

BY-LAWS

of the

CHARLES COUNTY ASSOCIATION

of

EMERGENCY MEDICAL SERVICES

REVISED 12/11/2017

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BY-LAWS

CHARLES COUNTY ASSOCIATION of EMERGENCY MEDICAL SERVICES

ARTICLE I NAME

Section 1 The name by which this organization shall be known is the CHARLES COUNTY ASSOCIATION OF EMERGENCY MEDICAL SERVICES, hereafter referred to in these By-Laws as the “ASSOCIATION” or “EMS ASSOCIATION”.

ARTICLE II PURPOSE

Section 1 A. The purpose of this ASSOCIATION shall be defined in the Constitution and,

B. to cooperate with the CHARLES COUNTY VOLUNTEER FIREMAN’S ASSOCIATION, INC. in all matters pertaining to the Emergency Services of Charles County, Maryland.

ARTICLE III EMBLEM

Section 1 DESCRIPTION:

The Emblem of the Charles County Association of Emergency Medical Services shall be:

A. A rectangular device with all corners rounded evenly. This device shall bear the Charles County shield centered on the left side of the field and the Star of Life centered on the right side of the field. The wording “Charles County Association of” shall be engraved in the remaining upper portion of the field, above the Charles County shield and the Star of Life with the words “Charles County” engraved at the top of the upper portion of the field, the word “Association” shall be engraved below the words Charles County, and the word “of” shall be engraved below the word Association. The words “EMERGENCY MEDICAL SERVICES ESTABLISHED 1976” shall be engraved in the remaining lower portion of the field below the Charles County shield and the Star of Life with the word “EMERGENCY” engraved below the shield and the Star of Life, the words “MEDICAL SERVICES” engraved below the word Emergency,

and the words “ESTABLISHED 1976” engraved below the words Medical Services. All wording shall be centered in the field in their designated places as described above.

Section 2

DIMENSIONS:

The dimensions for this emblem shall vary depending on how it will be utilized; however, the illustration contained in Appendix II, Section I of these By-Laws shall be adhered to in the event this emblem is to become a patch. Any type of reproduction of this emblem shall maintain the correct proportions as outlined in the dimensions of the illustration.

Section 3

COLORING:

If a colored reproduction is needed, the following colors shall be utilized:

FIELD:	Ermine White
SHIELD:	Chinese Red, Silver, Ermine White, Yellow, and Black
STAR OF LIFE:	Royal Blue with Ermine White
LETTERING:	Black
BORDER:	Royal Blue

ARTICLE IV MEMBERSHIP:

Section 1

ACTIVE MEMBERSHIP

- A. Any Emergency Medical Services (Ambulance/Rescue) organization consisting of a minimum of ten (10) members, eighteen (18) years of age or older shall be entitled to active membership in the ASSOCIATION.
- B. Providing they have been approved by a two-thirds (2/3) majority of the delegates present and voting by secret ballot at a regular business meeting.

Section 2

HONORARY MEMBERSHIP

Honorary membership may be extended to organizations or individuals who have been designated by the Executive Committee and confirmed by the membership to receive this honor.

- A. In order to be selected and awarded such membership the candidate must have some interest in this ASSOCIATION,
- B. or have duties bringing good and welfare on the ASSOCIATION,
- C. or have previously served as an officer of this ASSOCIATION,
- D. Honorary Members shall have all the privileges of ASSOCIATION membership except those of voting or holding office.
- E. If the Honorary Member is a delegate or alternate from an Active member unit, the restrictions of 2D does not apply.

ARTICLE V DUES

Section 1 Dues

Dues in the amount of \$100.00 shall be due and payable prior to March 1 of each year.

Section 2 ASSESSMENTS

Assessments shall be made for purposes, and in the amounts as determined by a two-thirds (2/3) majority of those members present and voting.

ARTICLE VI OFFICERS

Section 1 OFFICERS

The elected officers of the ASSOCIATION shall consist of:

- A. President
- B. Vice-President
- C. Secretary
- D. Treasurer
- E. Chaplain
- F. County EMS Chief
- G. Communications Board

H. Executive Committee Chairman

Section 2

NOMINATIONS

- A. Nominations shall be made at the meeting prior to the annual meeting.
- B. A candidate must receive a majority vote of those delegates present and voting in order to be elected.
- C. The duly elected officers shall assume the duties of their respective offices by being obligated and installed at the Annual Installation Banquet.
- D. Officers shall hold office for one year or until their successors are duly qualified and elected.

