

GALENA AREA EMT ASSOCIATION

BY-LAWS



EMT Association Approval 17jul18

GAEMSD Board Approval 26jul18

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(EMT Association Approval 17jul18/Board Approval 26jul18)



Article I

Name

- 1.1 The name of this organization shall be the Galena Area EMT Association, referred to as the 'Association.'

Article II

Mission Statement

- 2.1 The mission of the Galena Area EMT Association is to contribute to the quality of life within the Galena Area Emergency Medical Service District, hereafter referred to as the 'District', by providing prompt and quality emergency medical services to all who reside in, and visit, our area.

Article III

Membership

- 3.1 Members of the Association shall be referred to as active, student, and social members.
 - 3.1.1 By-Laws refer to Active members, unless otherwise noted, and shall include Probationary Members, unless otherwise stated in Article XI, section 11.2.
- 3.2 Active members must have a current state licensure a CPR certification, have a valid driver's license and be approved by the District.
- 3.3 Active members having completed the six-month probation period; including the Recruit Orientation and the Mentorship Program may vote as stated in Article XI, Section 11.3.
- 3.4 Social members are inactive members who have retired or are unlicensed, with a minimum of 10 years of active service with the District, who desire to participate in Association activities.
 - 3.4.1 Social members may attend Association meetings and in-service training, but do not have voting privileges.
- 3.5 Student members are individuals, grade 9 or higher, pursuing training/education in an EMS based program.
 - 3.5.1 Student members may attend Association meetings and in-service training, but do not have voting privileges.

- 3.6 Applicants for membership in the Galena Area EMT Association must:
- 3.5.1 Represent the EMS District with pride, respect, and integrity.
 - 3.5.2 Attend Association meetings.
 - 3.5.3 Respond to emergency calls.

 - 3.5.4 Attend non-emergency functions and activities.
 - 3.5.5 Respect the Chain-of Command.
 - 3.5.6 Be willing to devote the time necessary to provide excellent quality care.
 - 3.5.7 Maintain the required training requirements necessary for certification and license requirements.
 - 3.5.8 Carry out directives as required by the mission of the EMS District.
 - 3.5.9 Adhere to all By-Laws, Policies, Protocols, and Guidelines.
 - 3.5.10 Serve a six-month probationary period term prior to becoming an active member.
 - 3.5.11 Successfully complete Recruit Orientation and Mentorship Program.

Article IV

Officers

- 4.1 Association Officers shall be the: President, Vice President, Secretary, Treasurer, Public Relations Liaison, District Board Representatives-at-Large (2), and one Alternate District Board Representative-at-Large. These Officers shall constitute the Executive Committee.
- 4.2 The officers shall be elected from the voting membership.

Article V

Term of Office

- 5:1 Officers shall serve for two-year terms.
- 5.2 There shall be no term limits for officers.
- 5.3 There shall be annual elections and terms of offices will be staggered as follows:
 - 5.3.1 Terms of office will be staggered, and elections will take place each year.
 - 5.3.1.1 The President, Treasurer, and District Board Representative (1), will be elected in even numbered years.
 - 5.3.1.2 The Vice-President, Secretary, Public Relations Liaison, and District Board Representative (1) will be elected in odd numbered years

Article VI

Nominations

- 6.1 A three-member Nominating Committee with one chairperson shall be appointed by the President at the annual August meeting.
- 6.2 All nominees for office must be active members in good standing.
- 6.3 A slate of all nominees for office must be submitted to the Secretary a minimum of 15 days prior to the annual election at the October meeting. Nominations from the floor at the October meeting are permitted.

Article VII

Election

- 7.1 The election of officers shall be held at the October regular meeting.
- 7.2 Elections are conducted by the President or designee.
- 7.3 Elections are conducted by secret ballot.
- 7.4 The president shall appoint two election judges, who are not running for office, to tally votes.
- 7.5 In the event of three or more candidates nominated for the same office, a primary election will be held for the purpose of moving forward with the two top vote-getting candidates, followed by the final election.
- 7.6 Elections shall be determined by a majority vote.
- 7.7 In the event of a tie vote, the presiding officer will break the tie by drawing lots.

Article VIII

Succession

- 8.1 If the Office of President is vacated, the Vice-President shall assume the role of the President for the remainder of the term.
- 8.2 The Executive Committee shall nominate a replacement for all other vacated offices for the remainder of the term.
 - 8.2.1 A nominee so appointed shall be confirmed by a majority of members present at the next regular monthly meeting.

