



NORFOLK LIONS CLUB AMBULANCE

BY-LAWS

Article I. Name

Section 1.01 The name of the organization shall be the Norfolk Lions Club Ambulance (Hereinafter referred to as the NLCA).

Article II. Finances

Section 2.01 The NLCA shall be sponsored by and financed by the Norfolk Lions Club.

- (a) Contributions from the Town of Norfolk, Town of Colebrook, and private individuals shall be directed to the Norfolk Lions Club.
- (b) It shall be the responsibility of the NLCA to maintain the Ambulance Headquarters and all appropriate equipment.

Article III. Insurance

Section 3.01 Insurance coverage for the NLCA shall be provided, as agreed upon, by the Town of Norfolk.

Article IV. Mission

Section 4.01 The mission of the NLCA is as follows:

- (a) To provide efficient, high quality Emergency Medical Services to all persons within the boundaries of the Town of Norfolk.
- (b) To provide efficient, high quality Emergency Medical Services to all persons within the boundaries of the western region of the Town of Colebrook as defined by the Connecticut State Primary Service Area assignment.
- (c) To assist neighboring communities by providing efficient, high quality Emergency Medical Services upon request for mutual aid.
- (d) To provide safe transportation of all patients to area medical facilities.
- (e) To cooperate with local officials, specifically, the Selectmen of the Town of Norfolk, and the Town of Colebrook in providing Emergency Medical Services and disaster relief.

Article V. Operation

Section 5.01 The NLCA shall operate in accordance with the following:

- (a) All laws and regulations established by the federal government (i.e. the Occupational Safety and Health Administration).

- (b) All laws and regulations established by the State of Connecticut (i.e. the Department of Public Health).
- (c) All regulations established by the Northwest Connecticut Emergency Medical Services Council.
- (d) All laws and regulations established by the successors of these agencies.

Section 5.02 The NLCA shall operate under the medical control of its sponsor hospital, specifically, the Emergency Department Medical Director.

Section 5.03 The NLCA shall provide emergency transportation for patients to the nearest hospital in accordance with Connecticut State Trauma Regulations and/or local medical control.

Article VI. Officers

Section 6.01 The NLCA shall have two divisions of officers, Executive and Operations.

- (a) The Executive Officers of the NLCA shall consist of the Chief, Deputy Chief, Captain, Training Officer, Communications Officer, Secretary, and the President. Duties of the Executive Officers include, but are not limited to those listed below:

- (i) Chief

- 1) Shall preside over all General Membership and Board of Directors meetings.
- 2) Shall establish committees and appoint committee members.
- 3) Shall be the spokesperson for the organization.
- 4) Shall be an ex-officio non-voting member of all committees.
- 5) Shall be or appoint a representative to regional EMS meetings.
- 6) Shall appoint a representative to the Emergency Services Committee of the Town of Norfolk.
- 7) Shall be responsible for the day-to-day operation of the NLCA.
- 8) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

- (ii) Deputy Chief

- 1) Shall assist the Chief in the performance of his/her duties as requested.
- 2) Shall assume all duties of the Chief in his/her absence.
- 3) Shall be responsible for all personnel issues.
- 4) Shall be responsible for maintaining personnel records.
- 5) Shall be responsible for maintaining compliance with local medical protocols.
- 6) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

- (iii) Captain

- 1) Shall assist the Chief and Deputy Chief in the performance of their duties as requested.
- 2) Shall assume all duties of the Chief and Deputy Chief in their absence.
- 3) Shall be responsible for the maintenance of the Headquarters Building.
- 4) Shall be responsible for the maintenance of the Ambulance.
- 5) Shall be responsible for maintaining the supply cabinets.
- 6) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

(iv) Training Officer

- 1) Shall be responsible for all in-service training.
- 2) Shall plan and organize recertification programs, community education programs, and other training forums for the NLCA.
- 3) Shall be responsible for maintaining training records.
- 4) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

(v) Communications Officer

- 1) Shall be responsible for the maintenance of all radios in the employ of the NLCA.
- 2) Shall be responsible for maintaining records of all radios issued.
- 3) Shall be responsible for researching the upgrade, improvement, and modification of current communication systems periodically.
- 4) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

(vi) Secretary

- 1) Shall record the minutes of all regular business meetings of the General Membership.
- 2) Shall record the minutes of all Board of Directors meetings.
- 3) Shall be responsible for maintaining the attendance records of General Membership meetings and Board of Directors meetings.
- 4) Shall be the custodian of all legal records and binding papers of the NLCA.
- 5) Shall notify members of regular business meetings of the General Membership.
- 6) Shall notify members of meetings of the Board of Directors.
- 7) Shall be responsible for the correspondence of the NLCA.
- 8) Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

(vii) President

- 1) Shall assist the Chief and Deputy Chief in the performance of their duties as requested.

