

BIGFORK QUICK RESPONSE UNIT
DbA: Bigfork Volunteer Ambulance
DbA: Bigfork Ambulance
BY-LAWS

(Last Modified: July 2007)

Bigfork Volunteer Ambulance By-Laws

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ARTICLE I - OFFICERS

SECTION 1 NUMBER

The officers of this organization shall be President, 1st (First) Vice President, 2nd (Second) Vice President, Treasurer, and Secretary. Other offices and officers may be established and elected by the members.

SECTION 2 METHOD OF ELECTION

The membership shall elect all officers for a term of 1 (one) year. The election will be at the December business meeting. Any voting member shall be eligible for office. Any member shall be eligible for re-election and may serve an indefinite number of terms. Newly elected officers shall assume their duties on the first of the month following election and shall continue in office until their successors are duly elected.

SECTION 3 DUTIES OF OFFICERS

The duties of the officers shall be as follows:

PRESIDENT: The President shall preside at Business meetings, and Executive Committee meetings. He/she shall be a member ex officio of all committees.

1st (FIRST) VICE-PRESIDENT: The 1st Vice President shall perform all duties of the President during the absence of the President. He/she shall be a member ex officio of all committees and shall perform such other duties as may be defined by the Executive Committee or as directed by the President.

2nd (SECOND) VICE PRESIDENT: The 2nd Vice President shall perform all duties of the President and/or 1st Vice president in his or her absence. He/She shall be a member ex officio of all committees and shall perform such other duties as may be defined by the executive Committee or as directed by the President or 1st Vice President.

SECRETARY: The secretary shall give notice of and be responsible for recording the minutes of all meetings and all general correspondence. He/she shall perform such other duties as may be defined by the Executive Committee.

TREASURER: The Treasurer shall keep an account of all monies received and expended and oversee all bookkeeping transactions. All sums received by Bigfork Volunteer Ambulance shall be deposited in the bank approved by the Executive Committee. The Treasurer shall bring to the executive committee recommendations for the investment of funds. Any expenditure over \$5000, with the exception of insurance premiums, shall be brought before the general membership for approval. The books shall be open to verification and inspection by any Bigfork Volunteer Ambulance member or an auditor appointed by the Executive Committee. The Treasurer shall make a financial report at business meetings.

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Bigfork Volunteer Ambulance will hire a person to take care of all bill payment/bookkeeping functions. All ambulance billing functions will be sub-contracted to a third party contractor as deemed appropriate by the Executive Committee.

EXECUTIVE COMMITTEE: The Executive Committee shall be comprised of the said elected officers and shall be responsible for the operation of Bigfork Volunteer Ambulance. They shall meet on the call of any board member at a time and place agreed to by the board members and shall have power to conduct all business in lieu of specific Bigfork Volunteer Ambulance actions. The Executive Committee shall actively pursue the Bigfork Volunteer Ambulance objectives and shall have discretion in the disbursement of funds. It may adopt such rules for the conduct of business as shall be deemed advisable. The Executive Committee shall make up the Membership Committee. The immediate past president will serve on the executive committee in an advisory role (non-voting) for the first year following his/her presidency unless the past president continues on the executive board in an office other than the president and in that case no past president office shall exist during that term.

SECTION 4 VACANCIES

All vacancies in any office shall be filled, without undue delay. Executive Committee will recommend and the membership will approve by majority vote.

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ARTICLE II - COMMITTEES

SECTION 1 STANDING COMMITTEES

The standing committees are:

- a) Equipment - Ambulance - Maintenance
- b) Training - Education - Critique
- c) Public Relations - Fire Department Liaison

SECTION 2 APPOINTMENT

The Executive Committee may establish standing Committees and/or project teams. Each Standing Committee and project team shall have a chairman, who shall be responsible for directing and coordinating the affairs of the committee. The committees shall be reorganized at the annual election meeting. Chairmanships will be decided by the committee membership. The Executive Committee may establish additional Committees.

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ARTICLE III - MEMBERSHIP

There will be 4 membership categories. These categories will reflect the involvement the member is willing to commit to the Ambulance. The membership category will NOT reflect the legal level of licensing or certification the member has achieved. Every member will be allowed to practice to his or her level of certification or licensing regardless of category.

