

CONSTITUTION AND BY-LAWS OF THE FANWOOD RESCUE SQUAD, INC.



MEMBER: EMS COUNCIL OF NEW JERSEY
OVERLOOK EMS COUNCIL
123 WATSON ROAD FANWOOD, NEW JERSEY 07023
REVISED November 2, 2004
REVISED October 6, 2015
REVISED March 5 2019

CONSTITUTION

ARTICLE I

TITLE

SECTION 1. The corporate title of this organization shall be the Fanwood Rescue Squad, Inc., hereinafter referred to by the name or as the Squad.

ARTICLE II

PURPOSE

SECTION 1. This organization exists for the benefit of the people of the Borough of Fanwood, and wherever required, to answer emergency calls, to provide ambulance services to hospitals or to such other designated places as necessary to render aid to the sick, injured or disabled, and to save life without discrimination.

SECTION 2. In the conduct of its affairs, the Fanwood Rescue Squad and its members will be guided by the highest standards of professionalism in caring for the sick and injured. Equally high standards will apply to the management of the Squad's finances and overall sense of public accountability.

ARTICLE III

MEETINGS

SECTION 1. Regular meetings shall be held at a time and place as provided by the By-Laws.

SECTION 2. The Annual Meeting shall be held in November for the election of officers.

SECTION 3. Special meetings may be called at the President's initiative or upon the request of five (5) or more members for a specific purpose. The notice of the special meeting shall be emailed to each member at least five (5) days prior to the date of the meeting and shall state the purpose of the meeting.

SECTION 4. Annual reports shall be made at a regular February business meeting.

ARTICLE IV

MEMBERSHIP

SECTION 1. Its members shall consist of six (6) classes: Provisional, Probationary, Active, Life, Suspended and Honorary, who shall pledge to keep confidential any and all personal and family conditions that may come to their knowledge as members of the Squad.

SECTION 2. Provisional Members: New members accepted into the Squad shall be placed in a Provisional category until they have completed the minimum current training requirements of the of EMS Council of New Jersey (EMSCNJ) or the State of New Jersey. At least annually the Captain shall advise the membership of these requirements.

SECTION 3. Probationary Members: A Provisional Member who has completed the training in Section 2, and will serve a probationary period, during which time the member will demonstrate to the Line Officers the proficiency and skills to become an EMT in accordance with (IAW) the current requirements under the EMSCNJ or the State of New Jersey.

SECTION 4. Active Members: Active Members shall be those members who have successfully met the current EMT training requirements of the EMSCNJ or the State of New Jersey. Former or current active EMT members may retain Active Status under the minimum requirements of the EMSCNJ or the State of New Jersey at the discretion of the Line Officers. At least annually the Captain shall advise the membership of these requirements. In addition, for any member to receive credit for a year of active service, they must accumulate twenty-five (25) points, based on the LOSAP point system to track active year and service year status for awards.

SECTION 5. Life Members: Life Members shall be those Active Members who have served for at least fifteen (15) years, and who have requested in writing to be relieved of Active Status. They shall be entitled to all the rights and privileges of Active Members, and they may also answer calls and administer first aid in the name of the Squad, provided they meet the qualifications of Active Members, as stated in Section 4. In addition, any member can be elected to Life Membership, regardless of length of service for outstanding work contributed to the Squad, at a regular meeting by a 2/3 vote of eligible members..

SECTION 6. Suspended Members: Suspended Members shall be those members who do not meet the minimum requirements of Section 4, Active Members. Such members shall have none of the rights, duties or privileges of an Active Member. Suspension shall begin immediately upon the member's lapse of training certification. These members may regain Active Membership status upon presentation (within one year) of valid certification as stated in Section 4. At the end of one year, if the member has not complied with this requirement, the member will be automatically dropped from the rolls and shall be notified in writing. Suspension may also result from violation of the provisions of the Constitution and By-Laws, or through misconduct as described under By-Laws, Article X, Section 1.

SECTION 7. Honorary Members: Honorary membership shall be given to persons who have rendered service to the organization in the furthering of its cause. They shall not be privileged to attend meetings, vote or hold office, or operate the ambulance or render first aid in the name of the Squad.

SECTION 8. Only Active and qualified Life Members may operate the ambulance and render first aid in the name of the Squad, in accordance with their certification as stated in Section 4. Probationary Members may operate the ambulance and render first aid in the name of the Squad as part of their training, but only under the supervision of an Active EMT.