Section 3

VOTING

Each member unit in good standing shall be entitled to a vote in all matters of the ASSOCIATION.

Section 4

VACANCIES

Should vacancies occur in any of the offices before the regular elections, the President shall:

- A. Appoint a delegate or alternate from a member unit to fill the office temporarily and,
- B. Direct the Secretary to send special notice of nominations and elections at the next regular meeting to fill the vacancy.

Section 5

DERELICTION OF DUTIES

Any officer who shall be absent for two (2) consecutive regular meetings, without presenting a reasonable excuse to the President, which is acceptable to the membership, shall be considered as having vacated/resigned his/her office.

ARTICLE VII DUTIES OF OFFICERS

Section 1 President

The President shall:

- A. Preside at all regular and special meetings of the ASSOCIATION.
- B. Appoint all committees not otherwise provided for.
- C. Countersign all checks for expenditures which have been approved by the membership of the ASSOCIATION.
- D. Call special meetings per ARTICLE XI, Section 2 of these By-Laws.
- E. Serve as Chairman of the Executive Committee in the absence of its elected Chairman.
- F. Perform the duties of President as included in Robert's Rules of Order, Revised.
- G. Perform such other duties as may be prescribed by the ASSOCIATION.
- H. Serve as ex-officio member to all committees except the Executive Committee.

Section 2 Vice-President

The Vice-President Shall:

- A. Assist the President and serve as President in his/her absence.
- B. Serve as Secretary to the Executive Committee and shall submit a written record of all business transacted by that committee to its chairman within thirty (30) days after such meetings.
- C. Serve as Chairman of the Constitution and By-Laws Committee.
- D. Serve as Advisory Council Representative to EMS.

Section 3

Secretary

The Secretary shall:

- A. Keep written, accurate, and permanent accounts of all regular, special, and EMS Officer's meetings of the ASSOCIATION.
- B. Notify the delegates of all member units in writing as to the time, date, and location of all regular, special, and EMS Officer's meetings.
- C. Send notice in writing to the President and highest ranking EMS Officer of any member unit failing to have representation at any of the aforementioned meetings.

Section 4

Treasurer

The Treasurer shall:

- A. Receive all funds for the ASSOCIATION and promptly deposit them to the credit of the ASSOCIATION in a bank designated by the ASSOCIATION membership.
- B. Submit a written report at each regular business meeting of the monies collected and the disbursements made.
- C. Maintain a double entry bookkeeping ledger, to be available for audit as required.
- D. Issues and co-signs checks with the President and pay out monies as approved by the ASSOCIATION membership.
- E. Open the books for examination upon request of the President.
- F. Make a formal written report of the ASSOCIATIONS'S financial condition at the end of each year.
- G. Be responsible for written notification of all member units of the annual dues and any special assessments.

Section 5

CHAPLAIN

The Chaplain shall:

- A. Add a religious harmony by offering invocations and benedictions at all regular and special meetings of the ASSOCIATION.
- B. Offer spiritual aide and comfort to persons from member units of the ASSOCIATION in time of need.

Section 6

COUNTY EMS CHIEF

The County EMS Chief shall:

- A. Preside over all County EMS Officer's meetings.
- B. Make recommendations to the Standards Committee of changes to the operational effectiveness of member units.
- C. Act as liaison between the Department of Emergency Services, the County Fireman's Association, the County Hospital and this ASSOCIATION.
- D. Act as EMS coordinator for all County-wide drills.
- E. The office of County EMS Chief shall have operational authority over member units when he/she is operating during an emergency in or out of the County and operating within the County Communications command structure.
- F. Have the option of appointing an Assistant County EMS Chief

Section 7

COMMUNICATIONS BOARD REPRESENTATIVE

The Communications Board Representative shall:

- A. Attend all meetings of the Charles County Communications Board as this ASSOCIATION'S representative.
- B. Have authority to make decisions concerning operational procedures of the Communications Headquarters on the behalf of this ASSOCIATION.
- C. Present to the Board all requests of this ASSOCIATION and strive for their acceptance.

- D. Present a written report at each regular meeting of the ASSOCIATION on the board's activities for the previous period.