SECTION 1 ASSOCIATE MEMBER

Associate members will not be part of the on-call team. Associate members will observe and/or provide patient care to the level of his or her approved training. Until successful completion of the orientation program, patient care will be provided under direction and supervision of a member who has successfully completed the orientation program. The level of care provided during orientation will be at a level no greater than that of the current certification of the associate member AND supervising member. Students in an approved EMS course are encouraged to observe and/or provide patient care under the direction and supervision of a member who has completed the orientation program. Members in this category who live outside the Bigfork Volunteer Ambulance response area must meet all attendance and training requirements and wither commit to on-call time or respond to a minimum number of calls as specified in Standing Operating procedures.

Applicants are eligible to become an Associate Member if the following conditions are met:

- Must be 18 years of age or older.
- Must have a valid Montana driver's license if responding to calls.
- Must have the American Heart Association Health Care Provider CPR certification or the American Red Cross equivalent if responding to calls.
- Anyone with or without medical training may qualify for membership in this category as long as approved for membership by the membership committee.
- Must have a minimum of First Responder certification to be a QRU responder and First Responder certification with transporting ambulance endorsements to be part of the Ambulance transporting team.
- Must submit a written application for membership using a Bigfork Volunteer Ambulance/Application form.
- Before recommendation by the membership committee for membership, the applicant must be interviewed by the membership committee and informed regarding the expected duties; time commitments and performance of membership and a background check must be completed.
- Must attend regular meetings and not have more than four (4) un-excused absences in one calendar year.
- Must be an active member of the organization. This means responding to calls, attending meetings and taking responsibility for their share of duties necessary in the operation of the organization as assigned by the executive committee.
- All members with medical training must complete the requirements of medical care providers as outlined elsewhere in this document.
- Must participate in hall duty as outlined in the Standard Operating Guidelines.
- A new or returning member must complete a probationary period as outlined elsewhere in this document.

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- A member in this category may hold an office on the executive board as long as the member is not on probation.
- There will be no limit as to how many associate members are allowed in the group but there will be a maximum of 5 associate members who have not attained at least a First Responder Certification.

SECTION 2 REGULAR MEMBER

A regular member is part of the on-call team. Members in this category who live outside the Bigfork Volunteer Ambulance response area must meet all attendance and training requirements and wither commit to on-call time or respond to a minimum number of calls as specified in Standing Operating procedures. They must meet and maintain the following conditions:

- Must be at least 18 years of age.
- Must have a valid Montana driver's license.
- Must maintain current CPR certification by the American Heart Association or the American National Red Cross.
- Must have a minimum of First Responder certification with ambulance transport endorsements to be part of the Ambulance transporting team.
- Must be medically trained to at least a First Responder certification with ambulance transport endorsements to qualify for membership in this category.
- Must be physically able to perform expected duties related to emergency patient care and the operation of an ambulance service.
- Must attend regular meetings and not have more than four (4) un-excused absences in one calendar year.
- Must satisfy the training requirements of the organization.
- Must be an active member of the organization. This means responding to calls, attending meetings, and taking responsibility for their share of ambulance and equipment check, hall duty, and other duties necessary in the operation of the organization.
- Must participate in the on-call system as outlined in the On-Call section of this document and in Standard Operating Guidelines.
- Must submit a written application for membership using a Bigfork Volunteer Ambulance application form.
- Before recommendation by the membership committee for membership, the applicant must be interviewed by the membership committee and informed regarding the expected duties, time commitments, and performance of membership and a background check must be completed.
- A new or returning regular member must complete a probationary period as outlined elsewhere in this document.
- A member in this category may hold an office on the executive board as long as the member is not on probation.
- A regular member will be eligible for any incentive plans in effect within the organization.

SECTION 3 CADET MEMBER

- Must reside within the normal Bigfork Volunteer Ambulance operation area.
- Must be 15 - 18 years of age.
- Must attend regular training meetings and not have more than four (4) un-excused absences in one

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calendar year.

- Must submit a written application for membership using a Bigfork Volunteer Ambulance/Application form.
- Before recommendation by the membership committee for membership, the applicant must be interviewed by the membership committee and informed regarding the expected duties, time commitments and performance of membership and a background check must be completed.
- A new or returning cadet member must complete a probationary period as outlined elsewhere in this document.
- A member in this category may NOT hold an office on the executive board.
- A member in this category will not be eligible for any incentive plans.

SECTION 4 DRIVER ONLY MEMBER

Driver only members will not be part of an on-call team and will be limited to driving the ambulance during transports to the hospital and patient care on scene limited to their level of certification. All on scene patient care will be provided under direction and supervision of a member who has successfully completed the orientation program.