SECTION 9. If necessary, the officer or member in charge of a call may deputize assistance and not be in violation of Section 8.

SECTION 10. The number of Active Members shall not exceed fifty (50).

SECTION 11. Suitable plans shall be set up and operated to recognize Active participating service to the Squad over various periods of years.

SECTION 12. In order to be eligible to vote, a member must be either a Life Member or an Active Member (based on Article IV, Section 4).

ARTICLE V OFFICERS

SECTION 1. The Officers of the Fanwood Rescue Squad, Inc. shall consist of the President, Vice-President, Recording Secretary, Corresponding Secretary, Treasurer, Chaplain, Historian, three (3) Trustees, three (3) State Delegates, three (3) Alternate Delegates, Captain, First Lieutenant, Second Lieutenant, Sergeant and Training Officer.

ARTICLE VI AMENDMENTS

SECTION 1. Amendments to this Constitution shall be submitted in writing at a regular meeting of this organization. Such amendments must be signed by three (3) Active and/or Life Members, and read by the Secretary under the heading of New Business. After this meeting the Squad should communicate the proposed changes in writing to all members. At the next regular meeting, if approved by a vote of two-thirds (2/3) majority of the eligible members present the proposed amendment shall become part of this Constitution.

ARTICLE VII PARLIAMENTARY PROCEDURE

SECTION 1. Robert's Rules of Order will be used to resolve parliamentary issues not covered by the Constitution.

BY-LAWS

ARTICLE I MEETINGS

SECTION 1. This organization shall schedule its meetings on the first Tuesday of each month at 8:00 p.m., for the transaction of regular Squad business. The Annual Meeting shall immediately follow the regular business meeting in November.

ARTICLE II MEMBERSHIP

SECTION 1. An applicant for membership must have reached the age of 16 and be in good physical condition.

SECTION 2.

a) Application for membership shall be submitted in writing, on a Squad Application for Membership Form, and shall be presented to the President, Captain or Secretary. The applicant will then be interviewed by the Membership Committee, which will approve or disapprove acceptance of the applicant as a Provisional Member.

b) Upon acceptance as a Provisional Member, the new member will have up to one (1) year to successfully complete the training requirements in Article IV, Section 2 of the Constitution. The new member shall become familiar with Squad equipment and procedure, and shall prove to be a competent member.

c) At any time after being accepted as a Provisional Member, but no later than one (1) year, and upon completion of training requirements outlined in Section 2b above, the member will be placed in the Probationary Member category.

d) Within six (6) months from the date of acceptance as a Probationary Member, the member may report to the Captain and present proof that the required training has been completed, and request to be made an Active Member.

e) The Line Officers shall then evaluate the individual's performance as a Probationary Member, and shall approve or disapprove the granting of full Active Member status and shall report its actions to the membership at the next regular meeting.

SECTION 3. Honorary Members shall be elected at a regular meeting by a two-third (2/3) vote of the eligible members present.

ARTICLE III ELECTION OF OFFICERS

SECTION 1. The officers shall be elected at the Annual Meeting, shall take office on January 1 st, following their election, and shall hold office for a period of one (1) year or until their successors have been duly elected. No officer shall serve more than three (3) consecutive terms, except the Recording Secretary, the Corresponding Secretary, the Treasurer, the Training Officer, the Chaplain and the Historian. No member may simultaneously occupy more than one (1) of the following offices: President, Vice-President, Secretary, Treasurer, Captain,

First Lieutenant, Second Lieutenant, or Sergeant with the exception that the same member may be elected to the position of Recording Secretary and Corresponding Secretary simultaneously. The position of Training Officer and Corresponding Secretary may be held simultaneously with any other office. The positions of Captain, 1st Lieutenant, 2nd Lieutenant, and Sergeant shall only be held by a member who is holding the highest level of training as recognized by the EMS Council of New Jersey (EMSCNJ).

