency call.

- C. Shall assist in the placing of the Ambulance, its' equipment and supplies, in readiness for the next call.
- D. Shall assist the Crew Chief in gathering all necessary information of the injured and the call.

SECTION VI DUTIES OF A DISPATCHER

- A. Will remain at the Headquarters during their Duty Slot unless authorized to dispatch from another location by a Line Officer.
- B. Is responsible for the security of the Headquarters in the absence of the Crew, if dispatching from Headquarters.
- C. Is responsible for proper referral of all messages received during their Duty Slot.
- D. Is responsible for keeping all dispatch records accurately and efficiently.
- E. Is responsible for keeping the Dispatch Office neat and clean.
- F. Will follow the rules and procedures set forth by the Supervisor of Dispatch and Line Officers.
- G. Will insure the presence of an E.M.T., a Driver, and a Regular Rolling Member on every ambulance that responds to an emergency call.

Article IX ORGANIZATION UNIFORM AND EQUIPMENT

SECTION I STANDARD ISSUE

The following Organization issued uniform and equipment shall apply to' all members except Auxiliary Members:

- A. Jacket
- B. Shirt - duty
- C. Shirt - ceremonial
- D. Trousers - ceremonial
- E. Badge - upon approval of Regular Rolling, Dispatch, or Life Membership
- F. Copy of BSBRA by-laws
- G. Membership identification card
- H. Green light card - with the approval of the Chief
- I. OSHA jumpsuit or jacket and pants - with the approval of the Chief

Deviations from the above are acceptable with the approval of the Chief.

SECTION II EMBLEM LOCATIONS

The following emblems, in the locations specified, shall be worn on ceremonial shirts of the Organization:

- A. District 7 crescent- approximately 1" from shoulder seam on the right sleeve
- B. State emblem - directly below District 7 crescent on the right sleeve
- C. American Flag - approximately 2" below the left shoulder seam
- D. EMT-D, EMT-CC, or EMT-P over right breast (if certified)
- E. Badge holder- over left breast
- F. All other emblems or pins authorized by the Board of Directors

SECTION III DUTY UNIFORMS

Uniform requirements for Members answering emergency or transportation calls shall be:

- A. Duty trousers - dark blue or black jeans in good condition
- B. Duty Shirt
- C. Jacket, if required
- D. OSHA jumpsuit, or jacket and pants
- E. Black shoes

SECTION IV CEREMONIAL UNIFORM

Uniform requirements for Members (Probationary, Regular Rolling, Dispatch, Active or Inactive Life, Auxiliary) participating in Ceremonial Affairs or parades shall be:

- A. Navy blue trousers (white stripe -optional) and white web belt with military buckle
- B. Black shoes
- C. Ceremonial shirt
- D. Navy blue tie (supplied by the Organization)
- E. Jacket, if needed

SECTION V DEVIATION FROM UNIFORM REQUIREMENTS

The Ceremonial or Duty uniform requirements can be deviated from with the approval of the Chief.

SECTION VI STANDARD ISSUE/UNIFORM REQUIREMENTS FOR AUXILIARY MEMBERS

Upon the approval of Auxiliary Member status, the following shall be issued:

- A. Jacket
- B. Shirt - duty
- C. Shirt -ceremonial
- D. Copy of BSBRA by-laws
- E. Green light card - with the approval of the Chief

Uniform requirements for all Auxiliary Members answering emergency or transportation calls shall be:

- A. Duty trousers - dark blue or black jeans in good condition
- B. Duty shirt
- C. Jacket, if required
- D. Black shoes

SECTION VII UNIFORM REQUIREMENTS FOR DISPATCH MEMBERS

Uniform requirements for Dispatch Members while on duty shall be:

- A. Duty trousers - dark blue or black jeans in good condition
- B. Duty shirt

SECTION VIII UNIFORM DEPOSIT AND REFUND

All uniforms and equipment are the sole property of Bay Shore-Brightwaters Rescue Ambulance Inc. and shall be returned to the Organization upon discontinuance of Membership. A deposit shall be secured from all Members prior to the distribution of any organizational uniforms or equipment. Only upon the complete return of all-organizational uniforms and equipment shall the deposit be returned.

ARTICLE X FUNDS AND FINANCE

SECTION 1 ACCOUNTS

- A. There shall be two (2) accounts:
 - 1) Operations Fund
 - 2) Company Fund
- B. All accounts shall be with a bank or banks within the Hamlet of Bay Shore or Village of Brightwaters and shall be in the name of Bay Shore-Brightwaters Rescue Ambulance, Inc.
- C. The fiscal year for the Operational Fund and the Company Fund shall be from 1 January to 31 December.

SECTION II FUNDS

- A. **OPERATIONAL FUND:** All tax monies received from the Town of Islip and the Village of Brightwaters earmarked for the operation, maintenance of the Organization and its equipment or Headquarters, or the purchase or lease of new equipment or Headquarters, and donations or bequests from other sources earmarked for the operation or the maintenance of the Organization and its equipment or Headquarters shall be deposited as the Operational Fund.
- B. **COMPANY FUND:** All monies received from Fund Drive, Follow-up letters, gratuities, donations, bequests, tips, social functions, concessions, or rented sports events for the good and welfare of the Organization's Members shall be deposited as the Company Fund
- C. A Certified Public Accountant shall be engaged to audit both the Operational Fund and the Company Fund. The financial statement shall be presented to the Membership at the March General Meeting.

SECTION III RECORDING OF FINANCES

- A. **OPERATIONAL FUND:** All receipts, expenditures, and balances shall be recorded in a single entry, monthly report. One (1) copy of this report shall be retained by the Board of Director Treasurer and a second copy shall be affixed to the Minutes of the respective General Meeting. Each monthly report shall be entered into a suitable double entry ledger.
- B. **COMPANY FUND:** All receipts, expenditures, and balances shall be recorded in a single entry, monthly report. One (1) copy of this report shall be retained by the Company Treasurer and a second copy shall be axed to the Minutes of the respective General Meeting. Each monthly report shall be entered into a suitable double entry ledger.

SECTION IV GIFTS AND DONATIONS

- A. Any gifts, gratuities, donations, or presents of any kind given to any Member, on any call or as a result of any service or related activity, resulting from any association with the Organization or any of its accounts, suppliers, manufacturers, or sales representatives shall immediately and permanently become the property of Bay Shore-Brightwaters Rescue Ambulance, Inc. and shall be deposited into the Company Fund unless earmarked otherwise.
- B. Personal acceptance of a tip, gift, or bequest is strictly prohibited. It may be accepted on behalf of the Organization by any Member.

SECTION V CONFLICT OF INTEREST-OPERATIONAL FUND

If services or products are considered for purchase through a supplier who has as an employee a Member of Bay Shore-Brightwaters Rescue Ambulance, Inc., a minimum of two (2) other price quotes from competitive suppliers must be submitted to the Board of Directors prior to the decision of the Board of Directors.

SECTION VI COMPANY FUND EXPENDITURES

The Membership shall, at any General or Special Meeting, by a simple majority vote:

- A. Contract for lease or purchase of Company Fund expenditures, in the name of the Organization, property or facilities for the use of the Organization and its Members.
- B. Approve payment of all bills for Company Fund expenditures.
- C. Employ agents when deemed necessary for Company Fund expenditures.

