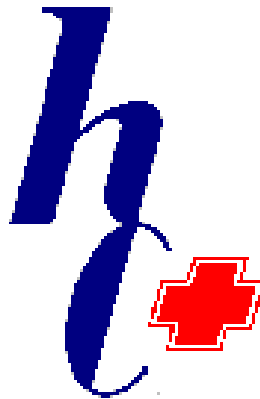


Huntington Community First Aid Squad



By-Laws

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ARTICLE I

SECTION 1 - NAME OF THE CORPORATION

This Corporation shall be known as the Huntington Community First Aid Squad, Inc., hereinafter to be referred to as the "Corporation".

SECTION 2 - MISSION OF THE CORPORATION

The Mission of the Corporation will be to provide emergency ambulance service to victims of injury, illness, sudden disablement or disaster. These services will be rendered to anyone regardless of sex, race, creed, color, religion, gender, national origin, marital status, sexual orientation, age, veteran status, disability or any other characteristic protected by law.

The Corporation will provide emergency ambulance service principally in the areas defined by the boundaries of the Huntington Community Ambulance District or on a bona fide mutual aid request to any jurisdiction requesting such service.

SECTION 3 - DEFINITION

- a) These By-Laws follow the convention that "he" means "he or she".
- b) "Properly certified per Article I, section 3b of the By-Laws" means:
 - 1. For members accepted prior to January 1, 2016, possessing a valid an American Heartsaver First Aid Online certification and a BLS CPR Card, or a New York State Emergency Medical Technician (Basic) or higher certification.
 - 2. For members accepted after January 1, 2016, possessing a valid BLS CPR card until receiving their New York State Emergency Medical Technician (Basic) or higher certification in accordance with Article III, Section 2.

ARTICLE II

SECTION 1 - BOARD OF DIRECTORS

Eight Directors shall be elected by the membership. The Board of Directors will, from amongst themselves, elect by majority vote a President, Vice-President, Secretary and Treasurer. These elections will take place immediately prior to the next regular or special meeting of the Board of Directors. A vacancy for a Board office will be filled at the earliest convenience of the Board following the occurrence of the vacancy.

The Board of Directors shall be responsible to make work assignments for the orderly and clean maintenance of headquarters and sub-stations.

The Squad Chief shall not be an officer of the Board of Directors. The Squad Chief shall be the sole elected Operational Officer serving on the Board of Directors.

SECTION 2 - PRESIDENT

The President shall preside at the meetings of the Corporation and of the Board of Directors. He shall appoint all committees except where otherwise specified within these By-laws, and shall be a member "ex-officio" with right to vote on all committees. He shall be bonded in the sum set forth by the Board of Directors. He shall also communicate matters and make such suggestions to the Corporation or Board of Directors as may in his opinion tend to promote the prosperity and welfare, and increase the usefulness of the Corporation. He shall perform such other duties as are necessarily incidental to the office of the President of the Corporation.

SECTION 3 - VICE-PRESIDENT

The Vice-President will attend all meetings of the Corporation and the Board of Directors. In the event of the absence of the President, the Vice-President shall perform the duties of the President. He shall be bonded in the sum set forth by the Board of Directors.

Upon the death, inability to act in his capacity, or resignation of the President, the Vice-President shall assume the duties and the office of the President for the remainder of the unexpired term.

SECTION 4 - TREASURER

The Treasurer will attend all meetings of the Corporation and the Board of Directors. He shall receive all monies for the corporation and shall deposit same in a bank or banks recommended and approved by the Board of Directors. He shall send out notices of dues no later than December 1st for dues payable January 1st. He shall notify members in arrears no later than February 15th. He shall mail dues cards to paid members. He shall pay out monies only on the authority of the Board of Directors.

He shall be bonded in the sum set forth by the Board of Directors. All checks must be signed by any two of the following: President, Vice-President, Treasurer or Secretary, in that order of authority. He shall prepare and submit monthly financial reports. He shall prepare an annual report for all members. He shall prepare and file with proper assistance, federal, state and any other tax statements. He shall submit his books and accounts for audit whenever requested by the Board of Directors, but they must be audited at least once a year, no later than July 1st, for the preceding fiscal year.

SECTION 5 - SECRETARY

The duties of the Secretary will be to attend all meetings of the Corporation and the Board of Directors. He shall be bonded in the sum set forth by the Board of Directors. He shall also conduct necessary correspondence and carry into execution all orders, votes and resolutions if not otherwise committed; keep an official list of the members of the Corporation; notify members of their appointments on committees; prepare under the direction of the Board of Directors and enter reports of the transactions and conditions of the Corporation and generally devote his best efforts to forwarding the business and advancing the interests of the Corporation. The Secretary shall inform membership of elections as per Article X, Section 1 and Section 3.

SECTION 6 - DIRECTORS

The duties of the Directors will be to attend all meetings of the Corporation and the Board of Directors. The Directors may head committees and report to the President. It shall also be the duty of the Directors to assist and implement the work of the Board of Directors as ordered by the President.