SECTION 2. Vacancy: In the event of a vacancy occurring among the Officers, the same and any subsequent vacancies shall be filled, for the unexpired terms, at the next regular meeting, or in the case of a vacancy occurring during a meeting, the vacancy may be filled at that meeting by ballot vote. An unexpired term is any period of service less than a full term. (Note: It has been agreed to and understood by the membership, that any term of less than one (1) year shall not be counted toward successive terms in that office.) A member elected to the position of Recording Secretary and Corresponding Secretary may hold both positions simultaneously. The position of Training Officer may be held simultaneously with any other office. The positions of Captain, 1st Lieutenant, 2nd Lieutenant, and Sergeant shall only be held by a member who is holding the highest level of training as recognized by the EMS Council of New Jersey (EMSCNJ).

SECTION 3. Voting shall be by written ballot if there is more than one candidate for a position. Candidates will be elected by a majority vote of eligible members present at the Annual Meeting.

SECTION 4. The Board of Trustees shall consist of three (3) members, two (2) of whom must be Active Members of the organization. One (1) Trustee shall be elected each year for a period of three (3) years.

ARTICLE IV DUTIES OF OFFICERS

SECTION 1. The President shall preside at all meetings of the organization, sign all necessary documents, appoint all committees provided for in the By-Laws or other committees which may be deemed necessary. The President shall be an ex-officio member of all committees.

SECTION 2. In the absence of the President, the Vice-President shall assume the duties of the President. If both the President and Vice-President are absent, either the Secretary or the Treasurer shall convene the meeting for the purpose of electing a temporary chairman to conduct the regular business.

SECTION 3A. The Recording Secretary shall keep a correct record of the proceedings of every meeting and shall keep a record of roll calls and attendance. The Recording Secretary shall keep an active record of the number of meetings that each Member attends. In the absence of the Recording Secretary, any member may fulfill these duties.

SECTION 3B. The Corresponding Secretary shall handle all correspondence of the Squad (except in special cases). In the absence of the Corresponding Secretary, the Recording Secretary may fulfill these duties.

SECTION 4. The Treasurer shall collect and receive all monies due this organization, shall keep a true and correct account of same, shall pay all duly passed and approved bills against the organization, shall present at the February meeting a true statement of finances for the year and shall report at each meeting a statement of receipts and disbursements for the month. The Treasurer shall be bonded for the sum of the current assets of the Squad as of 1 January of each year at the Squad's expense. The officers shall review this bond annually.

SECTION 5. The Chaplain shall attend to the spiritual affairs of the Squad.

SECTION 6. The Historian shall keep an accurate and complete record of all the activities of the Squad other than meetings.

SECTION 7. The Board of Trustees shall provide resolution of conflict, resolving any major issues or problems within the Fanwood Rescue Squad and provide senior level guidance.

SECTION 8. The Captain shall have sole control over all apparatus and shall direct the actions of the members of First Aid calls, parades, and drills, but may delegate this authority at his/her discretion. The Captain shall make a monthly Captain's Report of all Squad calls, parades and drills, which shall be filed promptly with the Secretary and a copy of the same provided to the Chairperson of the Borough of Fanwood Public Safety Committee.

SECTION 9. The First Lieutenant shall assume the Captain's duties in his/her absence or any other duties delegated by the Captain.

SECTION 10. The Second Lieutenant shall assume the duties in the absence of a more senior officer or any other duties assigned. The Second Lieutenant is normally responsible for the supplies and the equipment in the ambulance and the Squad headquarters.

SECTION 11. The Sergeant shall assume the duties in the absence of more senior officers and other duties as assigned.

SECTION 12. The Training Officer shall have the responsibility for organizing and coordinating training activities with other emergency service agencies and overseeing the training of new members. The Training Officer is also responsible for ensuring that all member training certifications are current and updated in the files, both hard copy and electronic.

**ARTICLE V
DUTIES OF MEMBERS**

SECTION 1. On calls, all members shall obey strictly all orders of the officers in command and shall not absence themselves from duty, after having joined the apparatus, without permission from the officers in charge.

SECTION 2. Until arrival of a line officer, the member senior in terms of service shall command the Squad and retain command until relieved by a line officer.

SECTION 3. No member under the influence of intoxicants shall ride or drive the ambulance.

SECTION 4. Any member operating the ambulance must be a licensed driver.

SECTION 5. No member shall at any time operate the ambulance in a careless or reckless manner. Similarly, no member shall operate his private vehicle in a careless or reckless manner when responding to a call.

SECTION 6. The Crew Chief or Line Officer returning from a call must ensure that a complete and detailed report of the call is submitted.