ARTICLE XI VOTING (rev. 2/07)

SECTION I - PROCEDURES

- A. All Active Members in good standing, as per Article III, Section XIV of these by-laws, shall be entitled to one (1) vote on all matters before the Organization except as noted within these by-laws.
- B. All voting shall be a show of hands or verbal response unless otherwise specified within these by-laws.
- C. In all voting where a secret ballot is used, the Chief or the chair of the election committee shall, prior to the commencement of voting, appoint (3) members to act as inspectors of ballots who will collect and count the ballots. The inspectors of ballots shall certify in writing the results of the vote. Said certified copy shall then be affixed to the official minutes of that meeting.
- D. When available, a prescribed balloting form shall be used in all secret ballots.
- E. The Chief or Chair of any meeting shall not cast a vote unless such vote is taken by secret ballot.
- F. The Chief or Chair during a General Meeting will have no vote when voting on motions, etc. or when taken by a show of hands or verbal response. The Chief or Chair will break a tie in this instance.
- G. The current Chief is permitted to vote by secret ballot for himself or herself for office. The Chief is permitted to vote by secret ballot for any other officer or position.
- H. If multiple candidates reach or exceed the majority of votes, and share an equal amount of votes (for any position); and said position cannot accommodate all elected candidates, the candidate(s) will be chosen by lottery. The names of the tied candidates will be put into a hat. One name for each available position will be drawn by one member of the election committee and/or inspectors of ballots. This shall be observed by the remaining election committee and/or inspectors of ballots. In the event of a secret ballot tie vote at a General Meeting, this process shall be observed by the membership.

SECTION II ABSENTEE BALLOT (Rev. 2/07)

- A. All active members in good standing, as per Article III, Section XIV of these by-laws may cast an absentee ballot on matters before the organization and for the annual election.
- B. Absentee ballots shall be made available not less than two (2) weeks prior to secret ballot voting at general meetings and annual elections. There is no absentee ballot voting permitted for probationary membership.
- C. Absentee ballots shall be placed in an unmarked, sealed envelope which is then inserted into the prescribed absentee ballot envelope. The voter's name must appear on the ballot envelope and his or her signature placed across the seal and placed in the Company Secretary's box. Incomplete information on the outside envelope will render the ballot contained therein invalid by the election committee and/or inspectors of ballots.
- D. In the event that a vote is cancelled, all absentee ballots shall be destroyed by the Company Secretary or the Chair of the Election committee. They shall be destroyed immediately in their original unopened condition.

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ARTICLE XII NOMINATIONS AND ANNUAL ELECTIONS (rev. 2009)

SECTION I NOMINATIONS

- A. The Eligibility committee shall consist of five (5) active members and shall be appointed by the Chief at the General meeting in May.
- B. (Rev. 2009) It shall be the duty of the eligibility committee to present a ballot of candidates at the August general meeting, in which candidates selected for the respective offices shall be among qualified members, as per:

Article III, Section VII
Article IV, Section V
Article V, Sections I,II,III,IV,V,VI,VII
Article XVIII, Sections I,II,III

Of these by-laws, shall be determined by the Eligibility committee to have met the requirements of said position in accordance with Article XXI Section II.

- C. Nominations of qualified members in good standing shall be accepted from the floor and candidates' names turned over to the Eligibility committee for verification of eligibility. All absentee nominations must be by letter of consent, signed by the candidate and two (2) members in good standing and the candidate's name will be added to the list handed to the Eligibility committee. The Eligibility committee will then proceed with their duties, in accordance with Article XXI, Section II of these by-law.
- D. Nomination procedures shall commence as follows:
 - 1. The Chief chairing the meeting shall open the nominations for respective positions.
 - 2. A member shall nominate another member in good standing (as per Article III, Section IV of these by-laws) as a candidate the respective position.
 - 3. The nomination must be seconded by a different member in good standing as per Article III, Section IV of these by-laws.
 - 4. The nominated candidate has the ability to accept or decline the nomination.
 - 5. A member, other than the Chief chairing the meeting, must make a motion to close the nominations for the respective positions.
- E. Any member in good standing may be nominated for an elected position as long as the member is eligible to fill the position by the date of the election for said position.

SECTION II ANNUAL ELECTIONS (Rev. 2/07)

- A. Election of officers shall be held on the Friday immediately preceding the General meeting in September of each year. Voting hours shall be at the organization headquarters from 9:00 am until 9:00 pm. Voting shall be by secret ballot utilizing a ballot box or voting machine. The election process shall be observed by one (1) custodian from Suffolk County Board of Elections. A minimum of one (1) member from the Election Committee shall be observing or in contact with this custodian while voting is in progress.
- B. All members in good standing, as per Article III, Section XIV of these by –laws casting ballots must show photo ID to the Suffolk County Board of Elections custodian and sign the election record book prior to voting.

- C. Absentee ballots for the annual elections must be received by the Company Secretary or Suffolk County Board of Elections Custodian by 5pm on the day of elections. All absentee ballots will be recorded in the election record book.
- D. Absentee ballots for annual elections, as well as elections throughout the year, must be available not less than two (2) weeks prior to the election.
- E. Votes shall be counted by the Election Committee immediately following the close of elections. The Election Committee shall be made up of at least three (3) members. Results will be made available in writing and posted immediately after all votes are counted. Official results will be read at the September General meeting.
- F. Election to office must be by a majority of votes cast as outlined in Robert's Rules of Order, 1990, Ninth Edition:

"Voting Procedure/Recording the Votes

In recording the votes cast, the tellers ignore blank ballots and do not credit illegal votes to any candidate or choice. All blanks must be ignored as scrap paper, since members who do not wish to vote may adopt this method of concealing the fact. If in unfolding the ballots it is found that two or more filled-out ballots are folded together, they are recorded as illegal votes-that is, each set of ballots folded together is reported as one illegal vote on each question, and is not credited. On the other hand, a blank ballot folded in with one that is properly filled out is ignored, but it does not cause the rejection of the ballot with which it is folded. If a member leaves one or more of the choices blank on a ballot containing several questions or more than one office to be filled, the blank spaces in no way affect the validity of the spaces he has filled, and for each of these votes he should be given credit for one legal vote. If he votes for too many candidates for a given office, however, that particular section of the ballot is illegal, because it is not possible for the tellers to determine for whom the member desired to vote. Small technical errors, like misspelling of a word or name, do not make a vote illegal if the meaning of the ballot is clear. Unintelligible ballots or ballots cast for an unidentifiable candidate or a fictional character is treated as illegal votes. If the meaning of one or more ballots is doubtful, they can be treated as illegal if it is impossible for them to affect the result; but if they may affect the result, the tellers should report them to the chair, who will immediately submit to the assembly the question of how these ballots should be recorded. All illegal votes of the type described in the preceding paragraph -that is, illegal votes cast by legal voters - are taken into account in determining the number of votes cast for purposes of computing the majority. If there is evidence that any unidentifiable ballots were cast by persons not entitled to vote, and if there is any possibility that such ballots might affect the result, the entire ballot vote is null and void and a new ballot vote must be taken. The principle is that a choice has no mandate from the voting body unless approval is expressed by more than half of those entitled to vote and registering any evidence of having some opinion." Revised am)

- G. When two or more candidates are running for the same position and no one candidate receives a majority of valid votes cast, the Election Committee shall inform the Membership by posting the results immediately after all votes are counted. The Membership will also be informed at the September General meeting. A run-off election between the candidates shall be held. Ballots for run-off elections shall be made available at the September General meeting, and the vote shall take place at a special meeting or election to be held not less than two (2) weeks following the September General meeting. (Rev 12/07)
- H. All Officers elected shall assume office and authority on the first day of the month of October following their election to office. (Revised 4/93)

SECTION III INTERIM VACANCIES

- A. In the event a vacancy occurs in any office other than Chief or President that vacancy shall be filled by nomination at the next General or Special Meeting of the Organization. The election of the

nominee(s) shall be at the next Generator Special Meeting of the Organization following their nominations, providing all Members are notified, in writing, not less than forty-eight (48) hours prior to the Meeting which the vacancy will be voted on.

