

# KENDALL PARK FIRST AID AND RESCUE SQUAD

## CONSTITUTION and BY-LAWS

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## Instructions for Use:

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# CONSTITUTION

## Article 1

- Section 1      The corporate title of this organization shall be Kendall Park First Aid and Rescue Squad, Inc.
- Section 2      The purpose of this organization shall be to rescue and render first aid to victims of sudden illness or accident, to provide ambulance service, and to promote safety in all its branches.

## Article 2

- Section 1      Its membership shall consist of the following classes: Active, Inactive, Associate, Honorary, and Life.
- Section 2      Active membership shall consist of persons who are physically able to perform their duties and are residents of Kendall Park or its immediate vicinity and shall be at least 18 years of age.
- Section 3      Inactive membership shall consist of persons who were active members and are unable to meet the requirements of Article 2, Section 2, and have been granted a leave of absence. They shall not practice first aid in the name of the Kendall Park First Aid and Rescue Squad and shall have no vote.
- Section 4      Associate membership shall be given to persons who continually and regularly render services to this organization, they must not practice first aid in the name of the Kendall Park First Aid and Rescue Squad and shall have no vote,
- Section 5      Honorary, membership shall be given to persons of good character who have rendered a service or extraordinary financial assistance to this organization in furthering its cause. They shall not practice first aid in the name of the Kendall Park First Aid and Rescue Squad and shall have no vote,
- Section 6      Life membership shall be given to retiring members who are charter members or who have served 10 years as an active member in good standing. They shall not practice first aid in the name of the Kendall Park First Aid and Rescue Squad and shall have no vote.

## **Article 3**

- Section 1 No member shall hold more than one (1) elected office at one time, except in the case of Trustees, who may be from among the Executive Board or Line Officers, with the exception of the President, Vice-President and Treasurer, who may not be Trustees.
- Section 2 There shall be elected from the active membership an Executive Board of the Kendall Park First Aid and Rescue Squad, consisting of: President, Vice- President, Recording Secretary, Corresponding Secretary, and Treasurer. These Officers shall comprise the Executive Board.
- Section 3 There shall be elected from the active membership Squad Control or Line Officers consisting of: **Chief, Deputy Chief, Captain, and Lieutenant.**

## **Article 4**

- Section 1 There shall be elected from the active membership and/or life membership of the Kendall Park First Aid and Rescue Squad three (3) members to be known as the Board of Trustees.

## **Article 5**

- Section 1 There shall be one (1) regular business meeting held each month, with the exception of July and August, at which time the business of the Kendall Park First Aid and Rescue Squad will be conducted. There shall be at least one (1) meeting of the Executive Board and Line Officers during the months of July and August. Date and time of such meetings will be at the discretion of the President. There will be one (1) regular drill meeting for the purpose of training and equipment familiarization each month.
- Section 2 The December meeting shall be the annual meeting for the election of Officers and any year-end old and new business. Annual Reports shall be due and read on or before the March business meeting.
- Section 3 Special meetings may be called by the President upon written request of Five (5) or more members.
- Section 4 Meetings may be held at a time and place designated by the Executive Board during periods of emergency.

Section 5 Special elections may be held and a written notice shall be sent to all active members of the Kendall Park First Aid and Rescue Squad at least five (5) days in advance of the date when such special election is to be held,

## **Article 6**

Section 1 This constitution may be amended by a vote of two-thirds (2/3) of the total active membership, provided that:

- i. The proposed amendment has been submitted in writing.
- ii. The proposed amendment has been read at the second (2<sup>nd</sup>) preceding regular or special meeting of the Kendall Park First Aid and Rescue Squad.
- iii. Written notice that a proposal to amend this constitution is to be voted upon has been given all active members of the Kendall Park First Aid and Rescue Squad and posted at least seven (7) days in advance of the date when such amendment is to be voted upon.

Ballots of absent members may be received by mail. Voting shall be at the second (2nd) regular meeting following the first reading of the proposed amendment.