SECTION 7 - ELECTION OF DIRECTORS AND TENURES OF OFFICE

Directors shall each be elected for a term of office of two years. At the Annual General Membership Meeting in an odd-numbered year, four Directors shall be nominated and elected; at the Annual General Membership Meeting in an even-numbered year, four Directors shall be nominated and elected.

The above election period for Director shall not include the Squad Chief who must stand for election annually at each general election. Vacancies arising on the Board of Directors between two general elections will be filled by nomination and election by the eligible voting membership at the next regular General Membership Meeting.

SECTION 8 - BOARD OF DIRECTORS DUTIES

The Board of Directors shall accept, suspend or expel members by ballot; contract for lease or purchase in the name of the Corporation property or facilities for the use of the members; audit bills and disburse the funds of the Corporation; carry out the purposes of the Corporation in accordance with its By-laws; make and/or approve rules regulating the activities of the members and the use of the Corporation property; employ agents when deemed necessary; devise and carry into execution such other measures as they may deem proper and expedient to promote the objects of the Corporation and to best protect the interests and welfare of the members.

SECTION 9 - SQUAD CHIEF

The duties of the Squad Chief shall be to attend all meetings of the Corporation and the Board of Directors. He shall report to the Board the condition of the property of the Corporation under his jurisdiction. The Chief shall be a member "ex-officio" with right to vote on all committees dealing specifically with the duties of his office.

He shall hold the members and officers of the Squad strictly to account for neglect of duty. He shall have the power to temporarily suspend at any time any officers or members under his jurisdiction who do not perform their duties. He must make all charges in writing in accordance with Article III, Section 7. The Squad Chief shall preserve order faithfully and impartially, and firmly enforce the By-Laws, rules and regulations of the Corporation.

He shall receive monthly reports from the 1st, 2nd and 3rd Deputy Squad Chiefs and the Chief Dispatcher concerning all the equipment, vehicles and quarters of the corporation. He shall report to the Board any repairs or requests for additional equipment or supplies within his jurisdiction that he

shall deem necessary. The Squad Chief shall make a report to the Board of Directors during a July Board Meeting on the equipment and supplies for the ensuing year's budget, and during a December Board Meeting on the condition of the equipment within his jurisdiction.

Upon his arrival at any official operational Squad function, the Squad Chief will be the senior officer and all other operational Squad members shall be subordinate to him. In the absence of the Squad Chief, authority shall pass to the highest ranking Operational Officer present. The Board of Directors will determine what are official operational Squad functions, and will prescribe the manner in which the Squad will perform under the Squad Chief.

The Squad Chief shall be elected for a one-year term at general elections to be held in December. At the time of his election, the Chief must be qualified as an active member, a Crewleader and an Emergency Medical Technician (Basic) or equivalent title as may from time to time be applied, and as defined by the New York State Department of Health. The Squad Chief shall maintain this qualification throughout his term; failure to do so shall constitute inability to perform the duties of Squad Chief.

A nominee shall have served as a Captain for a period of at least twelve consecutive months and as a Deputy Chief for a period of at least twelve consecutive months with the Huntington Community First Aid Squad. These twelve-month periods need not have been served immediately prior to the election.

SECTION 10 - 1ST DEPUTY SQUAD CHIEF

It shall be the duty of the 1st Deputy Squad Chief, in the absence of the Squad Chief, to perform the duties of the Squad Chief, except for that as member of the Board of Directors.

He shall be responsible for the organization and maintenance of a functioning duty roster in order to have the equipment ready to respond adequately manned. He shall arrange to have drivers correctly instructed in their duties. The 1st Deputy Squad Chief shall report to the Squad Chief any infractions or violations of the By-Laws, and advise him of anything relevant to the commission of his duties.

The 1st Deputy Squad Chief will be elected by the eligible voting membership for a one-year term. A nominee shall have served as a Captain for a period of at least twelve consecutive months with the Huntington Community First Aid Squad. This twelve-month period need not have been served immediately prior to the election.

Upon the death, inability to act in his capacity, or resignation of the Squad Chief, the 1st Deputy shall assume the duties of the Squad Chief, pending the approval of the Board of Directors.

SECTION 11 - 2ND DEPUTY SQUAD CHIEF

The 2nd Deputy Squad Chief shall be responsible to arrange and secure the proper and accredited first aid training for members of the Corporation. The 2nd Deputy Squad Chief will chair or, with the approval of the Chief, appoint a chairperson for the Review Training Committee.

The 2nd Deputy Squad Chief will be elected by the eligible voting membership for a one-year term. A nominee shall have served as a Captain for a period of at least twelve consecutive months with the Huntington Community First Aid Squad. This twelve-month period need not have been served immediately prior to the election.

Upon the death, inability to act in his capacity, or resignation of the 1st Deputy, the 2nd Deputy shall assume the duties of the 1st Deputy pending the approval of the Board of Directors.

Upon the death, inability to act in his capacity, or resignation of the 2nd Deputy, a 2nd Deputy shall be nominated and elected at the next General Membership Meeting.