- 2) Shall be responsible for the day-to-day administrative business of the NLCA.
 - 3) Shall preside over General Membership meetings when so requested by the Chief.
 - 4) Shall be a liaison to the Norfolk Lions Club when so requested by the Chief.
 - 5) Shall be elected to a two-year term in accordance with Article VIII of the by-laws. The President's election shall be held at the mid-term point of the Chief's term of office.
- (b) The Operations Officers of the NLCA shall consist of the Chief, Deputy Chief, and Captain.
- (i) Duties of the Operations Officers shall be determined by the Board of Directors.
- (c) The Operations Officers and the Board of Directors shall establish the Chain of Command.
- (d) Procedure for filling vacancies of officers: The following shall be the procedure for filling vacancies in the positions of Deputy Chief, Captain, Secretary, Communications Officer, and Training Officer:
- (i) The Chief shall report the vacancy to the General Membership at the next regular business meeting (meeting #1).
 - (ii) Nominations shall be taken and an election held for the open positions at the next regular business meeting of the General Membership following the meeting at which the vacancy was reported (meeting #2).
 - (iii) Should the vacancy occur three (3) or less months prior to the next general election of the NLCA, the vacancy shall not be filled until that election.
 - (iv) In the interim prior to the election to fill a vacated position, the chief shall have the authority to appoint any eligible member to fill said position until the election is held.
- (e) Procedure for filling a vacancy in the Position of Chief
- (i) Should a vacancy arise in the position of Chief, the Deputy Chief shall become Chief and a special election shall be held for the position of Deputy Chief as outlined above.

Article VII. Board of Directors

Section 7.01 The Board of Directors shall be an advisory committee to the Chief of Service and review matters appropriate to the NLCA.

Section 7.02 The Board of Directors shall meet at the discretion of the Chief of Service, upon seven (7) days notice, a minimum of once each year.

- Section 7.03 The Chief shall be a member of and preside over the Board of Directors. The President shall only have a vote in order to break a tie.
- Section 7.04 In addition to the Chief, the Board of Directors shall consist of the following members:
- (a) Deputy Chief
 - (b) Captain
 - (c) Training Officer
 - (d) Communications Officer
 - (e) Secretary
 - (f) No more than two nominees from the General Membership
 - (g) One Representative from the Norfolk Lions Club who is not a member of the NLCA.
 - (h) President
- Section 7.05 The Board of Directors shall total not more than nine (9), nor less than four (4) members.
- Section 7.06 No member of the Board of Directors shall have more than one (1) vote on any single issue.
- Section 7.07 A simple majority vote of those members present and voting shall be required for the passage of motions before the Board of Directors.
- Section 7.08 A quorum of four members of the Board of Directors shall be required for a meeting to be held.
- Section 7.09 The Board of Directors shall be permitted Executive Session at any time for any purpose, in which attendance shall be limited to the Board and invited persons.
- (a) No votes shall be taken while in Executive Session.
- Section 7.10 The Board of Directors shall have the following authority:
- (a) To discipline, suspend, or terminate any member in the course of due process as provided in **Article XI**.
 - (b) To make executive decisions with regard to the general business management of the NLCA.
 - (c) To establish policy and protocol with regard to matters not covered by this document.
- Section 7.11 The Board of Directors shall be held responsible to the General Membership for their actions and are entrusted and obligated to act on behalf of and in the best interests of the NLCA.
- Section 7.12 The Chief shall report all vacancies on the Board of Directors to the General Membership at the next regular business meeting.
- (a) Procedure for filling vacancies of appointed members:

- (i) The Board of Directors shall nominate any eligible member at the next Board meeting. The sitting members of the Board shall vote on whether to approve or not approve said nomination. Upon approval by the Board, said nominee shall immediately take office.

