



NORTHERN GARRETT COUNTY RESCUE SQUAD, INC.

P. O. BOX 293
GRANTSVILLE, MD. 21536

1-301-895-5520

BY-LAWS OF THE NORTHERN GARRETT COUNTY RESCUE SQUAD, INC.

PREAMBLE: Whereas this squad has been organized by the Grantsville Area Jaycees to be of service to the public in the rendering of emergency care, and the saving of life. Know then know you, these *BY-LAWS* have been adopted to further our purpose by the establishment of a decided basis upon which we shall be governed and act. Be it further known, that this organization shall not discriminate on the basis of race, sex, color, religion, veteran status, or national origin.

ARTICLE 1. NAME

The name of this organization shall be the *NORTHERN GARRETT COUNTY RESCUE SQUAD, INC.*

ARTICLE 11. PURPOSE

The purpose of this organization shall be to assist in the saving of life, to administer emergency care, to render emergency transportation service, and to teach methods of safety in the community.

ARTICLE 111. MEMBERS

1. Any person sixteen (16) years of age or over, of good moral character, having a good standing in the community, and having an interest in the purpose of the organization shall be eligible for Cadet or Junior Cadet membership upon introduction at a regular squad meeting.
2. There shall be six (6) classes of membership

Active-members who have been elected by 2/3rds of the voting members present, have successfully completed their cadet period (six (6) months), and meeting one of the following criteria:

- A. Certified Driver (must meet insurance requirements)
- B. Maryland Certified First Responder
- C. Maryland Certified EMT-B

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D. Maryland Certified EMT-I

E. Maryland Certified EMT-P

Members will enroll in a certification process within one (1) year to obtain EMT-B certification. “Driver” only members are exempt from this but must attend and successfully complete an emergency vehicle operation course as soon as available.

Cadet-upon completion of an application for membership and introduction, all newly introduced members; eighteen (18) years of age will be considered a Cadet during their six (6) month probationary period. Prior to the end of probation, and before riding an ambulance during an emergency, the Cadet must have completed,

- Employee Health vaccinations
- HIPPA
- CPR
- First Responder
- Bloodborne Pathogens
- Submit to a criminal background check by local law enforcement

At the end of probation, having successfully completed the cadet requirements, the Cadet will be eligible to become an active member at the recommendation of the Chief. Any Cadet that fails to successfully complete the Cadet requirements, must within five (5) days, submit to the ORC a detailed letter as to why the requirements were not completed. The ORC will review the letter within five (5) days of receipt and render a recommendation.

Active, and Cadet members shall be responsible for meeting the following attendance criteria:

- Attend 50% of the prior twelve (12) Squad meetings. Failure to do so will revoke all voting rights.
- Must accumulate at least twenty-four (24) hours volunteer time every month, with a total of at least seventy-two (72) hours within each three (3) month period or quarter. Volunteer time will be documented each month by using the pink (volunteer) or green (pay) sheets. If after two (2) consecutive quarters, failure to meet the seventy-two (72) hours per quarter requirement, the member shall be removed automatically at the next regular meeting as reported by the Chief, unless the Chief has accepted a leave of absence (which must be renewed every thirty (30) days).
- Safeguarding and using their identification in accordance with the BY-Laws and rules of the Squad.
- Conform to all applicable By-Laws and the Operational Policy Manual (OPM).

Junior Cadet-anyone under the age of eighteen (18) years, having reached their sixteenth (16) birthday, and/or still attending secondary school that rides on the

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ambulance in observance of medical procedures, observing an EMT-B, EMT-I, or EMT-P will be governed by this section.

Authorization:

- Complete and submit and application for membership to Northern Garrett County Rescue Squad (squad). Attach a parental/guardian Authorization form, and proof of Academic Eligibility.
- A junior cadet, parent/guardian, crew chief, and Chief (or designee) conference. Discussion will consist of, but is not limited to; line item acknowledgement of guidelines, duties, and responsibilities, scheduling of duty, tour of squad hall, orientation of ambulance, etc.