SECTION 12 - 3RD DEPUTY SQUAD CHIEF

The 3rd Deputy Squad Chief shall be responsible for the maintenance of the vehicles proper to insure their intended function, and to see that all first aid equipment is operative and available. The 3rd Deputy Squad Chief will chair or, with the approval of the Chief, appoint a chairperson for the New First Aid Equipment Committee.

The 3rd Deputy Squad Chief will be the chairman of the House Rules Committee. He shall be a member of the New Vehicle Committee.

The 3rd Deputy Chief will be elected by the eligible voting membership for a one-year term. A nominee shall have served as a Captain for a period of at least twelve consecutive months with the Huntington Community First Aid Squad. This twelve-month period need not have been served immediately prior to the election.

Upon the death, inability to act in his capacity, or resignation of the 3rd Deputy, a 3rd Deputy will be nominated and elected at the next General Membership Meeting. The membership shall be notified in writing prior to this special election by the secretary.

SECTION 13 - CHIEF DISPATCHER

The Chief Dispatcher shall be the officer in charge of all dispatchers and administrative personnel. He shall be responsible for the organization and the maintenance of a functioning dispatcher duty roster. He shall be responsible to have his personnel trained in the proper techniques of receiving calls and dispatching.

It shall be his responsibility to maintain patent lines of communications at all times between the Corporation and the authorities and the public requiring emergency assistance. He shall inspect all communications equipment to insure its proper function.

He shall receive completed and accurate reports of each call and response to the call from the dispatcher.

He shall also supervise all other personnel within his jurisdiction in the performance of their duties. He shall be responsible to the Squad Chief for the proper administration of his duties.

The Chief Dispatcher will be elected by the eligible voting membership for a one-year term. At the time of his election he must be properly certified per Article I, section 3b of the By-Laws.

Upon the death, inability to act in his capacity, or resignation of the Chief Dispatcher, a Chief Dispatcher shall be nominated and elected at the next General Membership Meeting.

SECTION 14 - CAPTAIN

There shall be seven Captains, one for each 24-hour day. He shall be the senior command officer for his day.

He shall see to it that the equipment, vehicles and personnel are properly functioning both at headquarters and on emergency calls. He shall see to it that the day duty rosters are maintained and adequate 'back-up' personnel are available. He shall inspect the quarters upon his arrival. He shall see to it that only qualified and authorized personnel use the equipment. He shall receive reports of Crewleaders on duty during his duty day, and make same available to the Chief Dispatcher. In the absence of the Squad Chief, 1st, 2nd or 3rd Deputy Squad Chiefs, he shall be the senior command officer for his day until their arrival, and shall direct the activities of his subordinates.

Captains will be elected for a one-year term by the eligible voting membership. A candidate for the office of Captain must be a certified Crewleader and shall have served as a Crewleader in the Huntington Community First Aid Squad for a period of at least one year preceding the election.

Upon the death, inability to act in his capacity, or resignation of the Captain, a Captain shall be nominated and elected at the next General Membership Meeting. Officers may resign by sending written notice of their intention to the Secretary.

SECTION 15 - CREWLEADER

Crewleaders will be certified by the mutual consent of the Operational Officers. The Crewleader for a particular shift will be appointed by the appropriate Captain. The Chief and the Board of Directors will have a veto power of any appointment. A Crewleader must be minimally qualified as a New York State Emergency Medical Technician (Basic) or equivalent title as may from time to time be applied and as defined by the New York State Department of Health.

The Crewleader will direct the first aid and/or rescue activities of his crew members and driver, unless formally relieved by a superior Operational Officer. It shall be his responsibility for the proper administration of first aid to the injured, and their safe transportation. He is to prepare a written report (such as a Prehospital Care Report or equivalent) describing in detail his activities and those of the crew. The report is to be left for the appropriate Captain's approval. It shall be the responsibility of the Crewleader to insure that the emergency vehicle is sufficiently equipped to respond to the next call.

SECTION 16 - CREW MEMBERS

The crew members shall assist the Crewleader in all emergencies, and shall obey his orders for the care of the injured and the use of all emergency equipment. Crew members shall be properly certified per Article I, section 3b of the By-Laws.

Crew members, upon their return to headquarters and when requested by the Crewleader, shall make a verbal report to the Crewleader concerning their activities during the emergency call.

SECTION 17 - DRIVERS

Drivers shall be certified by the First Deputy Squad Chief. The driver for a particular shift will be appointed by the appropriate Captain, or in his absence, by the Crewleader. The Chief and the Board of Directors will have veto power over the certification of any member as a driver. To be certified as a driver, a member must be 21 years of age and possess, as a minimum, a valid New York State Class D Drivers License (or equivalent), and a valid New York State Emergency Medical Technician (Basic) certification.

A driver must maintain both of these qualifications to retain active driving status. The only exceptions to this rule are as follows:

1. Those drivers who were qualified drivers, holding only an American Red Cross Advanced First Aid Card, prior to May 18, 1981. These drivers may continue as active drivers as long as they are properly certified per Article I, section 3b of the By-Laws.
2. Any current driver whose EMT or higher certification has expired but is currently enrolled in an EMT or higher refresher course shall have 90 days from the expiration of his EMT or higher certification to receive his new certification before he loses his driving privileges.
3. Any member properly certified per Article I section 3b of the By-Laws who is a First Aider and currently enrolled in an EMT class may apply for the driver training program. This member shall remain a probationary driver until he completes the class and receives his certification. If the member fails to complete the EMT certification he will be removed from driving. This exception may be exercised only once within a two-year period.
4. Those drivers who were qualified drivers, holding a valid New York State Emergency Medical Technician (Basic) certification for a minimum of five years, may continue as active drivers as long as they are properly certified per Article I, section 3b of the By-Laws.