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# **BY -LAWS**

## **Article 1**

- Section 1      Any resident of Kendall Park or its immediate vicinity who has attained the age of eighteen (18) years and holds a valid New Jersey driver's license and is willing to uphold the policies of the Kendall Park First Aid and Rescue Squad and subscribe to its constitution and by-laws and who has been accepted by the membership committee as an active member may join.
- Section 2      Active membership shall be limited to seventy-five (75) members. For the purpose of determining total active membership, any active member who has been placed on inactive status pursuant to Article 1, Section 10, shall be counted as an active member.
- Section 3      Application for membership shall conform to procedures outlined in N.J. S.A. 10:5-8 and shall be presented on a Kendall Park First Aid and Rescue Squad application form and forwarded to the membership committee chairperson or designated secretary.
- Section 4      An accepted application shall be read, in the presence of the applicant, at the first scheduled meeting after receipt. The read application shall then be referred to the membership committee for further action. An accepted application shall conform to Article I, Section 1 of these by-laws and include references, physical examination certificate and signed membership agreement complete in all respects,
- Section 5      The membership committee shall take action, in accordance with the procedures outlined in N.J.S.A. 10:5-8, on the accepted application with sixty (60) days after receipt and shall report its findings and recommendation to the membership at a scheduled meeting with this period.
- Section 6      Any active member objecting to any applicant shall state their reasons, in writing, to the membership committee during the prescribed sixty (60) day period. Race, color, creed, sex, age, national origin, ethnic background, physical handicap, or personal objection shall not constitute a reason for rejection.
- Section 7      All new members shall be on a six (6) month probation which may be extended up to one year on membership committee recommendation. They shall be reviewed by the membership committee who, after conferring with the probationary member, shall do one of the following:

1. confer full membership;
2. extend the probationary period, up to one (1) year; or
3. not grant active membership.

An appeal may be made by any active member to the membership committee on behalf of a rejected applicant.

Section 8 Probationary members shall adhere to Kendall Park First Aid and Rescue Squad policies, have no voting privileges, and shall attend scheduled meetings. Prior to becoming Probationary members, all applicants must have completed minimum state requirements as per N.J.S.A. 10:5-8.

Section 9 Full active membership shall be announced and begin at a scheduled meeting, after completion of the Probationary period. Announcement shall be made by membership chairperson, with committee approval.

Section 10 Any active member who is granted a leave of absence in excess of three (3) months in accord with Article 10, Section 1, shall automatically be placed in the Inactive status effective on the date the leave begins.

An Inactive member can be restored to active membership upon the receipt of a written request and/or a doctor's statement to the Captain subject to the approval of the Line Officers and the Executive Board.

Section 11 An Associate member is a person who continually and regularly contributes or renders service to the advancement of the Kendall Park First Aid and Rescue Squad, and is, in the opinion of the Kendall Park First Aid and Rescue Squad members, worthy of such membership.

1. They shall be elected by a two-thirds (2/3) majority at any regularly scheduled meeting.
2. They shall have no voting privileges.
3. They shall hold no office.
4. They may attend Kendall Park First Aid and Rescue Squad meetings.
5. They may volunteer to participate in Kendall Park First Aid and Rescue Squad social functions.

Upon election to Associate membership, such member will be issued credentials identifying him or her as such.

Section 12     An **Honorary member** is a person of good character who has rendered extraordinary service or financial assistance to the advancement of the Kendall Park First Aid and Rescue Squad, and is, in the opinion of the Kendall Park First Aid and Rescue Squad members, worthy of such membership:

1. They shall be elected by a two-thirds (2/3) majority at any regularly scheduled meeting.
2. They shall have no Voting privileges.
3. They shall hold no office.
4. They may attend Kendall Park First Aid and Rescue Squad meetings.
5. They may volunteer to participate in Kendall Park First Aid and Rescue Squad social functions.

Upon election to Honorary membership, such member will be issued credentials identifying him or her as such.

Section 13     A **Life member** is a person who was a Charter Member or who has served on the Kendall Park First Aid and Rescue Squad for ten (10) years as an active member in good standing.

1. They may attend Kendall Park First Aid and Rescue Squad meetings, hold the office of Trustee, and serve on appointed committees like any other member in good standing.
2. They may actively take part in Kendall Park First Aid and Rescue Squad first aid training programs as a member or instructor, but must adhere to Kendall Park First Aid and Rescue Squad first aid training requirements.
3. They may volunteer to participate in Kendall Park First Aid and Rescue Squad social functions.
4. They shall have no voting privileges, except that life members who have been elected to the Board of Trustees may vote during their term of office.
5. They must be sponsored by an active member to be a Life Candidate.

Upon appointment to Life membership, such member will be issued credentials identifying him or her as such.

## **Article 2**

Section 1 All members shall strictly obey all lawful orders of the officers in command, and shall not absent themselves from duty after having joined the apparatus without the permission of the officer in charge.

Section 2 Members shall take an active interest in this organization and shall not absent themselves from more than two (2) duly authorized gatherings of the Kendall Park First Aid and Rescue Squad during any three (3) month period or the member will lose his voting privilege at the next business meeting. The member shall also be subject to discipline action at the discretion of the Executive Board.

Duly authorized gatherings shall consist of the following: regular and special meetings, drills, and the Annual Fund Drive.

Members who have an excused absence for a duly authorized gathering shall not lose their voting privileges at the next business meeting. The excuse must be approved by the Captain and/or the President. If the excuse is not approved the member may appeal the question to the membership.

