**ANNA RESCUE UNIT, INC. DBA ANNA RESCUE SQUAD, INC.**

**BY-LAWS**

 **(effective August 10, 2017)**

**Article I. Mission**

The mission of the Anna Rescue Unit, Inc. dba Anna Rescue Squad, Inc. shall be the administration of emergency medical services to victims of trauma and medical illness; rescue of persons in peril; the promotion of illness and injury prevention; and the aiding of civil authorities in case of fire, flood, or other disaster, natural or man-made.

**Article II. Organization**
This organization shall be known as the Anna Rescue Unit, Inc. dba Anna Rescue Squad, Inc., hereinafter called the “SQUAD.” The SQUAD shall be incorporated under the laws of the State of Ohio. The Squad shall consist of administrative staff and members as noted under Article III of these By-Laws. All staff and members shall obey all federal, state, local, and departmental regulations, procedures, and laws at all times. Furthermore, all staff and members shall accept and abide by the following Emergency Medical Technician Oath:

Be it pledged as an Emergency Medical Technician, I will honor the physical and judicial
laws of God and man. I will follow the regimen which, according to my ability and

Judgment I will consider for the benefit of patients and abstain from whatever is

deleterious and mischievous nor shall I suggest any such counsel. Into whatever homes I enter, I will go into them for the benefit of only the sick and injured, never revealing what

I see or hear in the lives of man unless required by law.

I shall also share my medical knowledge with those who many benefit from what I have learned. I will serve unselfishly and continuously in order to help make a better world for all mankind. While I continue to keep this oath inviolate, may it be granted to me to enjoy life and practice of the art, respected by all men, in all times. Should I trespass or violate this oath, may the reverse be my lot. So help me God.

**Article III. Administration & Membership**

The SQUAD shall consist of both paid staff and membership positions.

1. Administrative Structure (Appendix. Table 1, Organizational flow chart)
1. Membership

 a. The members of the SQUAD shall be any persons approved for membership by
 the Board of Trustees in accordance with the Standard Operating Procedures.

 2. Board of Trustees

1. Members of the Board of Trustees, shall approve and/or establish the policies and procedures of the SQUAD, and approve new members and staff, and approve and sign all binding contracts. The Board of Trustees shall oversee and monitor the operations of the Squad. The Board of Trustees will have final say should an appeal be filed. The Board of Trustees will have routine (administrative) meetings that will be digitally recorded & maintained by the Records Manger/Secretary (or designee).
2. The Board of Trustees shall consist of three Trustees currently holding membership with the SQUAD. Each term shall be three years, with one term expiring each year to ensure management continuity. Terms commence January 1 of each year.
3. In the event of a vacated Trustee position, in a special meeting, the remaining Trustees and Chief/President shall make a qualified interim appointment by majority vote.
	1. As soon as is practically possible, a new Trustee nomination will be presented to the membership for a majority vote for permanent appointment to complete the vacated Trustee’s term. \*Please see Voting in Article VII\*
4. When a Trustee’s term is due to expire, the Board will present nominations to the membership.
5. Members of the Board of Trustees shall be certified EMT, AEMT, or Paramedic.
6. Chief/President
7. Appointed by the Board for a non-expiring term; can only be removed from office through resignation or by impeachment.
8. Appointed by the Board for an open ended term~~;~~
9. Shall be certified EMT, AEMT, or Paramedic;
10. Directs and leads the overall day-to-day business & operations of the Squad; administers over the clinical operations of the Squad; executes disciplinary action; implements policies and directives to carry out the mission of the Squad as determined by Board of Trustee discretion, membership vote, or in accordance with state/local law;
11. Oversees and executes all clinical QA/QI;
12. Recommends staff for hire and new members to the Board of Trustees;
13. Responsible for nominating Assistant Chief, Secretary, and Treasurer positions for consideration by the Board of Trustees;
14. Reports to and serves at the discretion of the Board of Trustees;
15. Shall be compensated as determined by the Board of Trustees;
16. Shall have other responsibilities and duties as assigned by the Board of Trustees.
17. Vice President/Assistant Chief
18. Nominated by the Chief/President and appointed by the Board of Trustees for an open ended term;
19. Shall be a certified EMR, EMT, AEMT, or Paramedic;
20. Reports to the Chief/President and serves at the discretion of the Board of Trustees;
21. Responsible for managing and overseeing the daytime and nighttime volunteer operations of the SQUAD to fulfill the mission of the SQUAD;
22. Responsible for ensuring daytime and nighttime volunteer staffing including scheduling so that staffing is compliant with department SOP and state law;
23. Conducts annual performance reviews of volunteer staff;
24. Participates in PI/QA process as an alternate in the absence of the Chief/President;
25. Aids in the maintenance of personnel files and ensures staff competency for volunteers;
26. Compensation shall be determined by the Board of Trustees;
27. Other responsibilities and duties as assigned by the Chief/President or Trustees.
28. Records Manager/Secretary
29. Nominated by the Chief/President and appointed by the Board of Trustees for an open ended term;
30. Must be a certified EMR, EMT, AEMT, or Paramedic.
31. Reports to the Chief/President and serves at the discretion of the Board of Trustees;
32. Responsible for ensuring systems are in place for accurate, safe, and secure record keeping of patient care records and operational policies and directives;
33. Records and maintains all membership/officer meeting minutes;
34. Compensation shall be determined by the Board of Trustees;
35. Other responsibilities and duties as assigned by the Chief/President or Trustees**.**
36. Treasurer
37. Nominated by the Chief/President and appointed by the Board of Trustees for an open ended term;
38. Must be a certified EMR, EMT, AEMT, or Paramedic.
39. Reports to the Chief/President and serves at the discretion of the Board of Trustees;
40. Conducts administrative audits of reports compiled by Administrator monthly or as deemed necessary by the Chief/President; Will assist Administrator in preparing annual budget; Able to assist with maintaining financial records, preparing monthly and annual profit and loss statements, and handle all bank accounts and financial matters as assigned by the Chief/President in the absence of the Administrator;
41. Compensation shall be determined by the Board of Trustees;
42. Other responsibilities and duties as assigned by the Chief/President or Trustees.
43. Administrator
44. Applied position that is interviewed, and recommended as paid staff by the Chief/President and hired by the Board of Trustees for an open ended term
45. Recommended to be a certified EMR, EMT, AEMT, or Paramedic. Those without certification but with appropriate credentials and history of EMS will be considered
46. Reports to the Chief/President and serves at the discretion of the Board of Trustees;
47. Job duties and qualification requirements as described in Administrator job description (refer to employee handbook)