Guidelines, Duties, and Responsibilities:

- Junior Cadets must attend school on the day of, and the next day of their scheduled duty in order to participate. If the Junior Cadet is absent (excused or unexcused) they are not eligible to participate in Squad activities for that date.
- Junior Cadets that are suspended or expelled from school will be immediately dismissed from the Squad.
- Junior Cadets will not participate in Squad activities past 2000 Hours (8:00 P.M.) when school is scheduled for the next day.
- Notify the crew chief of their arrival, and departure. Go directly home after scheduled duty. Junior Cadets are under the direct supervision of the crew chief. Junior Cadets will be on premise during their duty time. If unable to attend scheduled duty time, notify the crew chief.
- Junior Cadets will only be permitted to cover one (1) duty shift during the week. Once a month, an additional duty day will be allowed on the weekend with approval of the duty crew chief.
- Junior Cadets will not run on ambulance calls during school hours.
- Junior Cadets will not use Squad activities as a reason for being tardy, absent, or unprepared for school.
- Junior Cadets becoming academically ineligible will immediately be suspended until eligibility is re-established.
- Junior Cadets will attend and successfully complete prior to riding on an ambulance during an emergency call and within ninety (90) days of introduction the following training;
 - Employee Health vaccinations,
 - HIPPA (recommended that parent or guardian also attend)
 - CPR,
 - First Responder,
 - Bloodborne Pathogens
- Junior Cadets will only provide care to the extent of their training.
- If the Junior Cadet is involved in a critical incident, the crew chief will contact the Chief or Assistant Chief to schedule a stress debriefing.
- Junior Cadets will conduct themselves in a professional manner at all times.

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- Junior Cadets will not be permitted to use alcohol, tobacco, narcotics or any other illegal substance. Any violation of this will result in an immediate dismissal.
- Junior Cadets being charged with a criminal offense, or placed on probation by a state agency will be immediately dismissed.
- Junior Cadets will abide by all policies, procedures, and By-Laws of the Squad while participating in Squad related duties and functions.
- Junior Cadets will not first respond to a scene.
- Squad is not responsible for Junior Cadets transportation to and from Squad duties or functions.
- Junior Cadets will dress properly and comply with current dress code policy. Junior Cadets not in appropriate dress will not be allowed to participate in Squad duty or functions.
- Junior Cadets may not have access to Squad Internet without crewmember supervision.
- Junior Cadets will limit personal calls while on duty. Personal cell phones will not be allowed. Junior Cadet will provide parent/guardian with Squad hall phone number.
- Junior Cadets will not use Squad property to entertain visitors.
- Junior Cadets will not be assigned pagers, door entry codes, computer passwords, etc.
- Junior Cadets may attend regular squad meetings, stations meetings, etc.
- Junior Cadets in good standing will be granted “active” membership at the first meeting after their eighteenth (18) birthday if all junior cadet requirements are met, and upon recommendation of the Chief.

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PARENTIAL/GUARDIAN CONSENT

I, the undersigned parent/guardian having legal custody/guardianship of _____, a minor, give permission for them to participate in Northern Garrett County Rescue Squad INC, programs/activities. I acknowledge that the minor is physically able and mentally prepared to participate in these programs/activities. I acknowledge that there is risks involved in the Emergency Medical Services and relieve Northern Garrett County Rescue Squad INC of all civil liability. I may withdraw my parental/guardian consent at anytime by submitting a written letter to Northern Garrett County Rescue Squad INC., and will take effect upon their receipt of said letter.

Parent/Guardian

Date

ACADEMICALLY ELIGIBILITY

I have reviewed the academic records/grades of _____ and acknowledge that they are academically eligible to participate in after school activities.

Guidance Counselor

Date

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Inactive-Inactive members are member who have been active with the Squad but are unable to serve as active members due to extended leaves of absences (more than one (1) month). All requests for leave shall be made in writing to the Chief and must be re-submitted every thirty (30) days. Any member who has not pulled sufficient duty as specified in the By-Laws in any two (2) consecutive quarters and has not requested a formal leave of absence shall be subject to discipline including termination of membership. Any member on inactive status may not hold any office, either administrative or line. They also shall lose the right to vote. Any member desiring to return to active status shall contact the Chief and request a duty assignment. Upon verification of current certification, active status may be resumed, and they shall be entitled to all the rights and privileges of active status. The operational review committee shall review the inactive roster periodically and take appropriate action regarding member status.