Section 3 No member under the influence of intoxicating liquors, drugs of a narcotic nature, or medicine which would impair their faculties shall serve a tour of duty or attend a meeting.

No member shall drink intoxicating liquor or use drugs or medicines of a narcotic nature during a tour of duty and shall be responsible to see that strict adherence to this condition is maintained.

Section 4 All active members of the Kendall Park First Aid and Rescue Squad shall adhere to the Kendall Park First Aid and Rescue Squad first aid training requirements.

Section 5 Any member operating the ambulance or other vehicle belonging to the Kendall Park First Aid and Rescue Squad going to or coming from a call, who violates any section of the Motor Vehicle Law shall, if proven guilty, be suspended from active duty pending a decision of the general membership.

Section 6 Any driver or the officer in charge of the ambulance or other vehicle belonging to

the Kendall Park First Aid and Rescue Squad shall, upon returning from a call, complete a detailed and correct account of such call.

Section 7 Any driver of the ambulance or other vehicle belonging to the Kendall Park First Aid and Rescue Squad must operate said vehicle in the manner of, and according to the plan, route and procedure defined and ordered by the **Chief**, in conjunction with state motor vehicle laws.

Section 8 It shall be the duty of each member to secure their own replacement if, for reasons of sickness, work or conditions beyond their control, they cannot stand their tour of duty.

The member shall notify the **Chief** or Line Officer in charge, Crew Chief in charge, and the Back-up Caller, with the name of their replacement.

### Article 3

Section 1 Any member having one year's membership by December 31st shall be eligible to run for and hold office for the following year, provided that they have attended a minimum of two-thirds (2/3) of all business meetings and drills.

Section 2 Nominations from the floor shall be made at the November business meeting. Nominations may be made at the December business meeting only in the event that the member nominated at the November meeting declines the nomination. Candidates defeated for an office may be nominated from the floor for succeeding offices to be voted on.

Section 3 Annual election of Officers shall be by a majority vote of the members present in the form of a secret ballot, and of the members unable to attend in the form of absentee ballots presented to the secretary at the regular business meeting in December.

Section 4 The term of office shall run for a period of one (1) year from January 15th to January 14th.

Section 5 In the event that there is no nomination for an office, it will be the duty of the newly elected President with the approval of the newly elected Officers to appoint, to that office, a member who has the qualifications stated in Article 3, Section 1 of these bylaws.

Section 6 No nominations from the floor will be accepted unless the nominee accepts in



person or unless written acceptance is presented to the secretary.

The nominating committee shall secure the acceptance of its nominees.

Section 7 No member shall nominate himself or second their own nomination.

Section 8 The Trustees of the Kendall Park First Aid and Rescue Squad shall be elected to a thee (3) year term of office.

## **Article 4**

Section 1 Members shall vote by secret ballot.

Section 2 Members shall vote for each officer separately in the following order: President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, **Chief, Deputy Chief, Captain, and Lieutenant.**

Section 3 The votes shall be tabulated by two tellers appointed by the President.

Section 4 In the case of two (2) consecutive tie votes for a given office, a majority of the outgoing Executive Board will decide the election,

Section 5 Any member resigning from an elected office shall not be eligible for appointment to any office for the remainder of the calendar year at the discretion of the Executive Board and Line Officers.

Section 6 If a Trustee is elected to the office of President, Vice-President, or Treasurer, the unexpired term of such Trustee shall be filled by a special election at the next regular business meeting.

Members nominated for this unexpired term must have all the qualifications stated in Article 3, Section 1 of these by-laws,

## **Article 5**

Section 1 PRESIDENT

It shall be his duty to preside over all meetings, preserve order, and decide all questions of order put to or appealed to him in accordance with "Roberts Rules of Order" and the by-laws of the Kendal Park First Aid and Rescue Squad.

He shall have the right of casting the deciding vote when the assembly is deadlocked except where a two-thirds (2/3) majority vote is required.

He shall have the right to vote at all elections.

He shall countersign all approved checks upon the treasury in conjunction with the Treasurer.

He shall be an ex-officio member by virtue of office of all executive committees.

He shall have the right, with the approval of the majority of the newly elected Officers, to appoint a member to an elected office for which there was no nomination. He shall have to right to appoint all committees and their chairpersons. He shall call special meetings whenever he deems it necessary.

He shall be authorized to spend up to one hundred dollars (\$100.00) annually for administrative or secretarial supplies.

## Section 2 VICE-PRESIDENT

He shall assist the President in the discharge of his duties and in the absence of the President shall discharge the duties of President as outlined in Article 5, Section 1 of these by-laws.

## Section 3 TREASURER

He shall receive all monies of the Kendall Park First Aid and Rescue Squad and give receipt for same.

He shall deposit all monies in the bank approved by the Executive Board not later than five (5) days after receipt of same.