- B. In the event the office of Chief is vacated, the following shall be the procedure for filling the office of the Chief:
- 1) The 1st Assistant Chief shall assume the office of the Chief;
 - 2) The vacancy of the 1st Assistant Chief shall be filled by the 2nd Assistant Chief;
 - 3) The vacancy of the 2nd Assistant Chief shall be filled by the 3rd Assistant Chief;
 - 4) The vacancy of the 3rd Assistant Chief shall be filled by nomination at the next General or Special Meeting of the Organization;
 - 5) The Chief (formerly the 1st Assistant Chief) may appoint an Acting 3rd Assistant Chief until the election of a new 3rd Assistant Chief.
- C. In the event the office of the President is vacated, the Vice-President shall assume the office of the President and the vacancy of the Vice-President shall be filled by nomination at the next General or Special Meeting of the Organization in the usual fashion. The President (formerly the Vice-President) may appoint an Acting Vice President until the election of a new Vice-President.

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ARTICLE XIII DISPATCHING OF VEHICLES

SECTION I - TRANSPORTATION

Request for Organization vehicles, for reasons other than an emergency, may be made by any bonafide Resident of the area incorporated in the Bay Shore Community through a method prescribed by the organizational guidelines.

SECTION II - PROCEDURE FOR NON-EMERGENCIES

No Organization vehicle shall be removed from the Organization garage without prior approval of a Line Officer. No Organization vehicle shall be removed from the Organization garage without also notifying the Dispatcher on Duty of such removal, the reason(s) for the removal, the destination, and approximate duration of removal from the Organization premises.

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ARTICLE XIV EMERGENCY LIGHTS

SECTION I

Any Member who responds to a call may have on display green emergency lights affixed to said Member's car and used under the following rules:

- A. Must have permission to install and use emergency lights from the Chief and have been issued a Green light authorization card from the Organization.
- B. Must be installed so that the green light is visible from the front of said Member's car.
- C. Shall be used only when the Member has been dispatched by the Organization on an emergency call or when a Member arrives upon the scene of an emergency.

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ARTICLE XV BY-LAW AMENDMENTS (Rev. 1/07)

SECTION I

- A. Proposed by-laws amendment(s) must be in writing and signed by not less than two (2) Members in good standing. The original will be submitted to the By-law Committee and a copy given to the Chief.
- B. The By-law Committee shall review the proposed changes for structural correctness and conflicts with the current by-laws within two (2) weeks of receipt.
- C. If any incongruities exist, the By-law Committee chairperson shall notify one (1) of the submitting members of said incongruities, offering the opportunity to revise the proposed changes.
- D. If no incongruities exist, the By-law Committee shall present the proposed changes to the Board of Directors at the next scheduled Board meeting.
- E. The Board shall review the proposed changes.
- F. If approved, the proposed amendments shall be mailed to all voting members in good standing within two (2) weeks.
- G. The proposed by-law amendments shall appear in the organizations newsletter at the next scheduled General meeting.
- H. The membership shall vote on the by-law changes approximately four (4) weeks after the proposed changes have been printed in the newsletter. The vote shall take place at the General meeting.
- I. A two thirds (2/3) majority of votes cast is required to enact the proposed amendments.
- J. If approved, the amendments shall become effective immediately.
- K. Any proposed by-law amendments which have been voted on and rejected shall be reevaluated and/or rewritten and resubmitted according to the guidelines provided in this Section A through H.

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ARTICLE XVI APPOINTED POSITIONS

SECTION I DELEGATES TO THE NEW YORK STATE AMBULANCE ASSOCIATION

It shall be the duty of the New York State Delegates to represent the Organization at all Meetings of the New York State Ambulance Association and to act in the best interest of the Organization in all matters. They shall be empowered to cast the vote of the Organization on all matters before the Association

SECTION II APPOINTMENTS AND VACANCIES

- A. All appointed positions shall be filled by a joint decision of the Line Officers and the Board of Directors at the first meeting of every new Administration.
- B. Vacancies, which occur during the year, may be filled at the discretion of the Line Officers and the Board of Directors.

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ARTICLE XVII PROFESSIONAL STANDARD REVIEW COMMITTEE

SECTION I DUTIES AND MEMBER QUALIFICATIONS

- A. A The Professional Standards Review Committee shall discuss, investigate, and review complaints of calls, actions, or questionable conduct brought to their attention which concerns any Member(s) of Bay Shore-Brightwaters Rescue Ambulance. The Committee is to determine whether recommendation should be made to the Line Officers or Board of Directors of this Organization for further action.
- B. The Committee shall consist of seven (7) Members (Probationary Members included) appointed by the Chief. The Members of this Committee shall consist of at least two (2) A.E.M.T.'s, two (2) E.M.T.'s, and two (2) non-E.M.T.'s, with no more than two (2) of which are Line Officers of this Organization. Five (5) Members shall constitute a Quorum. A majority vote of the Members voting, at any given meeting, is necessary prior to any recommendations.

SECTION II GUIDELINES FOR PROFESSIONAL MISCONDUCT

- A. Obtaining an A.E.M.T. or E.M.T. Certification fraudulently.
- B. Practicing the profession fraudulently, beyond its authorized scope, with gross incompetence, with gross negligence on a particular occasion, or negligence or incompetence on more than one (1) occasion.
- C. Practicing the profession while the ability to practice is impaired by alcohol, drugs, physical disability, or mental disability.
- D. Being habitually drunk or being dependent on, or a habitual user of narcotics, barbiturates, amphetamines, hallucinogens, or other drugs having the same effect.
- E. Being convicted of committing an act constituting a crime under New York State Penal Law or Federal Penal Law while a Member of the Organization or a previous violent felony for a period of seven (7) years prior to the date of the Membership application.
- F. Refusing to provide professional service to a person because of such person's race, creed, color, national origin, financial status, or pre-existing medical condition.
- G. Permitting, aiding, or abetting an unlicensed person to perform activities requiring a license.
- H. Practicing the profession while the certification or license is suspended.
- I. Committing unprofessional conduct, as defined by the New York State Department of Health Code of Ethics of E.M.T.'s and A.E.M.T.'s or by the by-laws, rules, or Code of Ethics of Bay Shore-Brightwaters Rescue Ambulance.

SECTION III - PROCEDURES FOR EVALUATION OF COMPLAINTS

- A. A complaint must be of a valid nature and must include times, dates, and person or persons involved. It must be brief and to the point and must have specific violations or incidents as outlined in the previous Section.
- B. A complaint must be filed in writing to the Committee. Written complaints can remain anonymous; however, before recommendation for further action can be made by the Committee, a personal appearance is necessary.