Article IX

Duties and Responsibilities of Officers

9.1 It shall be the duty of the **President** to:

- 9.1.1 Preside over the monthly meeting of the Association.
- 9.1.2 Provide a meeting agenda to the Secretary for distribution to all Association Members a minimum of seven days prior to the meeting.
- 9.1.3 Maintain order and parliamentary procedure at meetings.
- 9.1.4 Oversee correspondence for the Association, in coordination with the EMS Coordinator.
- 9.1.5 Call meetings of the Executive Committee.
- 9.1.6 Establish permanent and ad hoc committees to conduct Association business, as needed.
- 9.1.7 Appoint Association members to permanent and ad hoc committees.
- 9.1.8 Vote to break a tie, and during an election of officers.
- 9.1.9 Serve as an ex-officio member on all committees.
- 9.1.10 Ensure all material turned over to the new President is complete.

9.2 It shall be the duty of the **Vice-President** to:

- 9.2.1 Perform the duties of the President in his/her absence, or as directed.

9.3 It shall be the duty of the **Secretary** to:

- 9.3.1 Preside at the meeting of the Association in the absence of the President and Vice-President.
- 9.3.2 Maintain accurate Association meeting minutes.
- 9.3.3 Maintain attendance records for Association meetings.
- 9.3.4 Maintain a current list of active members of the Association.
- 9.3.5 Provide via email; a meeting agenda, the previous meeting minutes, and a current Treasurer's Report to all Members and the Secretary of the District at least 48 hours prior to the monthly meeting.

9.3.6 Ensure that all material pertaining to the office of Secretary, in good order, is turned over to a newly-elected Secretary.

9.4 It shall be the duty of the **Treasurer** to:

9.4.1 Establish and maintain procedures for the Association finances to ensure accurate financial reporting.

9.4.2 Accurately record the financial transactions of the Association.

9.4.3 Ensure all Association disbursements are properly reviewed and approved.

9.4.4 Ensure all checks received by the Association are deposited in a timely manner.

9.4.5 Ensure the Association's banking resolutions are current.

9.4.6 Provide a monthly Treasurer's report.

9.4.7 Prepare an annual budget for the Association

9.4.8 Provide the District Treasurer with copies of Association financial documents as requested

9.4.9 Cooperate with the District Treasurer and outside accountants in conducting the District's annual audit.

9.4.10 Handle all financial correspondence of the Association, including 'thank-you' letters.

9.4.11 Ensure all material turned over to the new Treasure is complete.

9.5 It shall be the duty of the **Public Relations Liaison** to:

9.5.1 Coordinate and communicate public relation activities and events, at the direction of the Coordinator or President, to Association members.

9.5.1 Facilitate events and activities involving the Association, under the direction of the Coordinator or President.

9.5.2 Assist the Coordinator to communicate with external organizations regarding Association business.

9.5.3 Assist the Coordinator as a contact for media services, as directed.

9.6 It shall be the duty of a **District Board Representative** to:

9.6.1 Act as a liaison between the members of the Association and the District Board of Directors.

- 9.6.2 Attend monthly meetings of the District Board as a representative of the Association.
- 9.6.3 Report any pertinent information from the Association to the District during the next regular District meeting.
- 9.6.4 Report any pertinent information from the District Board meeting during at the next regular Association meeting.
- 9.7 It shall be the duty of **Executive Committee** members to:
 - 9.7.1 Attend regular monthly meetings of the Association and special meetings of the Executive Committee as requested by the President.
 - 9.7.2 Participate in the monthly meeting agenda as directed by the President.
 - 9.7.3 Review new member applications and offer input to the President.
 - 9.7.4 In conjunction with the Coordinator, review cases of internal problems and forward recommendations for resolution to the membership-at-large.
 - 9.7.5 Ensure all grievances are properly pursued, using the chain of command outlined in the *Grievance Policy*.

Article X

Duties and Responsibilities of Association Members

It shall be the duty of Association Members to:

- 10.1 Attend District monthly training meetings unless excused in advance by either the President or the Coordinator in accordance with Article XIII, Section 13.10.
- 10.2 Attend the Association's monthly business meeting, in accordance with Article XIII, Sections 13.1.
- 10.3 Abide by all Association By-Laws, Policies, Directives, Protocol and Standard Operating Guidelines that serve as administrative and operational policy.
- 10.4 Actively participate on member committees and subcommittees as requested.
- 10.5 Do not accept personal remuneration for her/his services while functioning as an Association member.
- 10.6 Conduct him/herself in a legal, professional, civil, ethical, and safe manner in all operational and administrative activities related to membership in the Association.