Section 8

EXECUTIVE COMMITTEE CHAIRMAN

The Executive Committee Chairman shall:

- A. Serve as the Chairman of the Executive Committee (Executive Board of Directors) of the ASSOCIATION.
- B. Be the ASSOCIATION'S representative to the Charles County Board of Fire and Rescue Commissioners.
- C. Call and preside at monthly meetings of the Executive Committee.
- D. Present written reports at each regular meeting of the committee's activities.
- E. Assure that the Executive Committee shall annually update the EMS (Rescue) Budget.
- F. Accept and transmit financial statements of the member units to the Charles County Board of Fire and Rescue Commissioners.
- G. Analyze the financial statements in order to make recommendations on future budgets.

ARTICLE VIII DUTIES OF MEMBER UNITS

Section 1

REPORTS

Each member unit shall prepare and deliver to the Association Secretary an annual report of its operations for the previous year.

- A. This report shall include all information in a form as determined by the County EMS Officers and the Executive Committee.
- B. This report shall be delivered to the Secretary no later than July 31 of each year.
- C. Failure to comply with the above will be, at the discretion of the membership, the suspension of all rights and privileges of membership in this ASSOCIATION until requested action is taken.

Section 2

RESPONSES

Each member unit will respond to all calls with a full, properly qualified crew, minimum two persons with at least one possessing a minimum of a valid Emergency Medical Technician Basic certification. All crew members must be CPR certified.

- A. A provider with a minimum of EMT-B certification must ride in the patient compartment during transports.
- B. All personnel of member units of the ASSOCIATION shall, while engaged in emergency or routine operation:
 - 1. Wear a uniform recognizable and easily distinguishable by the general public.
 - 2. Conduct themselves in the highest professional manner.
- C. Failure to comply with the above will cause action to be taken in accordance with Section 1, Paragraph C of this Article.

Section 3

DELEGATE LISTS

- A. Every year a member unit shall submit to the Secretary of the ASSOCIATION, on company stationery, a list of:
 - 1. A minimum of two (2) delegates and two (2) alternates to this ASSOCIATION.
 - 2. A minimum of one (1) delegate and one (1) alternate to the Executive Committee of this ASSOCIATION.
- B. Failure to fulfill this requirement shall cause the member unit to loss all voting privileges until requirement is met.

ARTICLE IX APPOINTMENTS

Section 1

Committees

- A. The president shall, at the first meeting of the year, appoint the following standing committees:

1. Publicity
2. Standards
3. Training
 - a. ALS
 - b. BLS
4. Constitution and By-Laws

- B. These committees shall be composed of individuals from member units who shall serve during the year for which they are appointed or until their successors are appointed.
- C. Special committees shall serve until the completion of the work for which they are appointed, or until relieved of the special duties.

ARTICLE X DUTIES OF COMMITTEES

Section 1 GENERAL

Each committee chairman shall:

- A. Submit written reports in duplicate at regular meetings to the President of the ASSOCIATION on the activities of their committee.
- B. Preserve and maintain all records and properties entrusted to his/her care or acquired during his/her tenure, and shall turn over same to his/her duly appointed successor.

Section 2 COMMITTEES

A. Publicity Committee shall:

1. Compile the annual statistical report in a format suitable for release, and shall assure that said release is made to the local news media and to the Secretary.
2. Attempt to secure publicity on the activities of this ASSOCIATION and its member units and provide such information to the local news media.

B. Standards Committee shall:

1. Semi-annually inspect ~~each~~ every member unit of the ASSOCIATION per the requirements of the Standards of this ASSOCIATION and shall submit a written report of its findings to the appropriate offices as required by law.
2. Review, at least annually, the minimum standards of the ASSOCIATION and propose and recommend changes to the ASSOCIATION'S membership.

C. Training Committee shall:

1. Promote training programs responsive to the needs of the member units of the ASSOCIATION and shall encourage member units to participate in all training programs that are made available.
2. Be responsible for conducting an annual exercise of a disaster nature, in an attempt to assure maximum participation of all member units.

D. Constitution and By-Laws shall annually review the Constitution and By-Laws of the ASSOCIATION and shall present proposed changes in writing to the ASSOCIATION membership per Article XV, Section 1A of the By-Laws.