- C. After receiving a complaint by the Committee the investigation and review of said complaint will begin immediately. A meeting of the Committee will be called within one (1) week to discuss the complaint. If said complaint warrants, the following actions will be taken by the Committee:
- 1) Declare the complaint invalid and recommend that no further action be taken, or,
 - 2) Declare the complaint is valid and warrants further action in the form of a personal appearance by the party or parties involved prior to further recommendations.
 - 3) After full investigation and review, if the Committee feel further action is necessary, it shall be the Committee's right and duty to recommend:
 - 4) Disciplinary action to be taken by the Line Officers;
 - 5) Expulsion proceedings to be considered by the Board of Directors;
 - 6) In the event of a Probationary Member, the Membership Committee will reconsider said application;
 - 7) Suspension pending additional training and re-evaluation of skills and performance of said Member by the appropriate Training Officer
 - 8) It shall be the rights of this Committee to obtain all call sheets, dispatching records, and other pertinent data necessary to fairly evaluate the complaint.
 - 9) This Committee, as with all Committees, shall be subject to all the rules and regulations and the by-laws of the Organization.

ARTICLE XVIII ADMINISTRATIVE OFFICERS

SECTION I SUPERVISOR OF DISPATCH

- A. The Supervisor of Dispatch shall be the Officer in charge of all dispatchers.
- B. The Supervisor of Dispatch shall be responsible for:
 - 1. Organization and maintenance of a functioning duty roster.
 - 2. Having their personnel trained in the proper techniques of receiving calls and dispatching.
 - 3. Maintaining patent lines of communication at all times between ourselves and authorities and the public requiring emergency assistance.
 - 4. All communication equipment and ensure its proper functioning at headquarters and in the emergency vehicles and devices provided by the organization to the officers and members.
 - 5. Receiving completed and accurate reports of each call and response reports for each call from the dispatchers.
 - 6. Supervising all other personnel within their jurisdiction in the performance of their duties.
- C. The Supervisor of Dispatch shall be responsible to the Chief for the proper administration of their duties.
- D. The Supervisor of Dispatch will be elected for a one (1) year term at the annual elections.
- E. The Supervisor of Dispatch shall be an Administrative Officer and shall not be in the Chain of Command.
- F. Candidates for the position of Supervisor of Dispatch shall have the following qualifications:
 - 1) Be a member in good standing as per Article III, Section XIV of these by-laws.
 - 2) Be a Dispatch Badge Member with of BSBRA for not less than one (1) year as of the September General Meeting.
 - 3) Shall have had and maintained a regular dispatch duty slot for not less than one (1) year as of the September General Meeting.

SECTION II COMPANY SECRETARY

- A. Shall be elected by the Membership and shall serve at the discretion of the Chief, assisting the Chief in their duties. The Company Secretary shall attend all General Meetings and such other meetings as required by the Chief.
- B. The Company Secretary shall be an Administrative Officer and shall not be in the Chain of Command.
- C. Shall keep the official Membership Roster of the Organization and shall update the Roster monthly.
- D. The term of office for the Company Secretary shall be one (1) year and shall be elected at the Annual Election.

SECTION III - COMPANY TREASURER

The Company Treasurer shall:

- A. Be elected for a term of one (1) year at the Annual Election.
- B. Attend all General Meetings and such other meetings as required by the Chief.
- C. Receive all monies for the Company Fund and shall deposit same in a bank or banks recommended and approved by the Board of Directors.
- D. Be bonded in the sum set forth by the Board of Directors.
- E. All checks from the Company Fund must be signed by the Chief and the Company Treasurer.
- F. Prepare and submit a monthly financial report to be read at the monthly General Meeting.
- G. Prepare an annual report for all Members at the General Meeting in March.
- H. Prepare and file, with proper assistance, Federal, State, and any other tax statements.
- I. Submit their books and accounts for auditing whenever requested by the Board of Directors, but the books and accounts must be audited once a year.
- J. Be an Administrative Officer and shall not be in the Chain of Command.
- K. Pay out monies only after the Company Fund expenditure has been passed by a simple majority vote of the Membership at any General Meeting or a Special Meeting.
- L. Shall maintain the Company Fund in accordance with these by-laws and report directly to the Membership on all matters pertaining thereof.

ARTICLE XIX APPOINTED ADVISORS

SECTION I CHAPLAIN(S)

- A. It shall be the duty of the Chaplain(s) to act on all matters requiring spiritual guidance and counseling. The Chaplain(s) shall serve without compensation. The Chaplain(s) shall be appointed by a majority affirmative vote of the Membership.
- B. Candidates for the position of Chaplain shall be submitted to the Chief by a petition of three (3) Members in good standing along with a letter of acceptance from the candidate. The Membership shall be notified by the Chief at the next regularly scheduled General Meeting of the proposed vote for Chaplain. The vote for appointment shall be at the following regularly scheduled General Meeting.
- C. In the event the Membership does not appoint a Chaplain within four (4) months of the Annual Elections, a Chaplain will be appointed by a majority vote of the Line Officers and the Board of Directors.

SECTION II LEGAL ADVISOR

It shall be the duty of the Legal Advisor to act in an advisory capacity on all legal matters. The Legal Advisor shall be a licensed Attorney of the State of New York and shall serve without compensation unless authorized by the Board of Directors for specific legal matters. The Legal Advisor shall be appointed by a majority affirmative vote of the Line Officers and the Board of Directors.

SECTION III MEDICAL ADVISOR

It shall be the duty of the Medical Advisor to act in an advisory capacity on all matters requiring medical advice and supervision. The Medical Advisor shall be a licensed Physician of the State of New York and shall serve without compensation. The Medical Advisor shall be appointed by a majority affirmative vote of the Line Officers and the Board of Directors.

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ARTICLE XX LEAVE OF ABSENCE

Active Members may be granted a Leave of Absence from their several obligations to the Organization under the following categories: General Leave of Absence, Military Leave of Absence, Medical Leave of Absence, and Maternity/Paternity Leave of Absence.

SECTION I GENERAL LEAVE OF ABSENCE

- A. Request for General Leave of Absence must be submitted on the prescribed form, stating the reason(s) for the request and the length of time requested, as per Article XXII, Section XI of these by-laws.
- B. An Active Member granted a General Leave of Absence shall be relieved of all obligations and duties of the Organization and shall return all Organization uniforms and equipment if the leave of absence is for a period of more than thirty (30) days. The Leave of Absence will not be granted until all Organization uniforms and equipment is returned.
- C. Said Member shall retain all rights and privileges during said Leave of Absence, but shall not have the right to vote on any matters before the Organization during their Leave of Absence period, unless voting privileges are granted by the Line Officers and the Board of Directors.
- D. Upon returning from General Leave of Absence, said Member must fulfill any and all requirements mandated by the Line Officers and/or the Board of Directors before returning to Active Duty.
- E. Time spent on General Leave of Absence shall not accrue to time as an Active Member.
- F. If the approved General Leave of Absence is for longer than six (6) months, the Company Secretary shall send a Letter of Intent to said Member on the sixth month and every month thereafter to confirm said Member's intent concerning return to Active Duty.
 - 1) Said Member must return the Letter of Intent, with their decision, within thirty (30) days from receipt.
 - 2) If the Member does not reply within the specified time period, the Company Secretary shall send a second Letter of Intent which shall also state that said Member's General Leave of Absence status is in jeopardy of being rescinded unless the Member responds to the second Letter of Intent.
 - 3) Failure or refusal to respond within thirty (30) days from receipt of the second Letter of Intent shall be considered sufficient grounds for termination.
- G. The Line Officers and/or the Board of Directors shall reserve the right to re-evaluate any General Leave of Absence, which extends for a six (6) month period or longer.
- H. Any Member on a General Leave of Absence for more than three (3) months shall lose their Duty.
- I. Any Member on a General Leave of Absence for more than six (6) months shall lose their rolling status. Said Member shall be required, to satisfactorily complete an Ambulance or Dispatcher Orientation program, as designated by the Line Officers, prior to reinstition of the Member's rolling status.