His duties shall be to transport the crew and vehicle to the scene of the emergency safely. He will remain with the emergency vehicle at the scene, unless directed otherwise by the Crewleader or officer in charge. He will safely transport the injured to the place he is directed.

Drivers, when returning to headquarters, or when not on emergency call, shall observe posted speed limits and all traffic regulations.

SECTION 18 – FIRST RESPONDER DRIVERS

First Responder Drivers shall be certified by the First Deputy Squad Chief. The Chief and the Board of Directors will have veto power over certification of any member as a First Responder Driver. To be certified as a First Responder Driver, a member must be 21 years of age, a Crewleader, and shall possess a valid New York State Class D Drivers License (or equivalent). A first responder driver must maintain these qualifications to retain active driving status.

The duties of the First Responder Driver shall be to respond to emergencies in vehicles designated as emergency response vehicles as directed by the Dispatcher, Crewleader or Officer in charge.

First Responder Drivers, when not in emergency response, must observe all posted speed limits and all traffic regulations.

SECTION 19 - DISPATCHERS

Dispatchers shall be certified by the Chief Dispatcher. The Dispatcher for a particular shift will be appointed by the appropriate Captain, or in his absence by the Crewleader, and shall maintain a working line of communications between headquarters and the emergency vehicles, as well as the authorities, and the public requesting emergency assistance.

He shall be responsible for the receipt of all records from the Crewleader, and he will include on that report all the pertinent facts which he received when asked to dispatch the emergency vehicle.

He shall decide at the time of the request whether or not an emergency exists. He shall dispatch the emergency vehicle, and provide the driver with proper directions to the destination. While the emergency vehicle is away from headquarters, he will maintain communications with it. It shall be his responsibility to maintain the security of the headquarters when the emergency vehicle and its crew are out.

A dispatcher must be properly certified per Article I, section 3b of the By-Laws.

SECTION 20 - TERMS OF OFFICE - OFFICERS

The following officers will be limited to two consecutive complete one-year terms of office:

1. Squad Chief
2. 1st Deputy Squad Chief
3. 2nd Deputy Squad Chief
4. 3rd Deputy Squad Chief
5. Chief Dispatcher

A complete one-year term of office will be defined as running from January 2nd, 0700 hours following the annual December election until January 2nd, 0700 hours of the following year. Time in office spent in filling a vacated office will not count towards the two-year limit.

An officer upon completing two consecutive one-year terms will again be eligible for the same office only after one year has elapsed from his last completed term.

ARTICLE III

SECTION 1 - CLASSIFICATIONS

Membership in the Corporation shall be classified as per the following:

- Active
- Associate
- Honorary
- 20-Year Exempt
- Life Membership

SECTION 2 - ACTIVE MEMBERSHIP

Applicants for first aid membership shall be at least 18 years of age.

All applicants shall be examined by a physician approved by the Corporation, and show written proof that there is no physical contraindication to the performance of their assigned tasks. The Board of Directors shall reserve the right to evaluate each applicant's fitness for service and limit his activities as it deems appropriate.

Applicants must be residents of Huntington Township, except for extenuating circumstances as deemed by the Board of Directors.

Applicants for operational membership shall have a completed membership application processed and approved by the Membership Committee, shall be certified per Article I, section 3b of the By-Laws and shall have attended an orientation meeting to familiarize themselves with Squad policies. The applicant shall also be interviewed by at least two representatives of the Membership Committee, at which time a Chief rank officer and/or Board member will have the opportunity to meet the applicant. Upon meeting these requirements, the application shall be presented to the Board of Directors by the Membership Committee for approval of a probationary membership period to end one year from the date of acceptance.

All members, except Administrative members or members designated as permanent dispatchers, accepted after January 1, 2016 must be enrolled into a New York State Emergency Medical Technician (Basic) class within eighteen (18) months of their date of acceptance, and must have obtained a New York State Emergency Medical Technician (Basic) certification within three (3) years of their date of acceptance. Failure to comply with this requirement will result in the loss of membership. Administrative personnel and members designated as permanent dispatchers shall pass through all steps in the membership application process except, they will be exempt from the New York State Emergency Medical Technician (Basic) certification requirement.

All new members shall be required to serve a one-year probationary period to begin on the day of Board of Directors membership approval. At the end of this period a recommendation, for or against full active membership, will be made by the Squad Chief for Operational members and the Vice-President for Administrative members, and the Board of Directors will make a

determination based primarily on this recommendation. During the probationary period, the new member shall successfully complete all training programs, testing and other programs advanced by the Operational Officers and/or the Board of Directors.

