

Acton Ambulance Association Bylaws

Proposed Amendments For February 22, 2005 (Amended April 13, 2005)

ARTICLE 1: NAME AND OFFICE

The name of the association shall be The Acton Ambulance Association, a non-profit, tax-exempt organization. The principal place of business shall be in the town of Acton, County of York, and State of Maine.

ARTICLE 2: OBJECTIVE

The objective of this association shall be to provide up to date, fully licensed, experienced and efficient ambulance service to all those in the Town of Acton, and to respond under Mutual Aid Agreement to any town that needs added emergency service.

ARTICLE 3: FISCAL CALENDAR

The fiscal year of this service shall be January 1st to December 31st.

ARTICLE 4: MEMBERSHIP

The members of this association shall consist of every resident of the Town of Acton of legal voting age. Membership is granted to any non-resident who makes any monetary contribution or contributes any volunteer work to the association during the 12 months on the election in question **who is of legal voting age.**

SECTION 1

All members shall have voting rights at any special or annual **association** meeting.

SECTION 2

The Board of Director's are the only members that possess voting rights at the regular monthly Board of Directors meetings.

SECTION 3

All members shall have voting rights at any reinstate meeting.

SECTION 4

The Board of Directors shall elect all honorary members. Any past Director or past member is eligible for nomination. Honorary members shall have no duties unless specifically asked of them. They will have voting rights at all special meetings and at the Annual Meeting but not at the monthly Board Meetings.

ARTICLE 5: BOARD OF DIRECTORS

The Board of Directors shall consist of no less than nine (9) and no more than eleven (11). The Board of Directors shall consist of the four (4) Officers of the Acton Ambulance Association, three (3) members from the squad, and four (4) members at large.

ARTICLE 6: OFFICERS

The Officers of the Association shall consist of the President, Vice President, Recording Secretary, and Treasurer who will also be the Corresponding Secretary.

ARTICLE 7: ELECTIONS

Anyone choosing to run for a position within the Acton Ambulance Association must file his/her intentions in writing to the Election Committee at least two (2) weeks but not more than four (4) weeks prior to the Annual Meeting held on the third (3rd) Friday of January.

SECTION 1

The Officers and other Board of Directors shall be elected from the membership at the Annual meeting from the candidates presented by the Election Committee.

SECTION 2

No nominations from the floor will be allowed.

SECTION 3

The Officers shall be elected by secret ballot at the Annual Meeting and shall hold office for one (1) year.

SECTION 4

The four (4) members at large, who be neither Officers nor they be Squad members, shall be elected for a term of two (2) years, with no more than two (2) up for election at an Annual meeting.

SECTION 5

All vacancies will be filled by secret ballot at a Special meeting called by the President.

SECTION 6

Elected Board members take office immediately at the close of the meeting that they were elected at.

SECTION 7

Squad members to serve on the Board are to be chosen by the Rescue Chief and serve at his/her discretion.

ARTICLE 8: DUTIES

Duties are defined as responsibilities that must be fulfilled.

President

1. To attend all Board Meetings
2. To attend all Special Meetings
3. To conduct meetings according to the Bylaws and in accordance with accepted Roberts Rules of Parliamentary procedures.
4. To sign all correspondence dealing with business and affairs of the Association or delegate said responsibilities to the Corresponding Secretary.
5. To counter sign all checks.
6. To set up Special Meetings.
7. To call Special Meeting as needed.
8. To serve as ex-officio member of all committees.

Vice President

1. To attend all Board Meetings
2. To attend all Special Meetings
3. To assume the President's position in the absence of the President
4. Oversee all fund raising activities
5. Co-ordinate fundraising Chairs over individual events
6. To serve as ex-officio member of all committees.

Recording Secretary

1. To attend all Board Meetings
2. To attend all Special Meetings
3. To take and record minutes at each meeting
4. To notify the membership in advance of both Special and Annual Meetings
 - Notice on the Association's web site, signs at Town Hall and the Post Office will constitute proper notification. Should time allow, it should also include a mention in a local newspaper.
5. To maintain a copy of the bylaws

Treasurer and Corresponding Secretary

1. To attend all Board Meetings
2. To compose and write letters deemed necessary and keep copies thereof.
3. To account for all revenue due the Association
4. To account for all revenues.
5. To file a financial statement at each and every Board Meeting
6. To counter sign all checks
7. To sign all purchase orders except for regular occurring expenses.
8. To serve as ex-officio member of the Finance Committee.
9. To function as the liaison to the proper billing authority.