Honorary-Honorary members are those members who have been active but are no longer able to serve as active members and have made unusual or outstanding contributions of time, talent or tangible assets for the good of the organization. These members shall not have the right to vote.

Lifetime Member-Lifetime members are members who have been active for at least twenty (20) years and have requested lifetime membership. A lifetime member will no longer be required to pull duty as specified in the By-Laws. These members maintain all rights and privileges extended to active members and may only hold an administrative office. A lifetime member that maintains their Maryland certification and continues with the required duty as specified for Active and Cadet members, may hold a line office.

DISCIPLINARY ACTION: Discipline of Active, Inactive, Lifetime, and Trainee Members shall be accomplished in the following manner.

- 1) **VERBAL REPRIMAND** - May be issued by the CHIEF or ASST. CHIEF.
- 2) **FORMAL REPRIMAND** - may be issued in writing by the ORC upon recommendation of the CHIEF. The EXECUTIVE BOARD may also issue a formal reprimand. The ORC and EXECUTIVE BOARD shall maintain confidentiality.
- 3) **TEMPORARY SUSPENSION** - The CHIEF or ASST. CHIEF shall have the right to suspend any member for seventy-two (72) hours at which time the ORC shall make a recommendation to the board for appropriate action.
- 4) **SUSPENSION** - Will be recommended to the EXECUTIVE BOARD by the ORC, and the EXECUTIVE BOARD will then take appropriate action. Suspension shall be set for a period not to exceed six (6) months. Any member suspended shall lose membership status for the period of suspension. At the end of their suspension they shall automatically resume normal squad duties. The member has the right to appeal to the general membership within thirty -(30)- days.
- 5) **DISMISSAL** - May be recommended by the ORC and the EXECUTIVE

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BOARD at a regular squad meeting. Dismissal shall be finalized at the following regular squad meeting if passed by two-thirds (2/3) secret ballot of valid voting members present. Any dismissed member from the squad shall not be eligible to reapply for membership for one (1) year from date of dismissal. Dismissed members wishing to rejoin must follow normal application policy, and must return any and all uniforms and equipment, which was issued by the squad. These items must be returned to the CHIEF within seven (7) days from date of dismissal.

ARTICLE IV. OFFICERS

SECTION 1: The Corporation shall elect five (5) active members to serve on the Executive Board. The Board members will be elected from the geographical area served by the squad. Executive Board members shall serve three (3) year terms or until their successor is elected. The terms shall be staggered so that every third year one (1) board vacancy will occur with two (2) vacancies occurring during the other years. Each station shall be represented by at least one (1) representative on the Executive Board, with the other vacancies being members elected at-large.

In order to be eligible for the Executive Board, Members must pull a minimum of twenty-four (24) hours per month at the station they wish to represent, and eligible to vote via squad By-Laws. The term of office shall begin at the close of the annual meeting at which the Executive Board Member(s) are elected.

Executive Board Members shall give written notice of their intent to resign. The letter will be submitted to the Corporation Chairperson. If the Corporation Chairperson is submitting a letter of resignation, the letter will be submitted to the Corporation Vice-Chairperson who will assume the duties of Corporation Chairperson. The squad as stated will fill the office of Corporation Vice-Chairperson through election. Upon receipt of the letter of resignation, the Corporation Chairperson or Vice Chairperson will in a timely manner notify the Secretary. The Secretary will immediately notify the members of the vacancy via e-mail and written notice at all squad facilities. A special election will be held at the next monthly squad meeting to fill the vacancy. If an Executive Board Member becomes incapacitated, the same rules will apply as if a resignation had been submitted. This Executive Board Member will complete the original Executive Board Members election term.

Station 1 Representative: Dana Green
Station 2 Representative: Thomas Reilly
Station 3 Representative: Burton Lytle
At Large Representative: Pat Bowser
At Large Representative: Alison Sines

SECTION 2: The nominating committee shall report at the August squad meeting. Before the election at the annual meeting in September, additional nominations from the floor shall be permitted. Election of Board Members shall be by majority vote.