SECTION 3 - ASSOCIATE

Associate members shall consist of those individuals who do not desire active membership, but who have, by their contribution of money, property or talents, helped to promote the cause of the Corporation. An associate member shall be elected by a two-thirds vote of the Board of Directors.

Active members desiring associate membership shall have served faithfully for a period of no less than eight years, or shall have served for a period of two years and have become disabled.

SECTION 4 - HONORARY

Honorary membership shall be bestowed upon those outstanding citizens who have contributed to the success of the corporation. Honorary membership shall be bestowed by a 2/3 vote of the Board of Directors.

SECTION 5 – 20-YEAR EXEMPT MEMBERSHIP

Upon reaching the 20th anniversary of active membership, a member, with the recommendation of the officers and approval of the Board of Directors, shall be granted the designation of 20-Year Exempt. This designation will provide the following:

20-Year Exempt members shall not pay annual membership dues.

20-Year Exempt members that elect to become inactive after the confirmation of this status shall continue to be invited to all squad functions.

Life membership shall supersede 20-Year Exempt membership so that only one designation will be a part of the member's description. Members who have been honored with Life Membership prior to their 20th anniversary will not be designated 20-Year Exempt members. Members designated as 20-Year Exempt who are later honored as Life Members will immediately be known as Life Members and drop the 20-Year Exempt designation.

In the event a 20-Year Exempt member elects to become inactive and later requests return to active status they will be required to follow all regulations of the By-Laws and SOP's regarding application to active membership except they will not be required to interview for membership.

SECTION 6 - LIFE MEMBERSHIP

The Board of Directors shall be empowered to bestow Life Membership to not more than four members during a calendar year. Notwithstanding the limitation on the number of life memberships to be conferred in any one year, the award of posthumous life memberships shall not be limited and shall not be counted toward the limitation on the number of life memberships that may be awarded. Each candidate must be approved by a two-thirds vote of the Board of Directors.

Candidates for Life Membership shall be chosen from members who have given of their time and effort in active service above and beyond the call of duty. Except for extremely extenuating circumstances candidates must have maintained active membership for at least fifteen years.

In July of each year a Life Membership Selection Committee will be appointed by the President. This committee will be made up of 9 members as follows:

- Three current Life members who are not currently Operational Officers or Directors
- Two current Operational Officers who are not Life members
- Two past Operational Officers or Directors who may or may not be Life members
- Two active non-probationary members who are not Life members and are not Operational Officers

The Selection Committee shall elect a chairperson from the nine members appointed to the committee.

The First Deputy Chief shall supply the Committee chairperson with a list of all members eligible for Life membership and their membership profiles no later than August 1.

The Committee chairperson shall send this profile to each eligible member for review and update.

The Selection committee as a whole will review all profiles and discuss each candidate. The Board Secretary will attend the final committee meeting. At this meeting each committee member will vote, by secret ballot for no more than eight life membership candidates. The Committee chairperson and the Board Secretary will count the ballots and form the selection committee's prioritized recommendation based on the number of votes cast for each candidate. At this point the ballots will be destroyed.

Fourteen days prior to the first Board of Directors Meeting in October, each Board member will receive a listing of all eligible members indicating at a minimum: member's name, address, date of acceptance, date of birth, and current status, and a copy of each member's updated profile from the Committee Chairperson.

The committee chair will present the list of candidates in prioritized form to the Board of Directors at the first Board meeting in October in executive session. The committee chairperson will attend the meeting only to answer questions as to the committee's overall view. The committee chairperson will not be present when the Board votes on the candidates. The Board alone has the authority to bestow life membership from among all eligible candidates.

The committee shall be discharged immediately following the Board vote.

Life members shall be entitled to participate in all Squad functions. Life members shall not pay annual membership dues. Life members will maintain their right to vote.

Active Life members shall be required to follow all regular rules of active membership (e.g. time on duty, maintaining a shift, or for administrative members, maintaining committee time, and follow personal and medical LOA regulations).

Active Life members who choose to become inactive must advise the Secretary of the Corporation and the First Deputy Chief in writing of this request. This member becomes inactive immediately upon Board approval.

Inactive Life members may return to active status with the approval of the Board of Directors and the Operational Officers, and need not reapply through the Membership Committee. They must meet all training requirements as required. Life members off active operational status for a period of one year or more must submit a physical examination form to the Board of Directors, along with the request to resume active status. The physical exam shall not be required of Life members resuming active administrative status.

SECTION 7 - YOUTH SQUAD

The Corporation shall have a Youth Squad which shall be formed and maintained under the direction and with the approval of two-thirds of the Board of Directors of the Corporation. The Youth Squad shall be formed and maintained as an Explorer Post of the Boy Scouts of America and shall have its own Standard Operating Procedures which shall require the approval of two-thirds of the Board of Directors of the Corporation. The Board of Directors of the Corporation reserves the right to implement any changes in the Standard Operating Procedures of the Youth Squad that the Board deems proper.

SECTION 8 - RESIGNATIONS

Members may resign by sending written notice of their intentions to the Secretary.