Rescue Chief

1. To attend all Board Meetings
2. To attend all Special Meetings
3. To attend all York County Affiliate Chiefs Association Meetings.
 - A proxy may be assigned
4. To oversee all Operations of the Squad
5. To co-ordinate a Training Committee
6. To co-ordinate a Equipment Committee
7. To appoint an officer from the squad over individual committees
8. To serve as ex-officio member of both committees.
9. To create and implement Acton's SOG (Standard Operations Guidelines)
10. Give monthly briefing to the Board on required duties and the status of our service

Board of Directors

1. To attend all Board Meetings.
2. To attend all Special Meetings.
3. To involve themselves in one committee.

ARTICLE 9: MEETINGS

Board of Directors

Meetings must be held monthly at a time and place voted on by the Board of Directors. No board meeting shall be considered valid unless a quorum of the Board members is present, a quorum shall be six (6) voting members. A written and signed proxy will be accepted for any board member who cannot attend a meeting.

Special Meetings

Meetings must be held at a time and place voted on by the Board of Directors. No special meeting shall be considered valid unless a quorum of the membership is present, a quorum shall be six (6) voting members. Proxies will not be accepted for any member who cannot attend a meeting.

Reinstatement Meetings

Meetings must be held at a time and place voted on by the Board of Directors. No Reinstatement meeting shall be considered valid unless a quorum of the membership is present, a quorum shall be six (6) voting members. Proxies will not be accepted for any member who cannot attend a meeting. A 2/3 majority must vote in the affirmative to reinstate.

All meetings listed in the by laws MUST be held in a public place and be advertised. Committee meetings may be held in non-public places as for the easy of the committees.

ARTICLE 10: STANDING COMMITTEES

All standing committees shall be appointed by the Board of Directors and shall have no authority except those granted by the bylaws or by a vote of the Board of Directors. The committees shall consist of the following:

Finance

1. Serve at the discretion of the Board of Directors
2. Shall consist of three (3) members
3. Shall prepare an annual budget
4. Shall arrange for an annual audit
5. Shall always be aware of the financial position of the Association

Training

1. **Serve at the discretion of the Rescue Chief**
2. Shall consist of three (3) members
3. Shall prepare an annual budget
4. Shall arrange for outside instructors
5. Maintain all OSHA requirements
6. Shall provide quarterly briefings to the Board of Directors on ongoing training

Equipment

1. **Serve at the discretion of the Rescue Chief**
2. Shall consist of three (3) members.
3. To ensure that the Association has the necessary gear and equipment.
4. To ensure that our equipment is maintained in accordance with State and Federal regulations.
5. To research and make suggestions to the board on all new equipment.

Election

1. **Serve at the discretion of the Board of Directors**
2. Shall consist of three (3) members
3. Shall have the responsibility to receive election intentions in writing from potential candidates
4. Shall create a ballot of all those who have correctly filed intentions with the Committee
5. Assume power from the President during elections
6. Run the election
7. Tally the ballots
8. Immediately report the outcome to the membership body
9. Deliver ballots to the President for archiving

Fundraising

1. **Serve at the discretion of the Board of Directors**
2. Shall consist of unlimited members
3. Shall raise funds through activities for the good of the Association
4. Shall submit all activities to the **Board of Directors** via the Vice President prior to the start of each activity
5. Shall submit all income and expenses to the Treasurer of the Association in the form of a report prior to the next regularly scheduled Board of Director's Meeting

Bylaws

1. **Serve at the discretion of the Board of Directors**
2. Shall consist of five (5) members
3. Shall interpret the Bylaws
4. Shall maintain the Bylaws current and up to date

ARTICLE 11: TITLE 13B REVISED STATUTES

SECTION 1

“Notwithstanding any other provisions of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on a) by a Corporation exempt from Federal Income Tax under Section 501 (c) (3) of the Internal Revenue Code of 1986 (or the corresponding provision of any future United States Internal Revenue Law) or b) by a Corporation contributions to which are deductible under Section 170 (c) (2) of the Internal Revenue Service of 1986 (or corresponding provisions of any future United States Internal Revenue Laws).”

SECTION 2

A vote that the President, Vice President, Treasurer or any two of them may execute on behalf of the Association, the application to the Secretary of State to amend the Articles of Incorporation and to execute IRS Form 872-C, Form 1024, with any other necessary forms that may be required to effectuate the tax exempt status of the Association

ARTICLE 12: APPEAL OF SUSPENSION OR REMOVAL

Appeal of suspension or removal from the squad by the Rescue Chief may be brought before the Board of Directors at any regularly scheduled Board meetings. Upon receiving such a request the board may choose to call a Reinstatement Meeting for the individual in question. The Board is not obligated to call such a meeting; it will be done only by a 2/3 vote of the Board of Directors. Reinstatement would only be granted by receiving a 2/3 vote in the affirmative to reinstate, of the voting members at the Reinstatement Meeting.

ARTICLE 13: FEES

The Board of Directors shall set the fees for services rendered. Services shall not be refused to individuals who cannot afford to pay the fees for emergency services.

ARTICLE 14: AMENDMENTS

These bylaws may be amended, changed, or added to **at a Special Meeting during any Board of Director's** meeting and must be approved by a 2/3 vote **of the Membership**. The call for the meeting must include one (1) copy of the proposed amendments, changes, or additions and must be sent or given to each board member and discussed for three (3) consecutive **Board of Directors** meetings **covering no less than 90 days**.