Job duties and qualification requirements as described in Administrator contract;

1. Pay scale shall be determined by the Board of Trustees;
2. Work shifts shall not exceed contracted time every two weeks unless necessary to meet the needs of the business;
3. Possesses authority to maintain day to day operations of the SQUAD including chore enforcement, enforcement of drug/alcohol policies, schedule changes as needed to fit department staffing needs
4. Personnel
5. Responsible for execution and delivery of emergency medical service (EMS), as requested, and within the scope of practice set forth by the State of Ohio, Regional Physicians Advisory Board (RPAB), and the Department’s Medical Director to fulfill the mission of the SQUAD;
6. Responsible for the execution and delivery of non-clinical productivity;
7. Responsible for reading, understanding, and abiding by the By-Laws, Standard Operating Procedures, Medical Protocol, and all other policies/directives;
8. There are 2 categories of personnel:
9. Part-time paid staff are those that provide daytime EMS coverage as determined by the Administrator
	1. Applied position that is interviewed and recommended as paid staff by the Chief/President and hired by the Board of Trustees
	2. Hourly compensation shall be determined by the Board of Trustees
	3. Must be a member of Anna Rescue and maintain 30 on call hours per month with the SQUAD to be eligible, unless a leave of absence has previously been authorized by the Administrator
	4. Work shifts shall not exceed 79 hours every two weeks unless extraordinary circumstances arise;
	5. Work shifts shall not exceed 36 hours weekly unless necessary to meet the needs of the business;
	6. Job duties and qualification requirements as described in Anna Rescue Bylaw/SOP and local/state/national law
	7. Report to the Administrator.
10. Clinical Volunteers who provide EMS coverage as determined by the Assistant Chief
11. Applied position that is interviewed and recommended as volunteer staff by the Chief/President and appointed by the Board of Trustees
12. The part-time paid staff and clinical volunteers when added together may not exceed 49;
13. Honorarium compensation shall be determined by the Board of Trustees;
14. Required to provide 24 hours of on call hours to the SQUAD per month, unless a leave of absence has previously been authorized by the Assistant Chief~~;~~
15. Report to the Assistant Chief/Vice President.
16. Non-Clinical Volunteers
17. Provide services that support the operations and mission of the SQUAD;
18. Role and appointment shall be by the Chief/President and approved by the Board of Trustees;
19. Honorarium compensation shall be determined by the Board of Trustees;
20. Reports to the Chief/President
21. Advisory Board
22. An Advisory Board may be created with the approval of the Board of Trustees. Such Advisory Board shall consist of not less than three members and no more than twenty members. The Advisory Board shall be comprised of individuals from the community and organizations of which the SQUAD services or has an affiliation. Current staff and members of the SQUAD shall not serve on the Advisory Board. There shall be at least one member of the Board of Trustees (or officer designee) in attendance at all Advisory Board meetings. The Advisory Board shall meet at least two times each calendar year. The function and purpose of the Advisory Board is to provide advice, fundraising, and services to the SQUAD in any manner whatsoever that will further the mission of the SQUAD.