SECTION 9 - SUSPENSION/EXPULSION

Any member, who is guilty of gross misconduct as a citizen, is guilty of a criminal offense, or of conduct not in keeping with the best interest of the Corporation, or who willfully violates any of the provisions of the by-laws of the Corporation shall be liable to suspension or expulsion.

Charges against a member must be made in writing and filed with the Secretary who will immediately furnish a copy to the Board of Directors. The Secretary will inform the accused of the charges by registered letter. The accused may be temporarily suspended from all activity pending the final decision of the Board of Directors. Any member will have the right of appeal to the Board of Directors. The Board will give the accused and accuser sufficient opportunity to be heard, but not before one week after the date of the charges. The Board will conduct a hearing and report to the membership at the next regular meeting:

1. that the charges are not sustained, or
2. that the charges are sustained, and that the accused is suspended or expelled.

A member suspended for a specific time shall be automatically reinstated at the expiration of the time prescribed.

A minimum of 5 members of the Board must be present at this hearing. A 2/3 vote of all the Directors present shall be required for suspension, expulsion or dismissal of the charges.

ARTICLE IV

SECTION 1 - FISCAL YEAR

The fiscal year shall run from January 1st to December 31st, inclusive.

ARTICLE V

SECTION 1 - DUES

The active membership is required to pay an annual dues of \$3.00. It is due and payable by January 1st. Those members who are not paid up by February 1st are in arrears, and are ineligible to vote, and will be so notified by the Treasurer in writing, stating that this is a final notice, and that if payment is not received by March 1st, the member is automatically expelled without further notification. Members expelled for non-payment of annual dues may be reinstated only upon submission of a new application as described in Article III, Section 2.

ARTICLE VI

SECTION 1 - MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors shall meet at least once each month, at a time and place designated by the President.

SECTION 2 – MEETINGS OF THE OPERATIONAL OFFICERS

The Operational Officers shall meet at least once each month, at a time and place designated by the Chief.

SECTION 3 - MEETINGS, GENERAL MEMBERSHIP

Regular meetings of all members will take place the 2nd Monday of each month at 7:30P.M. at headquarters unless otherwise announced by letter. The Board of Directors may change the meeting date only under special circumstances (religious holidays, etc.) and only by written notification of membership.

In case of emergencies, including but not limited to blizzards and hurricanes, the President may postpone a General Membership Meeting until the following Monday without observing the above notification procedures. All efforts must be made to notify membership of the postponement including general paging and emailing of members. The President must notify the Board promptly of his reasons for the postponement.

SECTION 4 - ANNUAL MEETINGS

The regular December meeting will be the Annual Meeting at which the election of the Board of Directors and the Officers will take place, and the annual reports of the Officers and Committees will be made.

SECTION 5 - SPECIAL MEETINGS

Special Meetings may be called by the President or the Board of Directors at their discretion. Upon the written request of one-third of the eligible voting members, the Board of Directors shall call a special meeting to consider a specific subject.

SECTION 6 - MINUTES

All official meetings of the Board of Directors, Operational Officers or the Membership shall be recorded by the taking of minutes and all votes will be duly recorded. These minutes shall be posted for all members to read as specified below:

Board of Directors - posted within 14 days of the meeting date in a Minutes binder to be located in the Dispatch Office.

Operational Officers - will not be posted, but copies of the minutes will be provided by the Squad Chief to the President and Secretary of the Corporation.

General, Special, and Annual Meetings - posted within 14 days on the Bulletin Board located above the sign-in rosters.

It is understood that all posted minutes shall be subject to acceptance and approval after posting, and shall be re-posted after such acceptance and approval.

SECTION 7 - ORDER OF BUSINESS

1. Pledge of Allegiance to the Flag
2. Roll Call
3. Reading of the minutes of the previous meeting
4. Secretary's report
5. Treasurer's report
6. Squad Chief's report

7. Delegate reports
8. Committee reports
9. Old business
10. New business
11. Adjournment

ARTICLE VII

SECTION 1 - VOTING ELIGIBILITY

All active members who have completed their probationary period shall be entitled to one vote on all matters before the Corporation. Voting by proxy is prohibited on any issue to be decided by vote within the Corporation.

SECTION 2 - NON-VOTING MEMBERS

Associate and honorary and inactive 20-Year Exempt members shall have no vote on matters before the Corporation.

ARTICLE VIII

SECTION 1 - BOARD OF DIRECTORS - QUORUM

A quorum for the Board of Directors shall consist of five members of the Board. The necessary quorum needs to be physically present at the Squad in order for a Directors' meeting to take place.

SECTION 2 – OPERATIONAL OFFICERS - QUORUM

A quorum for the Operational Officers shall consist of seven members of the Operational Officers.

SECTION 3 - GENERAL MEETINGS - QUORUM

A quorum for regular meetings of members shall consist of 50 eligible voting members.

SECTION 4 - SPECIAL MEETINGS - QUORUM

A quorum for special meetings shall consist of one-third of the eligible voting members.

ARTICLE IX

SECTION 1 - STANDING COMMITTEES

There shall be the following standing committees whose chairman will be appointed by the President.