He shall keep a true and accurate account of all receipts and disbursements. He shall countersign all approved checks of the Kendall Park First Aid and Rescue Squad in conjunction with the President and Vice-President.

He shall make a monthly report at each regular business meeting. **This report shall include:**

- 1. An accounting of year-to-date income and expenses,**
- 2. A listing of all disbursements affected since the last meeting.**

This report shall be submitted, in writing, to the recording secretary within 5 days of the regular business meeting.

He shall meet each quarterly (1/4) period with the Board of Trustees for the proper audit of the books and present a semi-Annual report to the membership of the Kendall Park First Aid and Rescue Squad during the month of June and December.

Should he be unable to attend a meeting he shall, before the meeting, provide the President with all necessary books and effects,

#### Section 4      RECORDING SECRETARY

It shall be his duty to keep a faithful and accurate record of all minutes of all meetings.

It shall be his duty to keep a true and current record of member attendance at all approved and constituted gatherings of this organization.

He shall notify all delinquent members.

#### CORRESPONDING SECRETARY

He shall be responsible for all correspondence of the Kendall Park First Aid and Rescue Squad.

He shall notify all members of regular and drill meetings of the Kendall Park First Aid and Rescue Squad at least five (5) days prior to the meeting if it is to be held at other than the usual time and place. Members must be notified at least fort-eight (48) hours prior to special meetings.

He shall pick up mail at the post office at least once weekly.

#### Section 5      TRUSTEES

They shall meet with the Treasurer quarterly and audit the books and records of the Kendall Park First Aid and Rescue Squad in March, June, September, and December.

All audits shall be presented to the membership at the June and December meetings,

They shall maintain an inventory of all Kendall Park First Aid and Rescue Squad property and shall at the December meeting report on the yearly inventory.

They shall, upon the charge of Treasurer, conduct an audit and check the effects of the Kendall Park First Aid and Rescue Squad **before turning** them over to the new Treasurer.

## Section 6 CHIEF

The Chief shall make periodic report to the membership on the progress and aptitude of all probationary members and he shall recommend: to the Membership Committee, accepting for active membership, extending probation, or not granting membership.

He shall have complete charge of and exercise control over all apparatus.

He shall direct the actions of all members of the Kendall Park First Aid and Rescue Squad at first aid calls, drills, and parades.

He shall see that call reports are turned over to the Recording Secretary at the regular meeting.

He shall make a report at all business meetings of all calls since the previous meeting.

He shall make an annual report of all calls by the Kendall Park First Aid and Rescue Squad at the end of the year.

He shall instruct new members in the use of equipment, procedure, and duties relative to the line department with two (2) weeks after the member's admission to the Kendall Park First Aid and Rescue Squad

He shall make up first aid rules, regulations, and procedures and set them forth at the first business meeting in January. Said rules shall be posted for the duration of their existence.

He shall make a monthly call schedule and distribute them at the regular business meeting for the succeeding month.

He may spend up to twenty-five dollars (\$25.00) for first aid supplies per month whenever he deems it necessary.

He shall be in charge of all uniforms and purchase of same.

He shall be allowed to authorize a leave of absence for a period not to exceed one (1) year.

He shall have the right to appoint all necessary positions to assist him in the proper functions of the line such as Motor Sergeant or Training Instructor,

Section 7      DEPUTY CHIEF

He shall perform the duties of **Chief** in the latter's absence. He shall assist the Captain in the performance of his duties,

Section 8      CAPTAIN

He shall perform the duties of **Deputy Chief** in the latter's absence.

He shall assist the **Chief** in the performance of his duties.

Section 9      LIEUTENANT

He shall perform the duties of **Captain** in the latter's absence.

He shall assist the **Chief** in the performance of his duties.

Section 10      CHAPLAIN

He shall say a prayer immediately after the opening ceremony at all meetings.

He shall contact the religious leaders (misters, priests, rabbis) in connection with any appropriate Kendall Park First Aid and Rescue Squad functions.

Section 11      All nouns and pronouns of the masculine gender utilized in this chapter shall be construed to include the female gender.

## **Article 6**

Section 1      Appointment of delegates and alternates shall be made by the President

Section 2      They shall attend all meetings of the 14th District of the New Jersey First Aid Council and report on same to the Kendall Park First Aid and Rescue Squad at the next regular meeting.

Section 3 Alternates shall attend any of the above meetings and in the absence of the delegates assume their responsibilities.

## **Article 7**

Section 1 The President, immediately upon taking office each year, shall appoint the following committees: Welfare, Membership, Ways and Means, Public Relations, Constitution and By-Laws, House, Refreshment, plus any other he deems necessary.

Section 2 The Welfare Committee shall visit all sick or disabled members and shall arrange for such aid to members in distress as may be deemed necessary.