SECTION II MILITARY LEAVE OF ABSENCE

- A. Request for Military Leave of Absence must be submitted on the prescribed form, stating the reason(s) for the request and the length of time requested, as per Article XXII, Section XI of these by-laws.
- B. An Active Member granted a Military Leave of Absence shall be relieved of all obligations and duties of the Organization and shall return all Organization uniforms and equipment if the leave of

absence is for a period of more than thirty (30) days. The Leave of Absence will not be granted until all Organization uniforms and equipment is returned.

- C. Said Member shall retain all rights and privileges during said Leave of Absence, but shall not have the right to vote on any matters before the Organization during their Leave of Absence period, unless voting privileges are granted by the Line Officers and the Board of Directors.
- D. Upon returning from Military Leave of Absence, said Member must fulfill any and all requirements mandated by the Line Officers and/or the Board of Directors before returning to Active Duty.
- E. Time spent on Military Leave of Absence shall not accrue to time as an Active Member until said Member returns to Active Duty for an equal amount of time as was spent on Military Leave of Absence.
- F. Members shall be maintained on Military Leave of Absence for a four (4) year period after which time the Company Secretary shall attempt contact with said Member to establish their intent to return to Active Duty.

SECTION III MEDICAL LEAVE OF ABSENCE

- A. Request for Medical Leave of Absence must be submitted on the prescribed form, stating the reason(s) for the request and the length of time requested, as per Article YOGI, Section XI of these by-laws.
- B. An Active Member granted a Medical Leave of Absence shall be relieved of all obligations and duties of the Organization and shall return all Organization uniforms and equipment if the leave of absence is for a period of more than thirty (30) days. The Leave of Absence will not be granted until all Organization uniforms and equipment is returned.
- C. Said Member shall retain all rights and privileges during said Leave of Absence, but shall not have the right to vote on any matters before the Organization during their Leave of Absence period, unless voting privileges are granted by the Line Officers and the Board of Directors.
- D. Upon returning from Medical Leave of Absence, said Member must fulfill any and all requirements mandated by the Line Officers and/or the Board of Directors before returning to Active Duty.
- E. Time spent on Medical Leave of Absence shall not accrue to time as an Active Member until said Member returns to Active Duty for an equal amount of time as was spent on Medical Leave of Absence.
- F. If the approved Medical Leave of Absence is for longer than six (6) months, the Company Secretary shall send a Letter of Intent to said Member on the sixth month and every month thereafter to confirm said Member's intent concerning return to Active Duty.
 - 1) Said Member must return the Letter of Intent, with their decision, within thirty (30) days from receipt.
 - 2) If the Member does not reply within the specified time period, the Company Secretary shall send a second Letter of Intent which shall also state that said Member's Medical Leave of Absence status is in jeopardy of being rescinded unless the Member responds to the second Letter of Intent.
 - 3) Failure or refusal to respond within thirty (30) days from receipt of the second Letter of Intent shall be considered sufficient grounds for termination.
- G. Any Member admitted to a hospital will automatically be placed on Medical Leave of Absence status.
- H. If it is made known to any Line Officer or Board of Director Member that a Member may have a medical condition which may interfere with or prevent the Member from performing as an Active

Member, the Line Officers or Board or Directors will contact the Medical Advisor for advisement on the situation.

- I. The Line Officers and/or Board of Directors shall reserve the right to re-evaluate any Medical Leave of Absence which extends for a one (1) year period or longer.
- J. Members on Medical Leave of Absence reserve the right to retain their Duty Slot for a maximum of one (1) year.

SECTION IV

MATERNITY/PATERNITY LEAVE OF ABSENCE

- A. Request for Maternity/Paternity Leave of Absence must be submitted on the prescribed form, stating the reason(s) for the request and the length of time requested, as per Article XXII, Section XI of these by-laws.
- B. An Active Member granted a Maternity/Paternity Leave of Absence shall be relieved of all obligations and duties of the Organization and shall return all Organization uniforms and equipment if the leave of absence is for a period of more than thirty (30) days. The Leave of Absence will not be granted until all Organization uniforms and equipment is returned.
- C. Said Member shall retain all rights and privileges during said Leave of Absence, but shall not have the right to vote on any matters before the Organization during their Leave of Absence period, unless voting privileges are granted by the Line Officers and the Board of Directors.
- D. Upon returning from Maternity/Paternity Leave of Absence, said Member must fulfill any and all requirements mandated by the Line Officers and/or the Board of Directors before returning to Active Duty.
- E. Time spent on Maternity/Paternity Leave of Absence shall not accrue to time as an Active Member until said Member returns to Active Duty for an equal amount of time as was spent on Maternity/Paternity Leave of Absence.
- F. If the approved Maternity/Paternity Leave of Absence is for longer than six (6) months, the Company Secretary shall send a Letter of Intent to said Member on the sixth month and every month thereafter to confirm said Member's intent concerning return to Active Duty.
 - 1) Said Member must return the Letter of Intent, with their decision, within thirty (30) days from receipt.
 - 2) If the Member does not reply within the specified time period, the Company Secretary shall send a second Letter of Intent which shall also state that said Member's Maternity/Paternity Leave of Absence status is in jeopardy of being rescinded unless the Member responds to the second Letter of Intent.
 - 3) Failure or refusal to respond within thirty (30) days from receipt of the second Letter of Intent shall be considered sufficient grounds for termination.
- G. The Line Officers and/or Board of Directors shall reserve the right to re-evaluate any Maternity/Paternity Leave of Absence, which extends for a one- (1) year period or longer.
- H. Members on Maternity/Paternity Leave of Absence reserve the right to retain their Duty Slot for a maximum of one (1) year.

SECTION V Emergency Leave of Absence

An emergency Leave of Absence can be approved by the Chief until the next Board of Directors Meeting at which time the Board of Directors will approve or disapprove the continuance of the Leave of Absence.