Applicants are eligible to become an Associate Member if the following conditions are met:

- Must be 18 years of age or older.
- Must have a valid Montana driver's license.
- Must be a member in good standing of a volunteer fire department in the ambulance response area.
- Must have the American Heart Association Health Care Provider CPR certification or the American Red Cross equivalent.
- Anyone with at least a First Responder certification may qualify for membership in this category as long as approved for membership by the membership committee.
- A driver only member with a First Responder certification WITHOUT an Ambulance endorsement may be a driver but 2 other members making up a legal transport team must be on the ambulance.
- A driver only member with a First Responder certification WITH an Ambulance endorsement may be part of a legal transport team.
- If a driver only member wishes to provide patient care during transport, the member must reapply at least at an associate member level.
- Must submit a written application for membership using a Bigfork Volunteer Ambulance/Application form.
- Before recommendation by the membership committee for membership, the applicant must be interviewed by the membership committee and informed regarding the expected duties; time commitments and performance of membership and a background check must be completed.
- All members with medical training must complete the requirements of medical care providers as outlined elsewhere in this document.
- A new or returning member must complete a probationary period as outlined elsewhere in this document.
- A member in this category may not hold an office on the executive board.
- A member in this category will not be eligible for any incentive plans.
- There will be no limit as to how many driver only members are allowed in the group

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SECTION 5 PROBATIONARY PERIOD

The probationary period applies to all categories of membership. As each member is accepted by the existing membership, that member will be designated as probationary. Probationary members in any category may be terminated for any reason by a majority vote of the members of the Executive Committee during the probationary period. Also, for regular members during the probationary period, any incentive plans in effect do not apply. The criteria for upgrading from a probationary member to a non-probationary member are outlined below:

- Being a member in any membership category for at least 6 months
- Getting positive reviews during the probationary period
- Showing a genuine interest in the unit by attending meetings
- Showing up regularly on calls
- Approval of the Director of Operations and the Membership Committee. This approval will be based in part on satisfactory completion of the expectations of their membership category.
- Medical responders must successfully complete the new member booklet.
- Returning members in any category whether leaving the unit for any length of time or having an extended leave of absence (greater than 6 months) must repeat the probationary period and be bound by all its rules.

SECTION 6 EMPLOYED MEMBERS

Applicants are eligible to become Employed Members if the following conditions are met:

- Must be 18 years of age or older.
- Must have a valid Montana driver's license.
- Must have the American Heart Association Health Care Provider CPR certification or the American Red Cross equivalent.
- Must be medically trained to at least an EMT-Basic level.
- Must be able to perform expected duties related to emergency patient care and the operation of an ambulance service.
- Must submit a written application for membership using a Bigfork Volunteer Ambulance Application form.
- Must participate in an orientation program.
- Must satisfy the training requirements of the organization.
- Must attend one training meeting quarterly.
- A member in this category will not be part of an on-call team.
- A member in this category may not hold an office on the executive board.
- A member in this category will not be eligible for any incentive plans.
- There will be no limit as to how many driver only members are allowed in the group

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SECTION 7 ELECTION OF MEMBERS

Following the satisfactory completion of the criteria for upgrading from a probationary member to a non-probationary member, the membership committee will approve the probationary member for regular or associate membership.

SECTION 8 CONTINUING EDUCATION OF MEMBERS

All members are expected to maintain the minimum continuing education hours required by their level of training. CPR cards must be current. Training obtained outside of Bigfork Volunteer Ambulance will be submitted to the Training Committee for approval. One half of all continuing education training hours must be with the Bigfork Volunteer Ambulance. The Executive Committee, the Director of Operations, and the Bigfork Volunteer Ambulance Medical Director must approve any variance in the above regulations.

SECTION 9 MEMBERSHIP LIMITATIONS

The Bigfork Volunteer Ambulance will be limited to 25 regular and associate medical members and 5 non-medical associate members. Membership applications shall be acted on in order of date submitted by applicant. The membership limit may be exceeded by a vote of the membership at a regular business meeting.

SECTION 10 EXPULSION

Expulsion shall be by a majority vote of the members of the Executive Committee. At least one week before any action is to take place, a written notification of charges shall be mailed, by registered mail, to the member. Membership may be terminated for:

1. Violation of the By-Laws
2. Conduct prejudicial to the best interests of the Bigfork Volunteer Ambulance.
3. Un-excused absence from four (4) scheduled meetings in one calendar year. (An excused absence is where a member has another obligation and lets someone know prior to the meeting either by telling someone who is attending the meeting or leaving a message on the Ambulance phone.)