ARTICLE XI MEETINGS

Section 1 REGULAR BUSINESS MEETINGS

Regular business meeting of the ASSOCIATION shall be held on the second Monday of even months of the year beginning at 1900 hours at such places as determined by the membership at the first regular meeting of the year.

Section 2 SPECIAL MEETINGS

A. Special meetings shall be called at the request of:

1. The President
2. The Executive Committee
3. The written request of at least three (3) member units in good standing.

B. Notice of such special meetings shall be:

1. Mailed at least five (5) working days before the scheduled meeting date.
2. Communicated by telephone, or email, to a delegate or EMS officer of each member unit at least forty-eight (48) hours before the meeting time.

C. Business transacted at special meetings shall be limited to that which is stated in the call for the meeting.

Section 3 ANNUAL MEETING

The annual meeting shall be the election meeting of the ASSOCIATION and shall be the last regular business meeting of the year.

Section 4 ORDER OF BUSINESS

The order of business at the regular business meeting shall be as follows:

Invocation
Pledge to the Flag
Roll Call
Presentation of Special Guests
Recognition of Past Presidents
Approval of minutes of previous meeting
Treasurer's Report
Presentation of Communications
Reports of Officers
Committee Reports
Unfinished Business
Nomination of officers
New Business
Election of Officers
Good and Welfare of the ASSOCIATION
Benediction
Adjournment

ARTICLE XII INSTALLATION OF OFFICERS

Section 1 A. The installation of officers shall be held at the annual "Installation of Officers Banquet of the Charles County

Volunteer Fireman's Association and the Association of Emergency Medical Service" on the first weekend in January.

- B. The time and place of the Installation Banquet shall be determined by a special committee appointed by the President in cooperation with the Charles County Volunteer Firemen's Association Incorporated Banquet Chairman.

ARTICLE XIII STANDARDS

Section 1 BUILDING STANDARDS

Building Standards are covered by Appendix I, Section 1, of the By-laws of this ASSOCIATION.

Section 2 EQUIPMENT STANDARDS

Equipment Standards shall be the current edition of the MIEMSS Seal of Excellence Standards, found on miemss.org

Section 3 EMS OFFICER QUALIFICATIONS

EMS Chief Officers

- A) Must be at least 25 years of age
- B) Must qualify to drive all station EMS apparatus with the exception of Special Operations vehicles.
- C) Must meet the following Training and Experience Qualifications:
 - 1) EMS Officer I
 - 2) Current Maryland EMT-B or Higher
 - 3) NIMS 400
 - 4) Haz-Mat Operations
 - 5) Two years of experience as a lower line officer

EMS Captain

- A) Must be at least 21 years of age
- B) Must qualify to drive all station EMS apparatus with the exception of Special Operations vehicles.
- C) Must meet the following Training and Experience Qualifications:
 - 1) EMS Officer I
 - 2) Current Maryland EMT-B or Higher
 - 3) NIMS 300
 - 4) Haz-Mat Operations

- 5) One year of experience as a lower line officer

EMS Lieutenant/ Sergeant

- A) Must be at least 18 years of age
- B) Must meet the following Training and Experience Qualifications:
 - 1) Current Maryland EMT-B or Higher
 - 2) Haz- Mat Operations
 - 3) NIMS 200

Implementation

- A) Each Company President shall provide a list of officers and their qualifications to the Standards Committee, within 45 days of the individual(s) being elected.
- B) Each individual's qualifications must be a MIEMSS/MFRI/NFA/EMI/FEMA certificate of completion, or MFSPQB, IFSAC, NBFSPQ certified
- C) The Standards Committee shall provide the names and qualifications to the CCAEMS President for documentation.
- D) The Standards Committee shall keep a record of all individuals meeting the above qualifications; therefore each company shall only need to submit changes, as they occur (including expiration dates).