Section 3 The Membership Committee shall consist of Chairperson, Executive Board, Line Officers and members totaling fifteen (15) in number and shall investigate thoroughly all accepted applications for membership in accordance with Article 1, Section 10 of these by-laws,

Section 4 It shall be the duty of the Ways and Means Committee to provide and arrange for Kendall Park First Aid and Rescue Squad sponsored functions from time to time so as to realize a financial return. This committee shall also act as financial advisor to the Executive Board.

Section 5 The Public Relations Committee shall be charge with the promotion of public support of the Kendall Park First Aid and Rescue Squad program by proper contact with the daily and weekly news publications and through such other means which may be at their command.

Section 6 It shall be the duty of the House Committee to keep the building clean and ready for all meetings. This committee is also to report to the President any damage done to the building or apparatus. Supervision of housekeeping days is also a responsibility of the House Committee.

Section 7 The Constitution and By-Laws Committee shall see that all changes and amendments are duly recorded, properly worded and posted. This committee shall consider all proposed amendments to the Constitution or By-Laws and shall present all proposals to the membership with their recommendations.

Section 8 It shall be the responsibility of the Refreshment Committee to provide suitable refreshments at regular meetings and at other duly authorized gatherings when deemed necessary. The general membership will cooperate with the committee in this regard.

## Article 8

- Section 1 Regular business meetings of the Kendall Park First Aid and Rescue Squad shall be held on the third (3rd) Wednesday of each month with the exception of July and August at 8:00 P.M. promptly, or in case of religious or national holidays at the discretion of the President.
- Section 2 Regular drill meetings of the Kendall Park First Aid and Rescue Squad shall be held on the first (1st) Wednesday of each month at 8:00 P.M. promptly, or at the discretion of the Chief in case of religious or national holidays or when the nature of the drill makes this time impractical.
- Section 3 All meetings shall be held in accordance with "Roberts Rules of Order" where not specifically contradicted by these by-laws,
- Section 4 Special meetings of the Kendall Park First Aid and Rescue Squad shall be called by the President upon written request of not less than five (5) members, or by action of the members at a regular or drill meeting.
- Section 5 Notice of special meetings must be given to the membership at least two (2) days in advance of the meeting.
- Section 6 No member shall be permitted to leave a business meeting until after the meeting is adjourned unless he has the consent of the President or the member will be marked absent.
- Section 7 No member arriving late at any business meeting will be admitted until after the reading of the unapproved minutes.
- Section 8 A quorum of the membership shall consist of not less than one-quarter (1/4) of the total membership.
- Section 9 If an emergency call is received before or during a business meeting, all major items requiring membership vote shall not be voted upon until the crew answering the call returns to the meeting.

However, if all other business of the squad has been completed, and the crew answering the call has not yet returned to the meeting; the President, or, in his absence the Vice-President, may move any item requiring membership vote and take a vote of the members present. If, such a vote is taken, the President, or, in his absence the Vice-President, shall inform the crew members answering the call, as soon as feasible upon their return, of the outcome of the vote. Any crew member

answering the call, if they were eligible to vote at the meeting, may object to the vote. If they object, they must do so in writing to the President within five (5) days of being informed of the vote. If such an objection is raised the vote shall be voided and the President shall inform all members of the Squad that the vote was voided. The vote shall be taken at the next regular business meeting or at a special meeting, if one is requested.

Section 10      The order of business at the regular meeting shall be as follows:

1. Opening ceremony
2. Reading of unapproved minutes
3. Roll call of members
4. Communications and correspondence
5. Treasurer's report
6. Payment of bills
7. Captain's report
8. Report of committees
9. Unfinished business
10. New business
11. Adjournment

## **Article 9**

Section 1      Subsequent to the annual election in January and prior to the regular business meeting in January, a meeting shall be held of the newly elected Executive and Line Officers for the purpose of preparing a proposed budget. The date and time for the meeting shall be at the discretion of the President.

The proposed budget shall set forth the proposed budget shall set forth the operating budget for the calendar year and shall include projected income and proposed expenses.

The proposed budget shall set forth the proposed budget shall set forth the operating budget for the calendar year and shall include projected income and proposed expenses.

The proposed budget shall be balanced in that proposed expenses cannot exceed projected income.

The Treasurer shall present the proposed budget to the membership at the January business meeting for approval as the first item under old business.