ARTICLE XXI COMMITTEES

SECTION I MEMBERSHIP COMMITTEE

- A. Shall consist of the 1st Assistant Chief and a minimum of two (2) Active Members of the Organization.
- B. Shall be responsible for the recruitment and processing of prospective members for the Organization.
- C. Processing of prospective members shall be as follows:
 - 1) Receive the Pre-Application for Membership and contact the Applicant within thirty (30) days to confirm the Applicant's intentions;
 - 2) Schedule a meeting, at the Committee's earliest convenience, for the Applicant to:
 - i) Complete the Application for Membership according to the Membership category for which the Applicant is requesting membership;
 - ii) Inform Applicant(s) of the rules and regulations of the Organization and any other requirements necessary for the Membership category for which the Applicant is requesting membership;
 - iii) Instruct the Applicant(s) to commence obtaining the necessary documentation according to Article III, Section III, Paragraph A through D of these by-laws.
 - 3) The Membership Committee shall review each Application for Membership received for completeness and correctness;
 - 4) The Membership Committee shall investigate each Applicant with respect to any or all of the following:
 - i) Department of Motor Vehicle Driver's License check for records of suspensions, revocations, and/or moving violations;
 - ii) Suffolk County Police Department check for convictions of acts constituting criminal actions and reports of motor vehicle accidents if the Applicant signs the authorization form supplied by the Suffolk County Police Department;
 - iii) Prior and/or current membership and/or affiliation with any other organizations similar in practice and purpose to Bay Shore Brightwaters Rescue Ambulance or any other emergency services organizations for information regarding the Applicant's membership status, general attitude and professionalism, and circumstances surrounding said Applicant's discontinuance of membership. Prior affiliation(s) and/or membership(s) shall be investigated.
 - iv) Any other events or situations which the Membership Committee requires further information and/or explanation.
 - 5) Upon complete investigation and receipt of all required documentation, the Membership Committee shall review each Applicant and approve or disapprove the Applicant, according to reasonable guidelines established by the Membership Committee, for presentation to the Membership at the next General Meeting, as the agenda dictates.
 - 6) The Membership Committee shall contact the approved Applicant(s) and request the Applicant(s) to attend the General Meeting at which the Applicant(s) will be presented.
- D. Prospective Members shall not be presented to the Membership at the Annual Meeting in September, due to time constraints from the General Election, and the General Meeting in October, due to the change in Administrations.
- E. The Membership Committee shall provide the Membership with all pertinent information requested regarding the prospective member at the General Meeting at which the Applicant is presented.
- F. Any false statement(s) made by an Applicant on the Application for Membership shall be sufficient grounds for immediate rejection of the Applicant as a prospective member.

SECTION II ELIGIBILITY COMMITTEE (Rev.2005)

- A. The Eligibility Committee shall consist of five (5) active regular members of the organization and shall be appointed by the Chief at the General meeting in May .
- B. The Chief shall appoint a Chairperson from the five (5) active regular members who shall be responsible for the actions of the Eligibility Committee.
- C. At the General meeting in May, the Chairperson of the Eligibility Committee will describe the procedure for members who desire candidacy.
- D. At the General meeting in June, nominations shall be submitted off of the floor as per Article XII, Section I.
- E. The Eligibility Committee shall have until the July General meeting to determine and present in writing the qualifications and eligibility of each prospective candidate. The committee chairperson shall read aloud said information and submit this information in the monthly newsletter for July.
- F. At the General meeting in July a second set of nominations shall be submitted off of the floor as per Article VII Section I. All nominations shall be closed at the end of the July General Meeting.
- G. The Eligibility Committee shall have until the August General meeting to determine and present in writing the qualifications and eligibility of each prospective candidate. The committee Chairperson shall read aloud said information and submit this information in the August monthly newsletter.
- H. The candidate information for the candidates nominated in both June and July shall be presented in the August monthly newsletter. The Chairperson shall then read the final ballot at the end of the General meeting in August. Voting will be at the Annual Elections in September as per Article XII section II.

SECTION III DRIVER TRAINING COMMITTEE

- A. The Driver Training Committee shall be administrated by the 3rd Assistant Chief.
- B. The 3rd Assistant Chief shall appoint a Chairperson to the Driver Training Committee.
- C. The Driver Training Committee shall consist of a minimum of three (3) Active Regular Driving Members, including the Chairperson.
- D. It shall be the responsibility of the Driver Training Committee to train, approve, and certify all Members requesting Driving Membership status and to assist the investigation of all vehicle accidents involving any Organizational vehicle.
- E. Any Member not approved, trained, and certified by the Driver Training Committee shall not operate any organizational vehicle unless authorized to do so by a Line Officer during an emergency.
- F. Approval, training, and certification of any Member by the Driver Training Committee shall be performed as per the Standing Orders and Operational Procedure of the Organization.
- G. Investigation of all vehicular accidents involving organizational vehicles shall be performed by the Vehicle Accident Review Committee.

SECTION IV

VEHICLE ACCIDENT REVIEW COMMITTEE

- A. It shall be the responsibility of the Vehicle Accident Review Committee to investigate all accidents involving Organizational vehicles.
- B. The Vehicle Accident Review Committee shall consist of the five (5) Active Regular Members, appointed by the Chief, and will include one (1) Line Officer other than the Chief, one (1) Board of Director Member other than the President, two (2) Regular Rolling Driving Members, and one (1) Member of the Driver Training Committee.
- C. Three (3) Members shall constitute a Quorum for any acceptance of recommendations to be made to the Chief.
- D. The Accident Report must include times, dates, and person or persons involved, and a concise narrative of the circumstances surrounding the accident. The Accident Report will be given to the Chief no later than forty-eight (48) hours from the occurrence of the accident.
- E. The Chief shall appoint the Members to the Vehicle Accident Review Committee and forward the Accident Report to the Committee within seventy-two (72) hours of the occurrence.
- F. After full investigation and review, if the Committee feels further action is necessary, it shall be their right and duty to recommend:
 - 1) Disciplinary action to be taken by the Chief and/or Line Officers;
 - 2) Expulsion proceedings to be considered by the Board of Directors;
 - 3) Suspension of driving status pending additional training and re-evaluation of driving skills and performance of said Member(s) by the appropriate Training Officer,
 - 4) Reinstatement, without penalty, of said Member's driving status.
- G. It shall be the right of this Committee to obtain all calls sheets, dispatch records, and any other pertinent information to fairly evaluate the Accident Report.
- H. This Committee, as with all Committees, shall be subject to all the rules and regulations of the by-laws of the Organization.
- I. Temporary suspension of any Member's driving status may be instituted by any Line Officer, Acting Crew Chief or Crew Chief pending the review by the Vehicle Accident Review Committee or reinstatement of driving status by the Chief.

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ARTICLE XXII PROCEDURE FOR CHANGE IN MEMBERSHIP STATUS

SECTION I PROBATIONARY ROLLING TO REGULAR ROLLING MEMBER

- A. Probationary Members requesting Regular Rolling Membership shall have the following qualifications:
- 1) Accumulated six (6) consecutive months or twelve (12) non-consecutive _ months of Active Duty;
 - 2) A current New York State E.M.T. Certification;
 - 3) Is in compliance with attendance requirements as per Article VI, Section VII of these by-laws.
- B. The Probationary Member shall submit a written request for change in Membership status to the 1st Assistant Chief, along with two (2) letters of recommendation from two (2) Regular Rolling Members verifying the Probationary Member's knowledge of Organizational procedures, general attitude, and professionalism.
- C. The 1st Assistant Chief shall present the Probationary Member's request for change in status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
- 1) Confirm the Probationary Member's time of Active Duty;
 - 2) Confirm the issuance of a current New York State E.M.T. Certification;
 - 3) Confirm compliance with attendance requirements;
 - 4) Read the two (2) letters of recommendation;
 - 5) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Probationary Member's compliance with all the required qualifications and approve or disapprove the change to Regular Rolling Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
- 1) Inform the Member of the Board of Directors decision;
 - 2) Assign the Member an Organization badge number,
 - 3) Prepare a Membership Identification card denoting Regular Rolling Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. If the Line Officers or the Board of Directors does not approve a Probationary Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION II PROBATIONARY DISPATCH TO REGULAR DISPATCH MEMBER

- A. Probationary Members requesting Regular Dispatch Membership shall have the following qualifications:
- 1) Accumulated six (6) consecutive months or twelve (12) non-consecutive months of Active Duty;
 - 2) Have a current CPR certification;
 - 3) Is in compliance with attendance requirements as per Article VI, Section VII, Paragraph A of these by-laws;
 - 4) Have met attendance requirements for Dispatcher Meetings.