1. By-Laws Committee
2. Fund Drive Committee
3. Finance Committee
4. Communications Committee
5. Membership Committee
6. Public Relations Committee
7. Benevolent Committee
8. Good and Welfare Committee
9. SOP Committee
10. Grievance Committee

No committee may function unless a quorum consisting of two-thirds of its members is present.

ARTICLE X

SECTION 1 - NOMINATIONS

Nominations for Annual Elections to Office shall be accepted from the floor at the November General Membership Meeting.

After nominations are accepted, the 1st Deputy and the Secretary of the Board of Directors shall review all candidates to ensure that they meet the qualifications for the office for which they have been nominated.

No later than November 30th of each year, the Secretary shall notify each nominee in writing of his qualification status, and if not qualified, the specifics of non-qualification. The list of qualified candidates shall be posted on the sign-in roster bulletin board no later than December 1st, and published in the December issue of the Pulse. The order of candidates on the ballot will be chosen by lot following nominations at the November General Membership Meeting. This list shall constitute the Official Ballot List.

SECTION 2 - GENERAL ELECTION

Elections for candidates for the offices to be filled shall be held at the regular December Annual Membership Meeting. Voting and election shall be as specified in Section 4 and 5 of this article.

SECTION 3 - SPECIAL ELECTIONS

If an office is unfilled after the General Election, or if a vacancy occurs in any office during the year, the Secretary shall notify membership by e-mail at least three days immediately preceding the special election. This nomination and special election will be held at the next regularly scheduled General Membership meeting by the eligible voting membership. If the post remains

vacant after the special election, the Secretary must notify membership by e-mail at least three days immediately preceding the next special election or by notice in the PULSE until the vacancy is filled. The Secretary will note the position which is to be filled and also note that the possibility could exist for an additional election at the meeting if a current office-holder runs for the vacant position and creates another vacancy. This procedure shall not infringe upon the succession of Vice-President to President or 1st Deputy Squad Chief to Squad Chief and 2nd Deputy Chief to 1st Deputy Chief.

SECTION 4 - ABSENTEE BALLOTS

Absentee ballots for the General Election may be obtained upon request from the Secretary, subsequent to the November Meeting. The Secretary will provide a ballot and an envelope clearly marked "Absentee Ballot" on the front. All ballots must be placed in an unmarked envelope then placed in the official envelope, sealed and signed at the appropriate line on the back of the envelope over the seal. These ballots may be returned personally to the Secretary prior to the day of the election, or if mailed, postmarked no later than ten days before the December meeting.

The Secretary shall secure all ballots and keep a log of all ballots received. On the day of the election, the Secretary shall place all sealed absentee ballots into the ballot box. The vote auditors will verify that all absentee ballots were sealed and that the number in the box corresponds to the Secretary's log.

Absentee ballots will not be permitted at Special Elections with the following exception: the on-duty crew and a back-up crew designated by the Chief may be given absentee ballot envelopes at the start of the General Membership Meeting at which a special election is to occur. They may indicate on a ballot provided by the Secretary their choice for the position(s) to be filled. They must seal and sign the envelope in accordance with the procedure indicated above. The Secretary will secure the ballots until the election, when, after verifying that those members are not present, the absentee ballots will be opened and counted with the rest of the ballots. If there is a tie vote at either a General or Special Election, the crews may also have the opportunity to use the absentee ballot as long as it does not delay their response to a call.

SECTION 5 - ELECTION

Voting shall be by ballot. Election for all regular and special elections of Directors and Operational Officers shall be determined by the person receiving the largest number of votes by ballot for that office. In the event of two or more candidates receiving an identical number of votes, a second ballot will be cast immediately for that office. All qualified members, not only those involved in the tie vote, may be considered. The person receiving the largest number of votes shall be elected.

SECTION 6 - NOMINATION LIMITS

No individual may be nominated for or place himself in candidacy for more than one office.

SECTION 7 - OFFICE LIMITS

No individual may hold more than one office at a time.

SECTION 8 - TERM OF OFFICE

Those persons elected to office at the annual December election shall begin their term of office the following year, January 2nd, 0700 hours. Prior to January 2nd there shall be at least one Board Meeting and one Officers Meeting which will include all those in office the previous year and the newly elected officers. Persons elected to office at any other than the annual December election shall begin their term of office immediately following that election.

ARTICLE XI

SECTION 1 - MEETING PROCEDURES

'Robert's Rules of Order' (latest revised edition) shall be the basis for conducting meeting procedures for the Corporation.

SECTION 2 - STANDARD OPERATING PROCEDURES

This Article establishes the Standard Operating Procedures (SOP) as an operational document of the Corporation. The operational aspects of the functions of the Corporation shall be the body of Standard Operating Procedures. These rules and regulations shall be approved by a two-thirds majority of the Board of Directors. The Uniform Code shall be considered a part of the Standard Operating Procedure. Any changes to the Standard Operating Procedures will be submitted to the By-Law Committee Chair person for review. The By-Law Committee Chair will provide a copy to the PULSE editor for publication in the next issue and they will be read and voted on for a consensus of membership opinion only at the General Membership Meeting following the PULSE publication prior to being approved by the Board of Directors.