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SECTION 3: Administrative Officers shall be Chairperson, Vice-Chairperson, and three (3) directors elected by the squad from those elected to serve on the board. During the September meetings, the nominating committee will meet to nominate the Chairperson and Vice-Chairperson, from the five (5) elected to the board and report their slate to the squad under New Business at that meeting. Before the election of administrative officers at the September meeting, nominations may be made from the floor from the five (5) elected to the board. These administrative officers shall perform the duties described in these By-Laws and by the parliamentary authority adopted by the squad. The Chairperson shall be responsible for the general welfare and development of the squad; appoint a Parliamentarian if one is desired; appoint all committees; enforce the By-Laws and all the rules and regulations pertaining to the squad's administrative activities; not to supersede the duties of the *CHIEF* and conduct all squad meetings.

SECTION 4: A secretary shall be appointed by the board to serve without vote unless also serving as a Director elected to the board. The Secretary shall be considered an officer of the squad, by the title and official capacity of the office. The Secretary will fulfill all duties and responsibilities as listed in the Secretary Job Description.

SECTION 4A: An assistant secretary shall be appointed by the board to serve without vote unless also serving as a Director elected to the board. The Assistant Secretary shall be considered an officer of the squad, by the title and official capacity of the office. The Assistant Secretary will fulfill all duties and responsibilities as listed in the Assistant Secretary Job description.

SECTION 4B: Privacy/Information Security and Billing Committee will oversee all activities related to the development, implementation, and maintenance of Northern Garrett County Rescue Squad's (NGCRS) policies and procedures covering the privacy and security of patient information. This will include both protected health information (PHI) and electronic protected health information (e_PHI) under the privacy and security regulations under the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA). Will be the key compliance officer(s) for all federal and state laws that apply to protecting the privacy and security of patient information created, stored, and used by the NGCRS members and business associates who perform work on NGCRS's behalf involving patient information. Maintain and safeguard NGCRS personnel files, passwords, and access to any other sensitive information. Receive, prepare, and forward information to the Billing Company for the purpose of collecting fees for provided medical services. The members of this committee will fulfill all duties and responsibilities as listed in the Privacy/Information Security and Billing Committee Member job description.

SECTION 5: Squad officers shall be the Chief, Asst. Chief, Crew Chiefs, Historian, and Chaplain. The Chief is the Executive officer of the squad with special qualifications of leadership and administrative ability. Candidates for Chief shall be nominated from the floor in the October meeting and elected by a simple majority of the eligible voting members present at the October meeting. ASSISTANT CHIEFS will be elected at the October meeting by a two-thirds 2/3-majority vote of the members completing regular volunteer hours at that station. In the event that this quorum is not met at the regular

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October meeting, the current assistant chief(s) prior to the next regular scheduled squad meeting will call a station meeting. If a two-thirds 2/3-majority vote can not be completed by the next regular scheduled squad meeting, the assistant chief(s) will be elected by 2/3-majority vote of voting eligible members in attendance of the November squad meeting. Crew Chiefs will be appointed by the ORC. The Board shall appoint the Historian, Chaplain, Billing Secretary, Supply Officer, ALS Coordinator, Training Officer, EMS Council Representative, and other appointments as necessary.

SECTION 6: No member shall hold more than one office at a time except for the office of Crew Chief, and no member shall be eligible to serve more than two (2) consecutive terms in the same office, except for line officers.

SECTION 7: Members must be active members six (6) months prior to holding an elected office administrative or operational. Members shall also have attended six (6) out of the last twelve- (12) squad meetings in order to be eligible for nomination to an office, administrative or operational.

SECTION 8: The Vice-Chairperson shall perform the duties of the Chairperson when that officer is absent, and all duties assigned by the Chairperson.

SECTION 9: Treasurer will be entrusted with the accounting duties, financial record keeping, and related duties. Treasurer will not have voting privileges unless eligible under membership guidelines. The Treasurer will fulfill all duties and responsibilities as listed in the Treasures Job description.