**Article IV. Resignation and Termination**

1. Resignations from any paid staff or member should be submitted to the appropriate manager. Resignation from daytime paid employment should be submitted to the Administrator and the Chief/President and Volunteer member resignations shall be submitted to the Assistant Chief and Chief/President. Resignations should be in the form of a written letter, verified email, or via documented method in EMS Charts and must include the date of the correspondence and the resignation effective date. The written letter must have a formal signature.
2. Any officer who resigns from office during their current term must submit notice to the Chief/President as well as the Board of Trustees. Resignations should be in the form of a written letter, verified email, or via documented method in EMS Charts and must include the date of the correspondence and the resignation effective date. The written letter must have a formal signature. Any member resigning from office will be ineligible to hold any position of office for a minimum of one (1) calendar year following their resignation date.
3. Termination of members may occur for just cause or pursuant to the SOP.

**Article V. Finance and Capital**

1. The fiscal year shall commence on January 1 and end on December 31 of each year.
2. Any expenditure equal to or less than $2500.00 shall be approved by the Chief/President along with one Trustee or the Administrator/Treasurer alongwith one Trustee. Any expense over $2500.00 shall be considered a capital expense and must be presented to the Board of Trustees for approval before the purchase can be made.
3. Any expense exceeding $10,000.00 collectively will require a majority vote of the full executive board prior to expense payout.
4. Any expense exceeding $40,000.00 shall be presented to membership for majority vote of approval prior to expense payout.

\*See Article VII for voting eligibility requirements\*

1. Disposal or reallocation of any (capital) items must be reviewed by the Chief/President and approved by the Board of Trustees for final disposition.
2. The SQUAD shall enlist the services, as appropriately determined by the Board of Trustees, of a certified public accountant or finance professional as needed for any tax or financial related matter.
3. No two members of the same family or household are permitted to endorse a check for any purchase without being accompanied by a third signature endorsing the purchase (ie husband/wife, cousins, parent/child, roommate, etc.) Likewise, no officer of authority will be permitted to endorse a contract for family/household members.

**Article VI. Legal**

1. The SQUAD shall enlist the services of a licensed attorney as necessary and as determined by the Board of Trustees.

**Article VII. Voting**

1. All members having completed a successful six month probationary period have a right to vote on issues requiring membership approval if eligibility requirements are met.
2. For any situation requiring a vote during a Board of Trustees meeting, a majority of Trustees’ vote prevails. Each Trustee’s vote will be recorded via digital recording. This recorder will remain property of Anna Rescue and shall be stored at the 140 station in the Trustee box. The Chief/President may vote solely for the purpose of breaking any ties.
3. For situations requiring membership voting (i.e. Trustee term), the Records Manager/Secretary will secure votes at the meeting and vote outcome shall be made part of the official meeting minutes. A majority vote prevails.
4. Voting privileges shall be given to members who have attended or were excused from at least 50% of the 12 month rolling calendar year’s regular membership meetings. No probationary member shall be permitted to vote until a successful probationary period of a minimum of six months has been completed
5. Absentee Voting
6. The member must have been in attendance or excused from at least fifty (50) percent of the 12 month rolling calendar year’s regular membership meetings and/or given approval by the Executive Committee to submit an absentee vote. The vote must be in a sealed envelope bearing the name and signature of the member voting or submitted electronically via EMSCharts.

**Article VIII. Amendments**

1. Amendments to the By-Laws may be proposed during any meeting held by the Board of Trustees, or as appropriate by law, to promote the greater organizational good of the SQUAD and to adhere to local, regional, state, and federal laws, guidelines, or regulations. The proposed amendments shall be presented to the members at a regularly scheduled membership meeting. Discussion of the change and revisions of the proposed amendment will be discussed and collective proposals will be sent out in the monthly meeting minutes. Discussions of the changes and a final revision to the proposed amendment shall be finalized and a vote taken at the following membership meeting. The voting procedure outlined in VII will be followed. Upon approval of any amendment, such amendment shall take effect on the date of approval, or, if practical, the date specified in such amendment.