**ARTICLE VI
EXPENDITURES AND APPROPRIATIONS**

SECTION 1. Expenditures and appropriations of monies must be ordered and approved by the organization. Payments shall be made by check and signed by two (2) of the following officers: President, Vice-President or Treasurer. There shall be no appropriations of money or disposal of property or changes in investment strategies (risk profile) without the 2/3 vote of the eligible members present at a regular and/or special meetings.

SECTION 2. The President and/or Secretary shall have the authority to enter the Squad's safe deposit box and shall sign a receipt for the key which will be attached to the bank agreement.

SECTION 3. The Captain may approve expenditures by other line officers up to two hundred fifty dollars (\$250.00).

**ARTICLE VII
QUORUM**

SECTION 1. A quorum shall consist of one third (1/3) of the active members who hold an active role comprised of Active and Life Members, any fractions to be dropped in calculating a quorum. A quorum is required to conduct any business that would require membership approval. In the absence of a quorum, payment of utility bills are pre-authorized. Any unusual amounts will be disputed with discussion at the subsequent meeting.

ARTICLE VIII

ORDER OF BUSINESS

SECTION 1. The order of business at regular meetings of this organization shall be as follows:

- Pledge of Allegiance to the Flag of the United States of America
- Invocation
- Roll Call
- Reading of the Minutes of Previous Meeting
- Treasurer's Report
- Reports of Officers and Committees
- Applications for Membership
- Correspondence
- Payment of Bills
- Unfinished Business
- New Business
- Adjournment

SECTION 2. The order of business for the Annual Meetings of the organization shall be as follows:

- Roll Call
- Minutes of Last Annual Meeting
- Election of Officers
- Adjournment

ARTICLE IX COMMITTEES

SECTION 1. The standing committees shall consist of the Membership Committee, Instruction Committee, Purchasing Committee, and Fundraising Committee and shall be appointed by the President at the January meeting. Other committees may be appointed by the President as required. Each Committee chairperson should report their recommendations to the membership for consideration and vote.

SECTION 2. The President shall appoint the Membership Committee, which shall consist of the Captain, one member-at-large and another officer. The Committee shall investigate applicants for Membership and report their findings at the next regular meeting of the Squad.

SECTION 3. The Instruction Committee shall consist of the Training officer and a minimum of two members who shall arrange necessary training courses to enable members to maintain current training certificates as required for Active Members, and to keep the Squad informed of any changes in the EMSCNJ/State of NJ training requirements.

SECTION 4. The Purchasing Committee shall consist of the Captain, First Lieutenant, Second Lieutenant, Sergeant and two (2) members who shall make all recommendations of purchases of necessary equipment over \$250.00 upon the approval of the membership as stated under Article VI Section 1 of the By-Laws.

such as a silver plated serving piece or pewter mug, incorporating the Fanwood Rescue Squad die #CD-25.

15 Years: A plaque or trophy of unique design and suitably engraved.

20 Years: A suitably engraved watch not to exceed \$350.00.

25 Years and each succeeding 5 year anniversary: A suitable inscribed distinctive award based on existing recognitions or designed by a committee appointed to the task. In addition to the criteria in Section 1, the 25 year award may be presented to a member for service rendered to the Squad. The presentation of this award to be recommended by the Officers and the Awards Committee.

Special Officers awards: Each past President and each past Captain who have served at least one (1) full term will be awarded a suitable pin or badge.

Outstanding Service: For the completion of 1000, 2500 and 5000 calls, a practical or unique award, different in design from other service awards, will be presented.

Design and cost guidance: The intent of all the awards is to recognize service by means of distinctive or unique designs taking into account good taste, past precedent in such awards, and reasonableness in expenditure. The 20 year watch is intended to be the highest cost item. All others should be far less expensive.

ARTICLE XIII DISTRIBUTION OF ASSETS

SECTION 1. In the event of the dissolution of the Fanwood Rescue Squad, Inc., no Squad monies or equipment shall go to any member of the Squad, but all Squad equipment and monies shall be turned over to a similar organization, with the same type of Federal Exemption under Section 501-3 or 4 of the Internal Revenue Code. A vote of two-thirds (2/3) majority of the eligible members will decide on the distribution of assets.

ARTICLE XIV PARLIAMENTARY PROCEDURE

SECTION 1. Robert's Rules of Order will be used to resolve parliamentary issues not covered by the By-Laws