- 10.7 Obey all laws while responding to emergency calls via their personal vehicle.
- 10.8 Perform his/her duties throughout an emergency response by working safely and as a team member, treating illness and injury, rendering quality care to all patients, and providing comfort to patients and family members.
- 10.9 All active members must take call time for a minimum of 12 hours per month in four, six, or twelve-hour block

Article XI

Probation

- 11.1 Each new member will be placed on a six-month probation and subject to a performance review by the Coordinator at three (3) and six (6) months. While not all-inclusive, this review will consist of training attendance and performance, attendance at meetings and in-service training, attendance and performance at emergency responses, rule compliance, and compatibility with other members.
- 11.2 Probationary members shall have no voting privilege.
- 11.3 Upon successful completion of the Recruit Orientation, Mentorship, and probationary period, the probationary member will be placed on the Association roll call as an active member with all the rights, privileges and responsibilities of Association membership, and as such, will be entitled to the privileges of active members of the Association, as well as be subject to all the responsibilities of membership in the Association.

Article XII

Leave of Absence

- 12.1 Any member may request a leave of absence for time exceeding two months, from meetings, calls, or both, for personal reasons with the following requirements and restrictions:
- 12.1.1 All requests for a leave of absence shall be provided to the Coordinator in writing, specifically identifying the type of leave, the reason for the leave, and the time period for the leave.
- 12.1.2 The Coordinator shall approve all leaves and shall advise the Association and the Board of a member's leave of absence.
- 12.1.3 No more than a six-month leave will be granted during any twelve-month period.
- 12.1.4 A member on authorized leave will relinquish his/her right as a voting member while on leave and will not be considered an Active Member.
- 12.1.5 A leave of absence shall not be granted to a probationary member.

Article XIII

Meetings and Attendance

- 13.1 The Association Business Meeting shall be held immediately following the monthly in-service training on the first Tuesday of every month unless otherwise agreed upon by the Coordinator and the President.
- 13.2 A meeting packet consisting of an Agenda, the Minutes of the previous meeting and a current Treasurers report will be provided to Association members electronically at least ten calendar days prior to the meeting. This packet will also be available to those in attendance at the meeting.
- 13.3 Attendance will be determined by roll-call prior to monthly in-service training and a roster will be signed by each member during the Association Business Meeting. Responding to a roll call or signing a roster cannot be delegated to another person.
- 13.4 Meetings will be conducted following parliamentary procedure using Robert's Rules of Order.
- 13.5 A quorum will consist of 50% plus one of the current active roster members.
- 13.6 The executive committee will review absences a minimum of every two months to check for excessive absenteeism.
- 13.7 Active members with three (3) unexcused absences in a rolling 12-month period are in violation of association guidelines for membership and will be notified via written notice that they have not met association guidelines for membership thus their membership is being revoked. They may submit a written request to the Executive Committee requesting reconsideration of membership. The Executive Committee will review and render a decision within thirty (30) days of receipt of the written request.
- 13.8 An absence is excused for the following reasons: illness of active member or illness/death of immediate family member; work responsibilities; scheduled vacations or events not under the control of the member; or an extreme circumstance that is not foreseen.
- 13.9 Approved absences must be approved by the Coordinator prior to the next meeting.
- 13.10 All members must attend at least eight (8) EMT Association meetings per year.

Article XIV

By-Law Update and Revision

- 14.1 By-Laws shall be updated and ratified every two years, or as needed in accordance with Article XIV, Section 14.7.
- 14.2 At the first monthly EMT Association meeting on every even numbered year, the President will request three volunteers to serve on an ad hoc By-Law Committee to review current By-Laws. If an insufficient number of volunteers come forward, the President will appoint members for a total of three members of the ad hoc By-law committee. One committee member will serve as the designated Chairperson.
- 14.3 The By-Law Committee will report their findings to the membership at the following April meeting of the Association. A report of findings will be presented to the membership by the Chairperson and the President will preside over the discussion. Suggestions will be taken by the committee and proposed changes to the By-Laws will be distributed 15 days prior to the May meeting.
- 14.4 The By-Laws will be brought to a vote by the membership at the regular May Association meeting. Upon passage by the Association, the By-Laws will be presented to the District Board of Directors at their regular May meeting. If approved, they will become effective immediately. If rejected, the current By-Laws will remain in effect until all issues concerning the proposed by-laws are rectified and returned for an affirmative vote of the membership.
- 14.5 Passage of the By-Laws requires a quorum and majority vote of the membership in attendance.
- 14.6 Upon ratification of the members and approval by the Galena Area District EMS Board of Directors, the By-Laws become binding upon all members of the Association.
- 14.7 Once ratified, the By-Laws can only be modified by the Executive Board; if a new or revised law renders a By-Law invalid, when a safety issue is involved, or when a specific critical or timely issue arises that is not addressed by the existing By-Law document or other Association policy.

Article XV

Dissolution

- 15.1 Upon the dissolution of this Association the net assets of the Association shall be transferred to the Galena Area Emergency Medical Service District to be included as a part of their assets.