- B. The Probationary Dispatch Member shall submit a written request for change in Membership status to the 1st Assistant Chief, along with two (2) letters of recommendation from one (1) Regular Dispatch Member and one (1) Regular Rolling Member verifying the Probationary Member's knowledge of Organizational procedures, general attitude, and professionalism.
- C. The 1st Assistant Chief shall present the Probationary Member's request for change in status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm the Probationary Dispatch Member's time of Active Duty;
 - 2) Confirm the issuance of a CPR Certification;
 - 3) Confirm compliance with attendance requirements;
 - 4) Read the two (2) letters of recommendation;
 - 5) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Probationary Dispatch Member's compliance with all the required qualifications and approve or disapprove the change to Regular Dispatch Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
 - 1) Inform the Member of the Board of Directors decision;
 - 2) Assign the Member an Organization badge number;
 - 3) Prepare a Membership Identification card denoting Regular Dispatch Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. If the Line Officers or the Board of Directors does not approve a Probationary Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION III LIFE MEMBERSHIP STATUS - ACTIVE LIFE ROLLING MEMBER

- A. Any Regular Rolling (Driving or Non-Driving) Member requesting Active Life Rolling Membership shall have the following qualifications:
 - 1) Has served faithfully as an Active Member for ten (10) years;
 - 2) Has a current New York State E.M.T. Certification;
 - 3) Has a current Organization Ambulance Driver's Certificate, for Driving Members only;
 - 4) Is in compliance with attendance requirements as per Article VI, Section VII of these by-laws.
- B. The Regular Rolling Member shall submit a written request for change in Membership status to the 1st Assistant Chief.
- C. The 1st Assistant Chief shall present the Regular Rolling Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm the Regular Rolling Member's time of Active Duty;
 - 2) Confirm the issuance of a current New York State E.M.T. Certification;
 - 3) Confirm the issuance of a current Organization Ambulance Driver's Certificate, for Driving Members only;
 - 4) Confirm compliance with all attendance requirements;
 - 5) Discuss and approve or disapprove the recommendation for change in Membership status.

- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Regular Rolling Member's compliance with all the required qualifications and approve or disapprove the change to Regular Dispatch Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
 - 1) Inform the Member of the Board of Directors decision;
 - 2) Obtain a Life Member badge with the Member's name (revised Aug-93);
 - 3) Prepare a Membership Identification card denoting Active, Life Rolling Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. If the Line Officers or the Board of Directors does not approve the Regular Rolling Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION IV LIFE MEMBERSHIP STATUS - ACTIVE LIFE DISPATCH MEMBER

- A. Any Active Dispatch Member requesting Active Life Dispatch Membership status shall have the following qualifications:
 - 1) Has served faithfully as an Active Member for ten (10) years or has served faithfully as an Active Member for five (5) years and becomes permanently disabled-,
 - 2) Has a current CPR Certification;
 - 3) Is in compliance with attendance requirements as per Article VI, Section VII, Paragraph A of these by-laws and attendance requirements for Dispatcher Meetings.
- B. The Dispatch Member shall submit a written request for change in Membership status to the 1st Assistant Chief.
- C. The 1st Assistant Chief shall present the Dispatch Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm the Dispatch Member's time of Active Duty;
 - 2) Confirm the issuance of a current CPR Certification;
 - 3) Confirm compliance with all attendance requirements;
 - 4) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Dispatch Member's compliance with all the required qualifications and approve or disapprove the change to Active Life Dispatch Membership and shall notify the 1st Assistant Chief of the decision.

- F. The 1st Assistant Chief shall then:
- 1) Inform the Member of the Board of Directors decision;
 - 2) Obtain a Life Member badge with the Member's name;
 - 3) Prepare a Membership Identification card denoting Active Life Dispatch Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. If the Line Officers or the Board of Directors does not approve the Dispatch Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION V LIFE MEMBERSHIP STATUS - INACTIVE LIFE MEMBER

Any Active Member requesting Inactive Life Membership status shall have the following qualifications:

- A. Has served faithfully as an Active Member for ten (10) years or has served faithfully as an Active Member for five (5) years and becomes permanently disabled;
- 1) Is in compliance with attendance requirements as per Article VI, Section VII and Membership requirements as per Article III, Section V or Section VI, for their respective Membership category, of these by-laws.
- B. The Active Member shall submit a written request for change in Membership status to the 1st Assistant Chief.
- C. The 1st Assistant Chief shall present the Active Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
- 1) Confirm the Active Member's time of Active Duty;
 - 2) Confirm compliance with all attendance requirements;
 - 3) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Active Member's compliance with all the required qualifications and approve or disapprove the change to Active Life Dispatch Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
- 1) Inform the Member of the Board of Directors decision;
 - 2) Obtain a Life Member badge with the Member's Organization assigned badge number;
 - 3) Prepare a Membership Identification card denoting Inactive Life Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief. If the Line Officers or the Board of Directors does not approve the Active Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION VI

LIFE MEMBERSHIP - ADMINISTRATIVE LIFE MEMBER

- A. Any Active Member requesting Administrative Life Membership status shall have the following qualifications:
 - 1) Has served faithfully as an Active Member for ten (10) years or has served faithfully as an Active Member for five (5) years and becomes permanently disabled;
 - 2) Is in compliance with attendance requirements as per Article VI, Section VII and Membership requirements as per Article III, Section V or Section VI, for their respective Membership category, of these by-laws;
 - 3) Is a current Member of the Board of Directors.
- B. The Active Member shall submit a written request for change in Membership status to the 1st Assistant Chief.
- C. The 1st Assistant Chief shall present the Active Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm the Active Member's time of Active Duty;
 - 2) Confirm compliance with all attendance requirements;
 - 3) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Active Member's compliance with all the required qualifications and approve or disapprove the change to Administrative Life Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
 - 1) Inform the Member of the Board of Directors decision;
 - 2) Obtain a Life Member badge with the Member's Organization assigned badge number,
 - 3) Prepare a Membership Identification card denoting Administrative Life Membership status;
 - 4) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. If the Line Officers or the Board of Directors does not approve the Active Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION VII

INTERIM MEMBERSHIP STATUS

- A. Any Active Member requesting Interim Membership status shall have the following qualifications:
 - 1) Has been an Active Student Member, and/or,
 - 2) Is enrolled as a Full-Time college or vocational school student; and,
 - 3) Can perform the duties of a Regular Rolling or Dispatch Member during school recesses and vacations.
- B. The Active Member shall submit a written request for change in Membership status to the 1st Assistant Chief along with verification of enrollment as a Full-Time Student.

- C. The 1st Assistant Chief shall present the Active Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm enrollment as a Full-Time student;
 - 2) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Active Member's compliance with all the required qualifications and approve or disapprove the change to Interim Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then inform the Member of the Board of Directors decision.
- G. If the Line Officers or the Board of Directors does not approve the Active Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION VIII AUXILIARY MEMBERSHIP — ACTIVE MEMBER TO AUXILIARY MEMBER

- A. Any Active Member requesting Auxiliary Membership status shall have the following qualifications:
 - 1) Is in compliance with attendance requirements as per Article VI, Section VII and Membership requirements as per Article III Section V or Section VI, for their respective Membership category, of these by-Laws.
- B. The Active Member shall submit a written request for change in Membership status to the 1st Assistant Chief.
- C. The 1st Assistant Chief shall present the Active Member's request for change in Membership status to the Line Officers at the next regularly scheduled Line Officer's Meeting. The Line Officers shall then:
 - 1) Confirm Active Member's time of Active Duty;
 - 2) Confirm compliance with all attendance requirements;
 - 3) Discuss and approve or disapprove the recommendation for change in membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Active Member's compliance with all the required qualifications and approve or disapprove the change to Auxiliary Membership and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
 - 1) Inform the Member of the Board of Director's decision;
 - 2) Prepare a Membership Identification card denoting Auxiliary Membership status;
 - 3) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.