SECTION 10: The Historian shall maintain a history of the squad.

SECTION 11: The Chaplain shall provide the squad with the invocation at meetings and at other occasions as deemed necessary by the Chairperson.

SECTION 12: The Directors shall attend at least eight (8) meetings of the Board annually, participate in decision-making and advise the squad in all major decisions.

SECTION 13: The Chief shall; recommend active membership status to the squad for probationary members satisfactorily completing a six (6) month probationary period; be responsible for the operations of the squad; have full charge of operations on all major calls; be able to act on all non-emergency calls; call drills as he deems expedient; have authority to remove Asst. Chiefs or Crew chiefs from office at any time subject to review by the squad on petition to the squad by the released officer; report to the Board when requested and to the squad at every squad meeting; be able to remove any member from active duty pending action by the ORC

SECTION 14: The Asst. Chiefs shall act under the direction of the Chief and perform all duties assigned to them by the Chief. Asst. Chiefs shall be responsible for Crew Chiefs; adequate coverage of all duty crews; notification to regular crews if there is any change in routine scheduling; see to maintaining adequate supplies at stations for

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replacement on units; reporting any problem (i.e.. maintenance needed to units, problems with crews, etc.) to the Chief.

SECTION 15: Crew Chiefs shall be responsible for the action of their crews. If an Impromptu crew is formed, the most experienced member should fill the office of Crew Chief until the crew is dissolved at the conclusion of the emergency situation or until the ORC. directs that another member of the squad fill that office; shall be responsible for cleaning of their stations; reporting of any problems to the Asst. Chiefs.

SECTION 16: All officers of the squad will be required to make themselves available to the squad on a regular basis and take care of responsibilities and problems relating to the squad.

SECTION 17: All Crew Chiefs shall be appointed by the ORC. each year and announce the appointments at the December squad meeting.

ARTICLE V. MEETINGS

SECTION 1: The Squad Meetings shall be held on the second Sunday of the month and the Board of Directors Meetings shall be held on the Thursday preceding the squad meeting, unless otherwise ordered and posted by the Board of Directors or the Squad Membership.

SECTION 2: The regular meeting in September shall be known as the annual meeting and shall be for the purpose of electing the administrative officers and receiving annual reports of officers and committees.

SECTION 3: A minimum of eleven (11) members shall constitute a quorum to conduct regular business. All business coming before the body in discussion will be limited to ten (10) minutes. If a vote is not called for within the time limit, discussion will be terminated and the item will be tabled until the following meeting. The presiding authority or their designee will maintain the clock.

SECTION 4: The order of business shall be:

CALL TO ORDER

INVOCATION

ROLL CALL

READING OF THE MINUTES

REPORTING OF BILLS WITH MOTION TO PAY

TREASURER'S REPORT

ELECTION OF BOARD MEMBERS (September meeting)

COMMUNICATIONS

MEMBERSHIP REPORT (new members)

BALLOT TO ACCEPT MEMBER NOMINEES

REPORT OF CHIEF, ASST.CHEIFS, TRAINING, SUPPLIES

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REPORT OF COMMITTEES
UNFINISHED BUSINESS
NEW BUSINESS
ELECT NOMINATING COMMITTEE (July meeting)
ELECTION OF OFFICERS (September meeting)
GOOD OF THE ORDER
ANNOUNCEMENTS
PROGRAM
ADJOURNMENT

SECTION 5: All personal cell phones and pagers will be placed in silent, vibrate, or manner mode prior to the start of the meeting. Disciplinary action will be at the discretion of the presiding official but limited to the scope of Section 6 of the By-Laws.

ARTICLE VI. THE EXECUTIVE BOARD

SECTION 1: The administrative officers of the squad including the directors shall constitute the Executive Board.

SECTION 2: The Executive Board shall have general supervision of the affairs of the squad between its meetings, fix the hour and place of meetings, make recommendations to the squad and shall perform such other duties as are specified in these By-Laws. The Board shall be subject to the orders of the squad and none of its acts shall conflict with action taken by the squad.