The Board of Directors shall take up the matter no later than 30 days following the General Membership Meeting, and, the Secretary shall see that the results of the vote and if applicable the new/changed SOP is distributed to the membership by email and updated on the website within 10 days of the Board's vote. The Standard Operating Procedures shall govern all aspect of the operations, except when superseded by the By-Laws of the Corporation.

ARTICLE XII

SECTION 1 - AMENDMENTS

Proposed amendments to the By-Laws must be submitted to the By-Laws Committee, and signed by at least three eligible voting members. Motions for proposed amendments to the By-laws shall be presented to the membership by the By-laws Committee in writing for one meeting preceding the vote on that motion. An affirmative vote by secret ballot of two-thirds majority of all eligible voting members present shall constitute its acceptance.

Absentee ballots will not be permitted for By-Law amendment votes with the following exception: the on-duty crew and a back-up crew designated by the Chief may be given absentee ballot envelopes at the start of the General Membership Meeting at which a proposed By-Law amendment vote is to occur. They may indicate on a ballot provided by the Secretary their vote on the amendment(s). They must seal and sign the envelope in accordance with the procedure indicated in Article X, Section 4. The Secretary will secure the ballots until the vote, when, after verifying that those members are not present, the absentee ballots will be opened and counted with the rest of the ballots.

ARTICLE XIII

SECTION 1 - BONDING - BOARD OF DIRECTORS

The President, Vice-President, Secretary and Treasurer of the Board will be bonded in an amount set forth by the Board of Directors.

SECTION 2 - AUTHORIZATION - EXPENDITURES

All expenses to the equipment, provided that they are necessary and urgent, are authorized only if approved by the Board of Directors, or in the event of an emergency by either the President, Vice-President, Secretary or Treasurer, in that order of authority. It will become the responsibility of the Squad Chief to submit to the Board a written explanation of all repairs in excess of \$25.00 at the next Board of Directors meeting.

ARTICLE XIV

SECTION 1 - ADOPTION

These By-Laws, by their adoption, shall take effect immediately. All rules, resolutions, or laws adopted previously shall appear in the minutes, and which are in conflict, are herewith nullified.

ARTICLE XV

SECTION 1 - SEVERABILITY

If any of the provisions of the By-Laws of the Huntington Community First Aid Squad is declared a nullity, void and invalidated by any court or tribunal, the remaining provisions of the By-Laws shall not be affected thereby.

February 1968

Initial Acceptance February 1968 corrected to:

April 1970.

November 1970

November 1971

September 1972

May 1973

May 1974

July 1977

May 1981

April 1988

December 1994

October 1995

AMENDMENTS

ARTICLE/SECTION	DATE
Article II, Section 14	10/83
Article XIII, Section 1	10/83
Article II, Section 3	08/83
Article II, Section 19	04/83
Article X, Section 7	04/83
Article IX, Section 1	03/83
Article II, Sections 1 & 7	02/84
Article VIII, Section 1	02/84
Article III, Sections 1, 5, 6 & 7	11/85
Article XI, Section 2	04/86
Article II, Section 9	02/88
Article II, Section 7	05/88
Article VII, Section 1	05/88
Article XV, Section 1	05/88
Article VI, Section 5	11/88
Article IX, Section 2	02/89
Article X, Section 1	02/89
Article I, Section 3	03/89
Article II, Section 17	06/91
Article X, Section 1	08/92
Article II, Sections 13, 17 & 18	06/93
Article III, Section 2	06/93
Article II, Section 16	09/93
Article I, Sections 2 & 3	10/94
Article II, Sections 1 – 4, 7, 8 & 15 - 19	10/94
Article III, Sections 2 – 5 & 7	10/94
Article VI, Sections 2, 4 & 5	10/94

Article VII, Sections 1 & 3	10/94
Article IX, Section 1	10/94
Article X, Sections 1 – 4 & 7	10/94
Article XI, Section 2	10/94
Article XII, Section 1	10/94
Article II, Sections 9 - 14	12/94
Article X, Sections 2 - 8	10/95
Article II, Section 5	10/95
Article II, Sections 7 & 11 - 14	10/95
Article VI, Section 2	05/96
Article III, Sections 6 - 8	05/96
Article II, Section 5	09/96
Article X, Section 4	08/97
Article II, Section 18	03/00
Article II, Section 13	07/01
Article III, Section 2	07/01
Article III, Section 5	07/01
Article II, Section 17	11/03
Article III, Sections 1 & 5	04/05
Article VII, Section 2	04/05
Article III, Section 2	04/09
Article VIII, Section 2	04/10
Article VI, Sections 2-7	04/11
Article VIII, Sections 2-4	04/11
Article VIII, Section 1	07/11
Article VI, Section 2	09/11
Article XI, Section 2	11/12
Article I, Section 3	12/12
Article XII, Section 1	4/13
Article I, Section 2	9/13
Article II, Section 17	9/14
Article II, Section 3, Article III, Section 2	6/16
Article I, Section 2	6/16
Article X, Section 3	6/16
Article I, Section 3	9/17
Article II, Sections 9-12	10/22
Article III, Section 6	10/22