(b) Resignations

- (i) Any member of the Board of Directors may resign from office by submitting a letter of resignation to the Board.
 - 1) Verbal resignations may be accepted if necessary.
 - 2) All resignations must be announced at the next Board Meeting.

Section 7.13 Members of the Board of Directors shall serve two-year terms concurrent with the terms of elected officers.

Article VIII. Elections

Section 8.01 Elections for Officers shall occur every two years as follows:

- (a) The Chief shall appoint a Nominating Committee at the March meeting of the General Membership.
- (b) The Nominating Committee shall distribute the recommended slate of officers and absentee ballots to the General Membership at the April meeting.
- (c) The election shall be held at the May meeting of the General Membership.
 - (i) The designated member of the Nominating Committee shall solicit additional nominations from the floor.
 - (ii) Voting shall be by paper ballot.
 - 1) All members are entitled to one vote per office provided they are not under suspension.
 - (iii) The designated member of the Nominating Committee shall collect and tally the ballots.
- (d) Officers-elect shall take office at midnight (00:01 Hours, 12:01 AM) on the First day of June.

Section 8.02 Eligibility for Office

- (a) Chief and Deputy Chief: The following requirements must be met in order to run for Chief or Deputy Chief.
 - (i) Must be a non-probationary member.
 - (ii) Must be a member for no less than two years.
 - (iii) Must be trained to a minimum of Connecticut State Certified Emergency Medical Technician.
 - (iv) Must not be under suspension.

- (b) Captain and Training Officer: The following requirements must be met in order to run for Captain or Training Officer.
 - (i) Must be a non-probationary member.
 - (ii) Must be a member for no less than one year.
 - (iii) Must be trained to a minimum of Connecticut State Certified Emergency Medical Technician.
 - (iv) Must not be under suspension.
- (c) Communications Officer and Secretary: The following requirement must be met in order to run for Communications Officer or Secretary.
 - (i) Must not be under suspension.
- (d) President: The following requirements must be met in order to run for President:
 - (i) Must be a non-probationary member.
 - (ii) Must be a member for no less than one year.
 - (iii) Must not be under suspension.
- (e) Members may only run for one office at a time. If already in office, a member may run for re-election, or for election to a different office.

Article IX. Membership

Section 9.01 Eligibility: To be eligible for membership in the NLCA, applicants must meet the following requirements:

- (a) Must be a resident of the Town of Norfolk, or a non-resident who is willing to respond to emergencies when within the limits of said town, or be employed in said town and be willing to respond to emergencies during the hours of said employment.
- (b) Persons applying as medical technicians (i.e. MRT, EMT, EMT-I, EMT-P, etc.) must be sixteen (16) years of age or older.
- (c) Persons applying as drivers must be eighteen (18) years of age or older.
- (d) Applicants must be of good moral character.
- (e) Applicants must complete a satisfactory Physical Examination by a licensed physician.
- (f) Applicants must be willing to sign an authorization for the release of information and records for the exclusive use in the performance of a background investigation to be performed by or at the request of the NLCA.
- (g) Applicants under the age of eighteen (18) must have a waiver signed by the applicant's parents and the Chief.
- (h) Applicants must complete and sign an application for membership.
 - (i) Applications for membership may be presented at any regular business meeting of the General Membership. Said application shall then be held for review and consideration until the next

regular business meeting when the Membership shall vote to either accept or not accept the applicant as a member.

- (ii) A simple majority vote is necessary to accept or not accept a new member.

Section 9.02 Membership Types: The following shall be the types of membership in the NLCA. All members are encouraged to attend meetings and training sessions.

- (a) Duty Member: A member shall be a Duty Member when he/she is on the duty roster or is a first responder and is involved with both the business and on-scene emergency medical operations of the NLCA. All certifications must be current.
- (b) Associate Member: A member shall be an Associate Member when that member wishes to be involved with the business of the NLCA, but does not wish to be involved with the on scene emergency medical operations or response aspect of the NLCA.
- (c) Probationary Member: Each new member shall serve a probationary period of no less than six months. During this time, the Board of Directors shall evaluate said member's performance. At the conclusion of said period, the Board shall either extend said member's probation, terminate said member in the course of due process as provided in **Article XI**, or grant said member status as an Associate or Duty Member.
- (d) Honorary Lifetime Member: Past members may be inducted as Honorary Lifetime Members by a two-thirds (2/3) vote of the General Membership present.
 - (i) Honorary Lifetime Members shall not have voting privileges.