SECTION IX

AUXILIARY MEMBERSHIP - NON-ORGANIZATION INDIVIDUALS

- A. Any Non-Organization Individual desiring consideration for Auxiliary Membership status shall submit a written request to the Membership Committee describing their intent and capabilities which they will offer to promote the cause and the good and welfare of the Organization.
- B. The Membership Committee shall then contact the individual and arrange a meeting to inform the individual of the rules and regulations of the Organization and to delineate the general areas in which the individual may serve the Organization.
- C. The 1st Assistant Chief (Membership Committee Administrator) shall present the individual's request to the Line Officers at the next regular scheduled Line Officers Meeting for discussion and approval or disapproval of a recommendation for acceptance as an Auxiliary Member.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall then discuss and approve or disapprove the individual's request for acceptance as an Auxiliary Member and shall notify the 1st Assistant Chief of the decision.
- F. The 1st Assistant Chief shall then:
 - 1) Inform the individual of the Board of Directors decision;
 - 2) Prepare a Membership Identification card denoting Auxiliary Membership status;
 - 3) Present all items to the individual at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.

SECTION X

STUDENT MEMBER TO PROBATIONARY ROLLING MEMBER

- A. Any Student Member requesting Probationary Rolling Membership status shall have the following qualifications:
 - 1) Has been an Active Student Member for a minimum of six (6) consecutive months;
 - 2) Has completed a First Aid course as prescribed by the Organization;
 - 3) Is in compliance with the attendance requirements as set forth by the Student Program.
- B. The Student Member shall submit a written request for change in Membership status to the 1st Assistant Chief, along with two (2) letters of recommendation from two (2) Regular Rolling Members verifying the Student Member's knowledge of Organizational procedures, general attitude, and professionalism.
- C. The 1st Assistant Chief shall present the Student Member's request for change in Membership status to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall then:
 - 1) Confirm the Student Member's time of Active Student Duty;
 - 2) Confirm the completion of a First Aid course as prescribed by the Organization;
 - 3) Confirm compliance with all attendance requirements;
 - 4) Read the two (2) letters of recommendation;
 - 5) Discuss and approve or disapprove the recommendation for change in Membership status.
- D. All approved recommendations shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and confirm the Student Member's compliance with all the required qualifications and approve or disapprove the change to Probationary Rolling Membership and shall notify the 1st Assistant Chief of the decision.

- F. The 1st Assistant Chief shall then:
- 1) Inform the Member of the Board of Directors decision;
 - 2) Prepare a Membership Identification card denoting Probationary Rolling Membership status;
 - 3) Present all items to the Member at the next regular scheduled General Meeting, as the agenda dictates, or at a date and time as arranged by the 1st Assistant Chief.
- G. G. If the Line Officers or the Board of Directors does not approve the Student Member's request for change in Membership status, the 1st Assistant Chief shall contact said Member and provide a list of the deficiencies which negated the approval for change in Membership status.

SECTION XI LEAVE OF ABSENCE

- A. Any Member requesting a Leave of Absence must submit a written request, on the prescribed form, to the 1st Assistant Chief.
- B. The 1st Assistant Chief shall present the request to the Line Officers at the next regular scheduled Line Officers Meeting.
- C. The Line Officers shall discuss and recommend the approval or disapproval of the Member's request for Leave of Absence and shall also determine any requirements for the Member to fulfill prior to returning to Active Duty.
- D. The Line Officers' recommendation and requirements shall be presented to the Board of Directors by the Chief, or the Chief's surrogate, at the next regular scheduled Board of Directors Meeting.
- E. The Board of Directors shall discuss and make the final decision for the approval or disapproval of the Member's request for Leave of Absence and shall specify any and all requirements which must be fulfilled prior to return to Active Duty.
- F. The Board of Directors shall notify the 1st Assistant Chief who shall then inform the Member of the Board of Directors decision and all requirements which said Member must fulfill prior to return to Active Duty.
- G. The Line Officers and/or the Board of Directors reserve the right to re-evaluate the requirements established for return to Active Duty in the event a Member requests an extension to the Leave of Absence or other changes in the Member's status occurs.

SECTION XII CALL-IN STATUS

- A. Any Member requesting a change to Call-In status shall submit a Change in duty Slot form to the Supervisor of Dispatch which states the reason(s) for the change and date for which the change is requested.
- B. The Supervisor of Dispatch shall review the request and approve or disapprove the change in status after discussion with the Chief. The review, discussion, and approval or disapproval shall be completed within two (2) weeks from the date on the Change in Duty Slot form.
- C. The Supervisor of Dispatch shall contact the Member requesting the change to Call In status and notify said Member of the decision.
- D. The change to Call In status shall not commence until notification by the Supervisor of Dispatch.

ARTICLE XXIII RESIGNATION AND TERMINATION

SECTION I RESIGNATION

- A. Any Member may resign from the Organization by submitting written notification to the 1st Assistant Chief, stating the reason(s) and date of which the resignation will be effective.
- B. The 1st Assistant Chief shall present the Member's resignation to the Line Officers at the next regular scheduled Line Officers Meeting. The Line Officers shall make a determination for approval or disapproval of recommendation for resignation in good standing.
- C. The Member's resignation notification, along with the Line Officers' recommendation, shall be presented to the Board of Directors by the Chief, or the Chiefs surrogate, at the next regular scheduled Board of Directors Meeting.
- D. The Board of Directors shall make the final approval or disapproval for resignation in good standing.
- E. Members who resign in good standing and renew their Membership are entitled to have their previous Active Duty time applied to their renewed Membership after they are approved for Regular Membership status. Application for previous time shall be limited to three (3) years from date of resignation to date of renewal of Membership.
- F. Members who resign must return all Organization issued uniform and equipment to a Line Officer or a Board of Director Member at the time of their resignation.
- G. Failure to comply with the return of all Organization issued uniform and equipment will result in legal action to recover same.

SECTION II TERMINATION

- A. Probationary and Student members may be terminated for infractions of the by-laws and/or Standing Operating procedure without having formal charges submitted against them. (Revised 4/93)
- B. Any member that is terminated may be banned from any or all Organizational functions and properties. Persons that are terminated may be denied membership applications. (Revised 4/93)
- C. Any member who is terminated must return all Organization issued uniform and equipment to a Line Officer or a Board of Director Member at a date and time arranged by the Line Officer and /or Board of Directors.
- D. Failure to comply with the return of all Organization issued uniform and equipment will result in legal action to recover same.

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Glossary

DUTY ROSTER – Shall be defined as the list of all Active Members who are available for active duty.

DUTY SLOT – Shall be defined as a specific day and time period for which a Member is committed to perform their minimum required hours of duty each week.

MEMBERSHIP ROSTER – Shall be defined as a list of all Members of the Organization compiled from all Membership categories.

ACTIVE – Characterized by current activity participation or use: active member, active duty. (Rev. 2009)