

Grafton Volunteer Ambulance Service
Town of Grafton, New Hampshire
Emergency Medical Services

Bylaws

Amended: July 10, 2010

Adopted: July 19, 2010

ARTICLE I: Name of Organization

This organization shall be known as the "*Grafton Volunteer Ambulance Service, Town of Grafton, New Hampshire, Emergency Medical Services*"

ARTICLE II: Organization Objectives

The objectives of this organization shall be:

- a) To provide necessary and immediate emergency medical and rescue services to the people of Grafton and surrounding communities.
- b) To maintain a program of continuing training for all members of the Grafton Volunteer Ambulance Service.
- c) To promote public welfare, awareness, and respect.
- d) To maintain coordination with other agencies directly or indirectly involved with the Grafton Volunteer Ambulance Service.
- e) To accept gifts and/or donations that are not monetary for the support of the Grafton Volunteer Ambulance Service. To forward all monetary gifts and donations to the Grafton Ambulance Fund, an organization whose sole purpose is the support of the Grafton Volunteer Ambulance Service and who functions under independent membership.

ARTICLE III: Membership

Membership to this organization is open to people without regard to gender preference in personal relationships or to cultural diversity.

Section One: New candidates for membership must apply through the regular application process.

Section Two: There are four types of membership as follows:

1. Probationary member - New members must be:
 - a. at least eighteen years of age
 - b. a high school graduate or equivalent
 - c. of good character and in good physical and mental health
 - d. enrolled in an Emergency Medical Services course or have completed said course.
 - e. in possession of a valid State of New Hampshire operator license.New members must serve a one year probationary period of training and, within one year of enrollment, obtain a State of New Hampshire EMT's license. The probationary member must be accepted by a simple majority vote at a meeting at which a quorum is present. The candidate will not be present at said meeting. At anytime during the probationary period, with or without cause, probationary member affiliation with the Grafton Volunteer Ambulance Service may be terminated by a vote of the members.
2. Regular member - Persons who have completed their probationary period and have met the requirements for the probationary membership, will be considered as candidate for regular membership. The regular member must be accepted by a simple majority vote at a meeting in which there is a quorum present, and during which the candidate will not be present. If membership is not accepted by first vote, the candidate may request a second vote in sixty days. If the candidate is not accepted at the second vote, membership is terminated.
3. Support member - This type of membership will be limited to non-responders, Non-responding positions include, but are not limited to, clerk, secretary, treasurer, maintenance personnel, and fundraising. Support members do not have voting privileges and are not required to attend monthly meetings and/or training. Support members must be accepted by a simple majority vote at a meeting in which a quorum is present. The member will not be present at said meeting.

Section Three: Regulations concerning membership requirements of members of the Grafton Volunteer Ambulance Service shall be as follows:

1. All active members are encouraged to attend the monthly membership meetings and/or training meetings.
2. All members will act, at all times, and in all circumstances, with dignity, politeness and responsibility. Members will be expected to conduct themselves, at all times, in such a manner as to command the respect of their fellow members and the general public.
3. Any member who neglects or refuses to perform his/her duties as prescribed by these Bylaws and the operating rules of the Service shall be subject to disciplinary actions as determined by the Captain.

Section Four: Request for leave of absence may be granted by the Captain for the following reasons:

1. Employment leave: May be granted when a member is out of the community or unable to fulfill the duty calls for a prolonged period of time due to employment reasons.
2. Personal leave: May be granted for reasons of an emergency not connected with the Service.
3. Educational leave: May be granted to any member who wishes to extend his/her education. he/she will not be 'on call' but will be permitted to run calls when available.
4. Military leave: May be granted to any member who wishes to join or is activated in the U.S. armed services. He/she will not be 'on call' but will be permitted to run calls when available.
5. Medical or disability leave: May be granted to any member for any medical reason. members who have returned from a medical or disability leave of absence will be required to present a letter of good health or a letter indicating his/her limitations of service upon return.

Section Five: All persons who are members of the Grafton Volunteer Ambulance Service at the time of adoption of these bylaws shall be grandfathered into the organization.