The proposed budget must contain at least the following line items:

1. Operational equipment purchases. This line item shall be further subdivided into the following categories: first aid supplies, radios and pagers, fire rehabilitation equipment, rescue equipment and ambulance equipment.
2. Office equipment purchases. This line item shall be further subdivided into the following categories: computers/systems, office equipment, and building equipment.
3. Maintenance of vehicles.
4. Maintenance of operational equipment.
5. First aid supplies
6. Operational supplies
7. Office supplies
8. Building maintenance cost
9. Building maintenance supplies
10. Uniforms
11. Personal Protective Equipment
12. Training. This line item shall be further subdivided into the following categories: equipment, supplies, and course fees.
13. Membership related costs. This line item shall be further subdivided into the following categories: incentives, installation dinner and recognitions, health club fees, and general welfare cost.
14. Mortgage.
15. Insurance. This line item shall be further subdivided into the following categories: general liability coverage, automobile liability coverage, automobile damage coverage, injury accident insurance, life insurance, and the bonding of officers.

16. Utilities. This line item shall be further subdivided into the following categories: Gas, electric, phone, data services.
17. Fund drive expenses.
18. Bank fees and charges.
19. Professional Services costs. This line item shall be further subdivided into the following categories: accounting and other services.

Section 2      Upon approval of the proposed budget by a majority of active members eligible to vote and present at the regular January business meeting, disbursements shall be made by the Treasurer as follows, provided they do not exceed the amounts budgeted for said line items in the approved budget.

1. Disbursements for equipment purchases, maintenance of vehicles, maintenance of equipment, first aid supplies, operational supplies, uniforms, and personal protective equipment shall be made upon written approval of the Chief or his designee. Any such disbursement in excess of five thousand dollars (\$5,000) shall be made only upon written approval of the Chief and another line officer.
2. Disbursements for office equipment, building maintenance costs, building maintenance supplies, membership related costs, mortgage, insurance, utilities, fund drive expenses, bank charges and fees, and professional service costs shall be made upon the written approval of the President or his designee. Any such disbursement in excess of five thousand dollars (\$5,000) shall be made only upon written approval of the President and the Vice-President.
3. Disbursements for training shall be made upon the written approval of the Chief or his designee, with the written concurrence of the President or his designee. Any such disbursement in excess of five thousand dollars (\$5,000) shall be made only upon written approval of the Chief and another line officer with the concurrence of both the President and Vice-President.

Section 3 All other disbursements of Kendall Park First Aid and Rescue Squad funds except as provided for in these by-laws must be approved by the membership at the regular business meeting.

Section 4 In the event that a proposed budget is not approved by the general membership at the January business meeting, then disbursements of Kendall Park First Aid and Rescue Squad funds must be approved by the membership at its regular business meetings.

However, the following disbursements may be made without the approval of the general membership, upon the written approval of the President or, in his absence, the Vice-President: utilities, mortgage, emergency vehicle repairs, reorder of exhausted first aid supplies, and emergency replacement or repair of first aid equipment.

A meeting of the executive and line officers shall be scheduled by the President at a date and time selected at his discretion. The meeting shall be held for the express purpose of preparing a revised proposed budget. This revised proposed budget shall be presented to the general membership for their approval at the next regular business meeting. In the event this revised proposed budget is not approved, the executive and line officers shall continue to meet monthly, at times and dates selected by the President at his discretion, with the express purpose of preparing a revised proposed budget, until such time as a proposed budget is approved by the general membership at a regular business meeting.

Section 5 Disbursements shall not be made in excess of the remaining budgeted amount for a line item unless such disbursement has been expressly approved in advance by the general membership.

Section 6 An approved budget may be revised by a majority vote of active members eligible to vote and present at a regular or special business meeting. A proposed revised shall be balanced in that proposed expenses cannot exceed projected income.

Section 7 Amounts budgeted but not spent in a calendar year shall revert to the general funds and may be allocated in any manner for the proposed budget of the following calendar year.

Amounts expressly approved by the general membership for disbursement if not disbursed by the end of the calendar year shall be included in the budget for the following calendar year. If not disbursed in the following calendar year, the

amount expressly approved shall revert to the general funds and need not be included in any subsequent budget without an express approval by the general membership.

Section 8 All disbursement checks of the Kendall Park First Aid and Rescue Squad must be signed by two (2) of the following: President, Vice-President, and Treasurer. The date of the meeting at which the disbursement was authorized shall be noted by the treasurer in his records.

Section 9 The squad shall maintain bonds on all executive and line officers responsible for the disbursement of squad funds.

Section 10 There shall be no assessment levies on the members.

## Article 10

Section 1 Homeland Security Presidential Directive / HSPD-5, dated February 28, 2003, established the National Incident Management System (NIMS); and recognizing that the NIMS establishes a single, comprehensive approach to domestic incident management to ensure that all levels of government across the Nation have the capability to work efficiently and effectively together using a national approach to domestic incident management; and that the NIMS provides a consistent nationwide approach for Federal, State, and local governments to work together to prepare for and respond to, and recover from domestic incidents regardless of the cause, size or complexity.