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ARTICLE XIV FORMATION OF NEW EMERGENCY MEDICAL SERVICE UNITS (RESCUE SQUADS)

Section 1 GENERAL

Pursuant to the Laws of Charles County and the State of Maryland, new Emergency Medical Service units (Rescue Squads), or the addition of new stations by existing CCAEMS member companies, must be approved by this ASSOCIATION in order to assure their eligibility for Charles County Fire / EMS tax funds or other public monies. Therefore, when a group wishes to form a new Emergency Medical Service unit or an existing member company wishes to add an additional station, the following procedures must be adhered to. (See Section2 below)

Section 2 Procedure

- A. Representatives of the proposed new unit must make a formal written request to the body of this ASSOCIATION. The petitioner must provide the ASSOCIATION with the following information;
 - 1. A list of no less than twenty five (25) prospective members from the petitioner's community. The list shall include the names and addresses of all prospective members. A minimum of fifteen (15) people on the petitioners list must not be / not have been recently affiliated with a Charles County Fire or EMS department.
 - 2. All persons on the petitioners list of prospective members must commit to becoming members of the new station.
 - 3. A basic description of the services to be provided by the new station (Fire, EMS, Fire/EMS, etc.).
- B. Upon receiving the petition, the CCAEMS President will deliver a copy of the By-Laws to the petitioner. The CCAEMS President will then contact the CCVFA President to form a "Joint Committee" to assist the petitioner with development of the new station. The joint committee shall be comprised of the CCVFA and CCAEMS Executive Committee Chairs, the County Fire Chief, the County EMS Chief, a representative of the petitioner and one representative from each adjoining first due area. The committee shall be tasked with reporting on the following issues;

1. The committee will identify the service area (first due) using both mileage figures and response time figures.
2. The committee will establish street (running) assignments.
3. The committee will establish an ideal response time goal based on the type of protection required in the new service area (i.e. - low density single family residential, high density multi-family residential, commercial, industrial, etc.).
4. The committee will determine the service demand (potential call load).
5. The committee will determine immediate and long term budget impact.
6. The committee shall evaluate the petitioner's financial plan.
7. The committee will determine the effect on adjoining stations (reduced call load for overburdened stations).
8. The committee will determine the current population and growth potential in the new service area.
9. The committee will also suggest an appropriate apparatus configuration for the new station based on the information it has compiled relative to anticipated service demand and available staffing.
10. The petitioner's members will be absorbed into the Fire / EMS system. The committee will contact interested Chief's and direct the new personnel into host stations for training and acclimation purposes. The new personnel will become members of the host company, if necessary, in order to receive appropriate training and practical experience. The petitioner's members shall remain affiliated with the host company until the new station is ready for service.
11. The committee shall query all existing stations to determine whether or not "veteran" personnel are interested in becoming members of the new station. The veteran personnel can be used to fill key leadership positions to help assure the success of the new station.

12. The committee shall guide the petitioner through the process of becoming a legally chartered Maryland corporation with tax exempt status.
 13. All reports are to be filed in writing by the third regular business meeting after presentation of the petition, a copy must be provided to the President, Secretary, and all member units.
- C. The member units will vote on the admittance of the new unit at the next regular business meeting following the committee reports.
 - D. After the vote, the Secretary shall send a letter to the Executive Committee Chairman and the County EMS Chief concerning the status of the proposed new unit.
 - E. When a new unit or station receives a majority favorable vote:
 1. The Executive Committee Chair shall attend a meeting of the Charles County Board of Fire and Rescue Commissioners to gain recognition of the new company or station by the Board.
 2. Once recognized by the Board of Fire and Rescue Commissioners, the Executive Committee shall include the new company or station in the budgetary process.
 3. The Communications Board member shall inform the Chief of Communications so the appropriate Company number may be assigned.

ARTICLE XV BY-LAWS

Section 1

AMENDMENTS AND CHANGES

- A. These By-Laws may be amended or changed by two-thirds (2/3) vote of delegates present and voting at the June (12/10/16) and December meetings of the Association, providing the following requirements have been met:
 1. The proposed amendment or change shall have been submitted to the delegates in writing by the Secretary or member unit offering the proposal.

2. The proposed amendment or change shall have been presented to the member units, in proper form, at least sixty (60) days prior to the Annual Meeting.
3. Any member unit sponsoring such changes shall have them submitted to the membership on Company stationery and certified by a Company Officer.

Section 2 The foregoing By-Laws are hereby made effective and prescribed the rules which shall govern the ASSOCIATION in its deliberations. All rules of order not herein provided for, shall be in accordance with Robert's Rules of Parliamentary Procedure, (Robert's Rules of Order), Revised.

Section 3 It is understood that the contents of these By-Laws should not be construed as being contrary to the Laws of the State of Maryland.

These By-Laws were approved at the December 11, 2017 meeting