Section 9.03 Amendment Effective March, 2000

- (a) Active Associate Member: An Active Associate Member shall be an individual who is between the ages of 14 and 21 years old and an active member of the Norfolk Lions Club Ambulance Explorer Post 456. These members shall be governed by the Norfolk Lions Club Ambulance Explorer Post 456 By-Laws and Operating Procedures. These members shall be covered by Boy Scouts of America Insurance until such time that they apply to become a Duty Member or reach the age of 21.

Section 9.04 Inactive members

- (a) If, within a six month period, a member does not attend a regularly scheduled meeting or a training session or is not scheduled for duty time, that member may be declared inactive by a vote of the officers. This is not a disciplinary procedure.
- (b) In that eventuality the Secretary shall attempt to contact the inactive member by delivery confirmation letter informing him/her that their membership with the NLCA is subject to change.
- (c) If the inactive member becomes active again, no further action shall be taken.
- (d) The member will be removed from the NLCA membership roster if he/she does not respond within 30 days of receipt of the letter, if he/she responds

but continues to remain inactive for the next 6 months, or if the letter is undeliverable.

Article X. Meetings

Section 10.01 Regular business meetings of the General Membership shall be held on the third Thursday of each month.

- (a) The Chief of Service or the Board of Directors may call special meetings upon two (2) weeks notice to the General Membership.
- (b) The General Membership may choose to cancel meetings by simple majority vote at any regular business meeting.
- (c) Except as otherwise set forth in **Article IX** and **Article XI**, a simple majority of those present and voting shall be required for an affirmative vote.

Article XI. Disciplinary Process

Section 11.01 General Complaints: All complaints or charges of misconduct against a member of the NLCA shall be presented in writing to the Chief of Service.

Section 11.02 Serious Complaints: All allegations of misconduct or activities which jeopardize the health, safety, and/or welfare of crewmembers, patients, or the general public, or which poorly represent the NLCA, shall be directed to the Board of Directors for review.

- (a) If the Board of Directors deems it necessary to consider disciplining or terminating a member, a hearing with the accused member shall be scheduled. At said hearing, all concerned parties shall have the opportunity to present arguments.
- (b) The Board of Directors may call for an Executive Session to discuss the testimonies presented and deliberate a decision.
 - (i) Action to be taken shall be determined at this time.
- (c) The Board of Directors shall render a decision within 30 days of the hearing.
- (d) However, an officer may, at any time, suspend a member until such time as a hearing before the Board of Directors can be convened, but, in any case, no later than 14 days after the suspension. Such action may be taken in the field and be effective immediately.

Section 11.03 Appeal: If the accused member disputes the decision of the Board of Directors, he/she may appeal once at the next regular business meeting of the General Membership.

- (a) The General Membership, after hearing all sides of the issue, shall vote on the following two questions:
 - (i) Is the member guilty or not guilty of the charges he/she faces?

- (ii) If guilty, is the recommended disciplinary action appropriate or inappropriate?
- (b) The General Membership shall have three possible decisions in the appeal process:
 - (i) The General Membership may concur with the decision of the Board of Directors.
 - (ii) The General Membership may concur with the decision of the Board of Directors in the aspect of guilt, but not in the aspect of disciplinary action.
 - 1) A vote of two-thirds (2/3) of the present General Membership shall be required to change disciplinary action taken.
 - (iii) The General Membership may overturn the decision of the Board of Directors.
 - 1) A vote of two-thirds (2/3) of the present General Membership shall be required to overturn the decision of the Board of Directors.

Article XII. Amendments

Section 12.01 Amendments to these By-laws shall be presented in writing at any regular business meeting of the General Membership. A vote shall be taken at the next regular business meeting to either adopt or reject the proposed amendment.

Section 12.02 These By-laws shall supercede and replace all previously established By-laws.