The NIMS provides for interoperability and compatibility among Federal, State and local capabilities and includes a core set of concepts, principles, terminology and technologies covering the incident command system, unified command, training, management of resources and reporting.

Recognizing its role as a responder to domestic incidents, this organization adopts the National Incident Management System (NIMS) as its system of preparing for and responding to disaster incidents. Limited by its financial means, this organization will strive to be compliant with the NIMS, in accordance with Federal, State, and local directives.

Section 2 The Chief shall annually review the Standard Operating Procedures to ensure they are consistent with current protocols of the NIMS and follow the framework of the Incident Command System (ICS), including consistent application of Incident

## Action Planning and Common Communication Plans.

- Section 3 This organization shall coordinate with Federal, State, and local governments and other stakeholders in the development and use of an integrated multi-agency coordination system.
- Section 4 When applicable, In the event of a disaster incident, the members of this organization will utilize a Joint Information System and Joint Information Center to communicate timely and accurate information to Federal, State, and local governments; other stakeholders, and the public.
- Section 5 The **Chief**, or his designee, will annually review the local government's Emergency Action Plan and, as appropriate, will participate in and make recommendations in the interest of this organization to better serve the public in the event of a disaster incident.
- Section 6 The President, or his designee, will promote interagency mutual aid agreements between this agency and other emergency medical service providers as well as other stakeholders, to provide for an adequate response within the coverage area of this organization in the event of a local disaster incident.
- Section 7 This organization, under the coordination of the training officer, will provide periodic training to its members with respect to the NIMS and the ICS. Said training will include an annual review of the current plans and protocols applicable to this organization. This organization will also participate in at least one training exercise of drill annually, where the NIMS and the ICS are implemented.
- Section 8 All probationary members will complete the following training prior to being conferred full membership status:
1. ICS-100, An Introduction to the Incident Command System, or its equivalent.
  2. NIMS-700, An Introduction to the National Incident Management System, or its equivalent
- Proof of completion of the training shall be provided to the Membership Committee, who will in turn forward a copy to the training officer, who shall maintain a copy in the members training records.
- Section 9 All members will complete the following training prior to being designated as having crew chief status:
- ICS-200, ICS for Single Resources and Initial Action Incidents, or its equivalent.

Proof of completion of the training shall be provided the training officer, who shall maintain a copy in the members training records.

Section 10 All members seeking to be nominated for a line officer position shall complete the following training prior to being nominated for such a position:

1. ICS-200, ICS for Single Resources and Initial Action Incidents, or its equivalent.
2. ICS-300, Intermediate ICS for Expanding Incidents for Operational First Responders, or its equivalent
3. NRP-800, An Introduction to the National Response Plan, or its equivalent.

Proof of completion of the training shall be provided the training officer, who shall maintain a copy in the members training records. Copies of such records will be made available to the Nominations Committee upon request.

Section 11 All members seeking to be nominated for the Chief position shall complete the following training prior to being nominated for such a position:

1. ICS-200, ICS for Single Resources and Initial Action Incidents, or its equivalent.
2. ICS-300, Intermediate ICS for Expanding Incidents for Operational First Responders, or its equivalent
3. ICS-400, Advanced ICS for Command and General Staff and Complex Incidents, or its equivalent
4. NRP-800, An Introduction to the National Response Plan, or its equivalent.

Proof of completion of the training shall be provided the training officer, who shall maintain a copy in the members training records. Copies of such records will be made available to the Nominations Committee upon request

Section 12 Sections 9 thru 11, inclusive, shall not be enforced prior to the nomination of the officers for the year 2012.

## Article 11

Section 1 If a member expects to be unable to perform normal Kendall Park First Aid and Rescue Squad duties for a period exceeding one (1) week but less than one (1) year, he shall request in writing a leave of absence from the Captain, who shall sign said request. Article 2, Section 3 of the Constitution shall apply in these leaves of absence.

Section 2 Normal vacation will not be considered a leave of absence.