SECTION 11 RESIGNATION

Any member may resign from the Bigfork Volunteer Ambulance after turning in their equipment and giving written notice of their intention to one of the officers. This notice shall be presented to the membership at the first meeting after its receipt.

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SECTION 12 LEAVE OF ABSENCE

A member may request a leave of absence for a period of up to six (6) months subject to the following provisions:

1. Training requirements remain in place.
2. Must submit written request to an officer.
3. Request must be approved by the Executive Committee.
4. The leave may be extended up to additional six months.

SECTION 13 VOTING

After 6 months of membership, each member shall be entitled to one vote on any action taken in the affairs of the Bigfork Volunteer Ambulance. A majority vote shall be defined as a majority of those present at a regular meeting at which a quorum is present.

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ARTICLE IV - MEETINGS

SECTION 1 BUSINESS MEETINGS

General business meetings of the Bigfork Volunteer Ambulance shall be held monthly, unless otherwise ordered by the Executive Committee. The date, time, and place for monthly business meetings are to be voted upon by the membership.

SECTION 2 TRAINING AND EDUCATION MEETING

Training and Education meetings shall be held monthly as determined by the training committee. Business other than training and education shall not be transacted at such meetings.

SECTION 3 CONDUCT OF MEETINGS

The President or another officer shall preside at all business meetings. The usual parliamentary rules in Robert's Rules of Order shall govern, when not in conflict with these By-Laws.

SECTION 4 QUORUM

A quorum shall consist of a majority of the members of the Bigfork Volunteer Ambulance that are entitled to vote. A quorum is necessary for the transaction of business at a regular business meeting.

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ARTICLE V - ADOPTION AND AMENDMENTS

The By-Laws will go into effect immediately upon adoption. These By-Laws may be amended, repealed, or altered, in whole or in part, by a majority vote at any Business meeting of the Bigfork Volunteer Ambulance. Notification of the By-Law change must be announced at the previous monthly business meeting.

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ARTICLE VI - LIABILITIES

Nothing herein shall constitute members of the Bigfork Volunteer Ambulance as partners for any purpose. No member, officer, agent or employee shall be liable for the acts or failure to act of any other member, officer, agent or employee of the Bigfork Volunteer Ambulance.

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ARTICLE VII - ON CALL SYSTEM

In an effort to provide a continuum of patient care without interruption, an "on call" system is essential. In order to maintain membership in the on-call system, on-call participation is required by all regular members. The on-call times are outlined below:

Monday – 6:00 PM → Tuesday – 6:00 AM
Tuesday – 6:00 PM → Wednesday – 6:00 AM
Wednesday – 6:00 PM → Thursday – 6:00 AM
Thursday – 6:00 PM → Friday – 6:00 AM
Friday – 6:00 PM → Monday – 6:00 AM

On-call times begin at 6 AM on holidays.

Additionally, the following holidays are also included as part of the on-call times from 6:00 AM – 6:00 PM:

New Year's Day
Memorial Day
July 4th
Labor Day
Thanksgiving
Christmas

It is the responsibility of the on-call team to insure that they are available during these times. If someone who is on-call needs to leave the area, it is their responsibility to find a cover, preferably with equivalent experience and capabilities.

DAYTIME ON-CALL: Daytime calls are also important. In an effort to ensure that members are available to respond Monday-Friday 6 am – 6 pm, an additional on call period will be available for those wishing to sign up.

FLEXIBLE ON-CALL: Flexible on-call status will be approved by the executive committee, on a case by case basis, for members whose work schedule greatly conflicts with the regular on call period. These members will be allowed to sign up for any of the above on-call periods as their schedule allows.

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ARTICLE VIII - DISSOLUTION

This Bigfork Volunteer Ambulance may be dissolved by majority vote of its membership.

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DOCUMENT CHANGE HISTORY

Adopted 6/13/95 (Adoption of By-Laws)

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Revised 1/9/01 (Article I Section 2 – Director of Operations - Appointment) (Article IV Section 7 - Membership - Limitations)

Revised 2003 (Article IV – Membership) (Article VIII – On Call System)

Revised 4/6/04

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Revised 7/3/07 (Article I-Director of Operations) (Article II Section I – Officers) (Article II Section III – Duties of Officers)