ARTICLE IV: Officers and their duties

Section One: Duties of the individual officers are as follows:

1. CAPTAIN: The Captain shall be a regular member. The Captain shall report to the Selectboard on behalf of the membership. He/she will preside at all Service meetings and oversee the work entrusted to the 1st Lieutenant, 2nd Lieutenant, and Secretary. He/she shall be responsible for the administrative matters of the Service, all other matters which deal with the development and general welfare of the Service, and for the working order of the ambulance.
2. 1st LIEUTENANT: The 1st Lieutenant shall be a regular member. He/she shall, in the absence of the Captain, assume those duties. The 1st Lieutenant will assume all duties as Training Officer. The duties of Training Officer are to ensure a constant state of readiness and competence among the members. The Training Officer shall be responsible for maintaining and updating all training records of the Service. The 1st Lieutenant shall keep the Captain informed of any/all issues pertinent to training issues. He/she shall be responsible for those specific duties which may be assigned by the Captain. (A clerk may be appointed by vote of the membership to record proceedings and actions of the membership.)
3. 2nd LIEUTENANT: The 2nd Lieutenant shall be a regular member. He/she shall, in the absence of the Captain and 1st Lieutenant, assume those duties. The 2nd

Lieutenant will assume all duties as Supply Officer . The 2nd Lieutenant shall keep the Captain informed of any/all issues pertinent to purchasing and stocking supplies for the ambulance. He/she shall be responsible for specific duties which may be assigned by the Captain.

4. SECRETARY: The Secretary is responsible for recording the proceedings and actions of the membership in the absence of a clerk and the preservation of those records. He/she shall answer and handle all correspondence at the direction of the Captain. He/she shall perform other duties as assigned by the Captain. He/she shall keep the Captain informed of any/all issues pertinent to the Service.

Section Two: Vacancy of Officer - Any office vacancy due to resignation, serious injury, or death shall be filled by an election at the next regular meeting. All members shall be notified of such a vacancy at least seven days prior to the meeting.

ARTICLE V: Meetings

Section One: The Service will hold a regular monthly meeting, the day of the month to be determined by the membership. If there is a conflict (i.e. holiday, special event) the Captain has the authority to change the date of the meeting.

Section Two: Election of officers will be held at the December meeting of each year. nominations of officers must be made at the November meeting by voice or by written notification. voting will be done by oral vote or by paper ballot, if requested. Write-in candidates will not be accepted.

Section Three: A special meeting may be called by the Captain at the request of the officers and/or the request of three or more members. All members shall be notified at least seven days in advance of said meeting by the Captain or designee by mail or by telephone except in emergent situations. Notice shall state the business of the special meeting and no other business shall be transacted at said meeting.

Section Four: The officers may hold meetings as they deem necessary.

ARTICLE VI: Quorum

A quorum shall be required to transact business at any meeting of the membership. A quorum at any meeting shall consist of members present with said assemblage being not less than three.

ARTICLE VII: Adoption of Bylaws

Section One: These bylaws shall be in force from the time of adoption. Any and all previous Constitutions, bylaws, and amendments thereto are null and void.

Section Two: These bylaws may be revised or amended by a 2/3 vote of the quorum, providing the proposed change was presented in writing at the preceding regular meeting.

Section Three: Copies of the most recently amended bylaws shall be made available to all members and a copy shall be submitted to the Selectmen's office for public review.

ARTICLE VIII: Training Fees

The Captain has the jurisdiction to approve or disapprove training fee requests if said fee does not exceed \$100.00. All training fees that exceed \$100.00 shall be voted on by the membership. If a member wants the town to make direct payment for an approved training fee request (instead of the reimbursement procedure) the member needs to submit the request within ten days of the training. If the Captain is unavailable, the jurisdiction to approve training fees that do not exceed \$100.00 shall be conveyed to the 1st Lieutenant.

ARTICLE IX: Equipment

Any and all equipment shall remain the property of the Service and upon resignation or dismissal shall be returned in good condition (reasonable wear and tear expected) to the Captain of the Service within seven days.

ARTICLE X: CPR Training requirement

All members of the squad shall maintain a valid AHA CPR card as required by the National Registry of EMTs.

ARTICLE XI: Scene Management

The first EMT on the scene of a trauma or medical call shall take medical command of the scene, unless said EMT verbally conveys command to another EMT of equal or higher standing (EMT-I or EMT-P). All ambulance members at a scene shall provide patient care and make decisions in cooperation with one another.

An EMT of higher standing (i.e. EMT-I or EMT-P) may take authority of a scene at any time if said EMT believes the management of a scene and/or patient care would be better served by said intervention.

Disagreements and grievances regarding scene management will not be discussed at the scene but, instead, be brought before the membership for resolution.

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Captain, Dorothy A. Ernst

Date