SECTION 3: Regular meetings of the Executive Board shall be held each month an hour before the regular squad meeting or as posted by the Executive Board. Special meetings of the Board can be called by the Chairperson and shall be called upon the written request of three (3) members of the Board. Squad members may attend Board meetings, but are not voting members. Any change of time for the regular Board meeting should be posted so all squad members is aware of the change.

SECTION 4: A quorum of the Board shall consist of Three (3) members of the Board.

SECTION 5: The appointment of the Treasurer, Secretary, Assistant Secretary, Historian, Chaplain, Parliamentarian, and any others shall also be announced at the October squad meeting.

SECTION 6: The Board shall have the authority to remove the Chief from office at any time, subject to review by the squad on petition of the deposed Chief and a two-thirds (2/3) secret ballot of valid voting members present supporting the action of the Board. A new Chief may be appointed in accordance with Article IV, SECTION 5. The Board may remove the Treasurer Secretary, Historian, Chaplain, Parliamentarian, and other

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appointees from their positions at any time and a new person appointed to the vacant position.

SECTION 7: The Board shall fix the charges for services to non-members and for other than the normal services to members as stated in the rules of the squad.

ARTICLE V11. COMMITTEES

SECTION 1: *COMMITTEES*, standing or special, shall be appointed by the Chairperson as the squad or board deem necessary to carry on the work of the squad. The Chairperson shall be an ex-officio member of all committees except the nominating Committee and the ORC.

SECTION 2: Standing committee; Operational Review Committee; The Operational Review Committee (ORC) shall consist of the Chief, The Asst. Chiefs of each station, and the ALS coordinator.

THE ORC responsibilities are:

- 1) Review the Operational Policy Manual (O.P.M.) and make recommendations for any changes to the Executive Board, and to the membership for approval.
- 2) Make recommendations for disciplinary action against squad members as provided for under Article 111, Section 7, of the By-laws.
- 3) The ORC shall meet regularly on a quarterly basis, and as needed or requested by the Executive Board.
- 4) The ORC shall investigate complaints against all squad members.

SECTION 3: Nominating committee; A nominating committee of three (3) squad members elected by the squad, prior to the August squad meeting, will make nominations for the Executive Board members to be elected that year.

SECTION 4: Membership Committee

SECTION 5: Way and Means Committee

ARTICLE V111. FINANCE AND PROPERTY

SECTION 1: The squad is empowered to accept cash contributions and to accept and hold real and personal property of significance to the health and welfare of the public by Lease, Gift, Purchase, Devise, or by any other means and to Conserve, Improve, Administer, Invest, or Dispose of such properties, upon approval of the membership by a majority vote of the valid voting members present at regular squad meeting. The board has permission to spend \$2000 dollars in expenditures each month for miscellaneous expenditures.

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. **SECTION 2:** All purchases made by any member, committee or committees shall come before the squad membership at a scheduled squad meeting and voted on by a majority of the valid voting members present, with the exception of an identical replacement of supplies and or paying of regular scheduled bills.

SECTION 3: The purchase of any vehicle shall come before the membership for the final approval or disapproval.

ARTICLE IX. PARLIAMENTARY AUTHORITY

SECTION 1: The rules contained in the current edition of ROBERT'S RULES OF ORDER, NEWLY REVISED shall govern the squad in all cases to which they are not inconsistent with these By-Laws and special rules of order the squad may adopt.

ARTICLE X. AMENDMENT OF BY-LAWS

SECTION 1: These By-Laws may be amended at any regular meeting of the squad by a two-thirds (2/3) vote of the valid voting members present, provided that the amendment has been submitted in writing at the previous meeting and posted at all stations for approximately one month prior.

ARTICLE XI. OPERATIONAL POLICY MANUAL

SECTION 1: The Operational Policy Manual (O.P.M.) shall give guidelines to govern day-to-day operations of the squad.

A. Policies can be developed and/or changed by a majority of the Board of Directors. Said policy or change in policy will not become effective until presented at a regular squad meeting.

B. Changes in the O.P.M. may be amended at any regular meeting of the squad, by a two-thirds (2/3) vote of valid voting members present, provided that the amendment has been submitted in writing at the previous meeting and posted at all stations for approximately one month prior.