## Article 12

- Section 1 Any member failing to perform the duties relative to line responsibility outlined by these by-laws is subject to immediate suspension by the Chief,
- Any member found to be guilty of improper conduct or a specific violation of these by-laws may be expelled by a two-thirds (2/3) majority vote of the active membership present and voting at the regular business meeting when such charges are tried.
- Section 2 Any member or officer preferring a charge against another member shall state his charge and proof to the membership at the next regular business meeting of the Kendall Park First Aid and Rescue Squad. The member shall then be given the floor to defend himself. After having heard both sides, the remaining members shall cast a secret ballot to decide the case. Two-thirds (2/3) majority vote of the members' present is required.
- Section 3 Required resignation of Kendall Park First Aid and Rescue Squad members will be determined by two-thirds (2/3) majority vote of the Kendall Park First Aid and Rescue Squad members present at a special or regular business meeting upon the recommendation of the Membership Committee. Conditions for required resignation will be as follows:
1. Serious display of incompetence in the line of duty,
  2. Serious display of insubordination so as to disrupt or undermine the efficiency of the Kendall Park First Aid and Rescue Squad.
  3. Behavior and/or attitude that hinders the reputation, well-being and/or proper functioning of the Kendall Park First Aid and Rescue Squad.
  4. Inability to perform normal Kendall Park First Aid and Rescue Squad duties for a period exceeding one (1) year.
- Section 4 Violation of Article 2, Section 2 of these by-laws is sufficient grounds for automatic expulsion. The President shall order the Recording Secretary to notify any member of said violation, in writing, requesting that such member shall return all properties of the Kendall Park First Aid and Rescue Squad, sever all connections with the Kendall Park First Aid and Rescue Squad, or present himself at the next regular business meeting and submit his excuse for absence. The final disposition of such a case shall be determined at the same meeting by the membership present. A two-

thirds (2/3) majority is required for expulsion.

- Section 5 Any officer resigning his office shall submit his resignation to the Recording Secretary in writing and it shall be read at the next regular business meeting. A vacancy created by the resignation of a member of the Executive Board shall be filled as follows: President, Vice-President shall assume the duties of President. Vice-President, Secretaries, or Treasurer vacancies shall be filled by special election of the membership. If the Vice-President declines the office of President, then a special election of the membership shall be held to fill the office of President.
- Section 6 A vacancy created by the resignation of a member of the line officers shall be filled as follows: Captain, vacancy shall be filled by the Captain, vacancy shall be filled by the Assistant Captain. Assistant Captain, vacancy shall be filled by the 1<sup>st</sup> Lieutenant. 1st Lieutenant, vacancy shall be filled by the 2nd Lieutenant. 2<sup>nd</sup> Lieutenant, vacancy shall be filled by a special election of the membership. If a vacancy is created in the line and the descending officer does not desire to ascend to fill the vacancy, the vacancy shall be filled by the subsequent descending line officer, at his option. Any vacancy remaining unfilled shall be filled by a special election of the membership.
- Section 7 If a person has served in any office for a period of six (6) month or more, he shall be considered to have served a full term.

## **Article 13**

- Section 1 There shall be authorized under these by-laws the formation of an auxiliary to the Kendall Park First Aid and Rescue Squad. This auxiliary shall be composed of persons of good character who are interested in the advancement of the Kendall Park First Aid and Rescue Squad
- Section 2 This auxiliary shall be formed under the sanction of the Kendall Park First Aid and Rescue Squad and shall have its constitution and by-laws approved by the Kendall Park First Aid and Rescue Squad membership
- Section 3 The members of this auxiliary shall not practice first aid in the name of the Kendall Park First Aid and Rescue Squad and shall have no vote.

## **Article 14**

- Section 1 These by-laws may be amended by a two-thirds (2/3) majority vote of the



membership present at a regularly business meeting, provided the amendment to be voted upon shall have been presented in writing to the Constitution and By-Laws Committee and read aloud at the preceding regular monthly meeting.

Section 2 All proposed by-law amendments shall be posted no later than seven (7) days after being read in open meeting.

Section 3 Any dispute as to interpretation of these by-laws shall be decided by the President and Constitution and By-Laws Committee with reference to "Roberts Rules of Order."

## **Article 15**

Section 1 There shall be authorized under these by-laws the formation of a cadet corp to the Kendall Park First Aid and Rescue Squad. This cadet corp shall be composed of persons of good character between the ages of sixteen (16) and eighteen (18) years of age.

Section 2 This cadet corp shall be formed under the sanction of the Kendall Park First Aid and Rescue Squad and shall have its constitution and by-laws approved by the Kendall Park First Aid and Rescue Squad membership and shall be limited to a roster of ten (10).

Section 3 The regulation and control of the cadet corp shall be the function of the line Officers who shall be responsible for the actions and training of the cadet corp.

Section 4 Qualifications for membership in this cadet corp shall be as follows:

1. The age limit shall be sixteen (16) to eighteen (18) years.
2. The cadet shall, during his membership, maintain no less than an 80% average in his scholastic standing.
3. The cadet shall pass a regulation Kendall Park First Aid and Rescue Squad physical administered by a physician.
4. The cadet shall be available for first aid calls during the period designated by the captain in the monthly duty roster.

Any violation in the line of duty by any member of the cadet corp shall be reason for immediate dismissal as determined by the Kendall Park First Aid and Rescue Squad Line Officers. These violations shall be in line with those outlined in the by-laws of

the Kendall Park First Aid and Rescue Squad

Section 5      The Chief shall appoint a Cadet Coordinator who shall oversee and supervise all cadets.

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