**Article IX. Grievances**

 A. Every member has the right to file a grievance.
 The Chief/President is the only authority that can temporarily suspend any
 member for suspicion of misconduct or an SOP/ByLaw violation until the

 executive committee can investigate and render a ruling on the complaint. If an
 officer files a grievance, or, if the grievance is filed against a family member/
 significant other/household member of an officer or the officer themselves, that
 officer is required to remove themselves from that grievance review process.

1. If a member feels they have a valid grievance requiring action, they will be required to fill out the appropriate form. In addition to the member’s signature, two non-officer signatures must be obtained from members who are in agreement with the allegation. The form is then placed in the Chief/President’s mailbox at the 140 station. The filing member is then required to notify the Chief/President via email that there is a grievance needing addressed. The Chief/President will have an appropriate amount of time (typically 7 days) to acknowledge the initiator of the grievance. The Chief/President will then notify the Officers of the executive committee and will oversee the progress of a ruling. The executive committee shall have an appropriate time frame (typically 30 days) to investigate and render a ruling. Should any non-officer continue to contact the Chief/President regarding issues pertaining to the grievance during the allotted time frame, that member can be held to disciplinary action up to and including termination.
2. Rulings may be found in favor of/not in favor of the sender of the grievance. If it is found that the initiator of the grievance knowingly made false claims or filed the grievance with malicious intent due to a personal conflict, the executive committee has the authority to discipline all members who signed the initial grievance.

**Article X. Appeals**

1. Should any initiator of a grievance feel that their case was not given the appropriate ruling, they may appeal their case to the Board of Trustees in writing within 7 days. Likewise, the member that the grievance has been ruled against is afforded the same rights. The Board of Trustees is then allowed a period (not to exceed 30 days) to make change to, enforcement of, repeal the ruling of, or introduce further discipline to, the appealing member.

**Article XI. Impeachment**

 A. Only the Chief/President and the members of the Board of Trustees hold
 impeachable positions. Should members feel that this process is warranted and
 hold significant evidence to support their claim, an impeachment request form
 can be filled out. This form requires the signature of a total of 3 Anna Rescue
 members to initiate the investigation. Once this form is filled out it is to be
 placed in the appropriate mailbox at the 140 station. If an impeachment
 request is filed against the Chief, the form is placed in the Trustee mailbox
 and the filing member is then required to notify all 3 Board of Trustee members
 by email that the form has been filed. If the request is filed against a member of
 the Board of Trustees, the form must be placed in the Chief’s mailbox
 then required to notify the Chief/President via email that the form has been
 filed. At the next regularly scheduled membership meeting, the Chief/President
 will notify membership that an impeachment process has been invoked, or

 alternatively any member may provide such notification. If a regularly
 scheduled membership meeting is not to be held within the next ten days, the
 Trustees can schedule an Executive Session to be held for members. At that

 meeting, members with concerns can state their grievance and the party in
 question will be given a chance to speak if they so choose. At that time a vote

 can come before membership. All eligible voters are able to vote on the

 impeachment and majority vote rules.

**Article XII. SOP Repeal**

 A. Any member can recommend an SOP change to the Board of Trustees in
 writing. The Board of Trustees will make a final vote for adoption of the new/
 updated SOP based off of the financial and organizational betterment of the
 SQUAD. A majority vote of the Board of Trustees rules. If a new SOP shall be
 implemented, the Chief/President (or his/her designee) will distribute to all
 members. If 3 or more members are in agreement that the decision was not in
 the better judgement for the SQUAD as a whole, a repeal form can be filed. This
 form must contain a minimum of 3 signatures of members and placed in the
 Chief/President’s box at the 140 station. Members are then required to notify
 the Chief/President via email. The Chief/President will present and notify
 membership of the repeal proposal at the next regularly scheduled membership
 meeting, allowing time for discussion. At that time, a vote will come before
 membership at the following monthly membership meeting. All eligible voters
 are able to vote on the SOP change at that time and a majority vote rules. If an
 SOP has been challenged in a repeal process, the initially adopted SOP will be
 placed inactive until a vote can be taken.

\*\*End of core content\*\*

Table 1. Anna Rescue Squad Organizational Flowchart

 **STAFF/MEMBERSHIP**

**EXECUTIVE COMMITTEE**

 **ADMINISTRATOR TREASURER
ASSISTANT CHIEF SECRETARY**

**PRESIDENT/CHIEF**

**BOARD OF TRUSTEES**

\*\*End of appendix content\*\*