

Bogota Volunteer First Aid and Emergency Squad
Bogota, New Jersey

BY-LAWS

Approved March 2001

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ARTICLE I - NAME

1. The name of this organization shall be the "Bogota Volunteer First and Emergency Squad, of the Borough of Bogota, in the County of Bergen, State of New Jersey".
2. Be it hereafter known that the "Ordinance to Establish, Maintain, Regulate and Control a Volunteer First Aid and Emergency Squad in the Borough of Bogota, New Jersey and to Establish Just Rules and Regulations for the Government Thereof", will be automatically considered as its Constitution.

ARTICLE II - OBJECT

1. The purpose for which this Squad is formed is to provide volunteer ambulance service for the inhabitants of Bogota, and to assist other cities, towns, boroughs and villages in emergencies.

ARTICLE III - MEMBERSHIP

1. There will be seven classes of membership, namely Active, Reserve, Associate, Youth, Life, Honorary and Part Time Member.
2. The Active Membership shall consist of not over sixty (60) adults, who have attained the age of eighteen (18) years, and are legal residents of the United States of America. Active Members may reside or work within, or outside, of the Borough of Bogota. Active Members who reside in the Borough of Bogota may answer calls twenty-four hours a day. Active Members who reside outside the Borough of Bogota may answer calls twenty-four hours a day, but may not spend the overnight period in the Ambulance Building. Active Members who reside outside of the Borough of Bogota and intend to ride as a member of an evening duty crew must reside within the following geographical boundaries:

No further north of the Borough boundaries than Cedar Lane in Teaneck; and no further east of the Borough boundaries than Teaneck or Ridgefield Park; and no further south of the Borough boundaries than Route 46 in Ridgefield Park; and no further west of the Borough boundaries than the Hackensack River in Ridgefield Park, Bogota and Teaneck.

After one year of membership, new Active Members must hold a valid certification to meet the current training requirements of the New Jersey State First Aid Council. A probationary period of nine months from the date of acceptance by the Squad is required for New Members. Probationary Members shall not have the right to vote at Squad meetings or drive any Squad vehicle during the first three months of their probationary period, and shall obtain an American Heart Association Professional Rescuer CPR certificate or a Red Cross Level "C" for health care providers certificate by the end of the third month of their probationary period. No lesser certification will be accepted. After the ninth month of probation, the Executive Committee will review the Member's progress and conduct and make a recommendation to the Squad as to confirmation of the Probationary Member as a regular Active Member.

3. Reserve Membership shall consist of not over five (5) adults who have been Active Members of the Squad for not less than five years, who wish to answer Squad calls but not meet the regular duty schedule requirements of Active Members. They shall retain the privileges and requirements of Active Members but may not hold Squad office or vote at Squad Meetings. Service as a Reserve Member shall not be included as time served as an Active Member. Reserve Members may serve on Squad committees, but not as chairperson of that committee. Transfer to Reserve Membership must be requested in writing to the membership of the Squad and each Reserve Member must request a renewal of his reserve status each February. Each request and transfer will be reviewed by the Executive Committee and then recommended to the Squad for confirmation of reserve status. Continuation of reserve status can only be approved when all requirements (training, etc.) are met by the Reserve Member. In a case where the Reserve Member does not meet the requirements, he/she will be moved to Associate Membership until all requirements are met.

4. Associate Membership shall consist of those members who have served as Active Members in good standing for two or more years, who wish to serve on committees and/or assist in the workings of the Squad but are unable to answer Squad calls. Associate Members are not required to keep their certifications current and therefore may not answer Squad calls or drive any Squad vehicle. Service as an Associate member shall not be included as time spent as an Active Member. Associate Members cannot vote at Squad meetings, hold Squad office, or chair a committee. Transfer to Associate Membership must be requested in writing to the membership of the Squad and each request for transfer will be reviewed by the Executive Committee and then recommended to the Squad for confirmation of Associate status.
5. Youth membership shall consist of those members who are no younger than 16 years of age and no older than 18 years of age. Youth Members who have attained the age of 16 and meet the training requirements of the Bogota Volunteer First Aid and Emergency Squad may ride the ambulance. Riding Youth Members who have attained the age of 16 1/2 years of age and are EMT's may, with written parental permission, ride overnight. No riding youth member will assume the duties of Crew Chief at any time. No Youth Members will begin driver training until after their 18th birthday. When riding Youth Members reach the age of 18, they will automatically become an Active Member per Section 1. No additional probation will be served. Riding Youth Members shall be given a key to Squad Headquarters. This key is to be used only for admittance for Squad calls or functions. Youth Members will not be permitted to bring anyone into Squad Headquarters unless an Active Member is present.
6. Life Membership shall consist of those who have been Active Members of the Squad for a period of 15 years. A Life Member may continue to serve as an Active or Reserve Member. Upon termination of Active or Reserve Membership, a Life Member shall retain the privileges of membership, but shall be relieved of the obligations of attendance at meetings and service on Squad calls. He may serve on Squad committees, but may not vote at Squad Meetings. He may vote on committees on which he serves. A maximum of two years service as a Youth Member will be included in the fifteen years of Active Membership. Members who take a leave of absence for more than six months for any one calendar year, shall not count that year towards service as an Active Member.
7. Honorary Membership shall consist of former Squad members who have performed their duties as members, also such persons as may be elected by the Active Membership for outstanding meritorious service. A majority vote of the Active Members present shall be necessary to elect an Honorary Member.
8. Part Time Membership Shall consist of those members who due to other major commitments in their schedule can not ride an entire eleven-hour duty tour on a weekly basis. The Part Time Members will be required to meet the same training requirements as Active Members. The boundary restriction will be waved providing the Part Time Member can provide a minimum of a consecutive four hours duty time a week, within the borough's limits. Part Time Members will not be eligible for Life Membership while riding in Part

Time status. They cannot hold a Squad Office and will not be entitled to a clothing allowance. All members who join with the intention of being a Part Timer, must complete a twelve month probationary period before being considered an Active Part Time Member. Transfers from Active to Part Time must be requested in writing to the Membership of the Squad. All Probationary members transferring to Part Time Status will have their probationary periods extended to twelve months. The request will be reviewed by the Executive Board and recommended to the General Membership for confirmation.
{Approved December 1999}

9. Emergency Response Technician (First Responder) This membership shall consist of those members that join the Squad with the intention of becoming, or currently hold the certification of ERT . These members might enable the ambulance to respond to a call with only one EMT with the understanding that the ERT is driver trained and must be the driver of the ambulance. These members will be restricted to performing the skills taught to them as an ERT and cannot exceed these skills. These members can remain an ERT for a maximum of two years. During the two years they must certify themselves as EMT's. Their probationary period will remain the full nine months as with regular members. Any current EMT may not let their training status drop to that of an ERT. When their certification expires, they must recertify as an EMT, move to Associate or Reserve status or resign from the squad.
{Approved March 2001 }

ARTICLE IV - MEETINGS

1. The regular meetings of this Squad shall be held on the first and third Tuesdays of each month at 8:00 p.m. Squad Headquarters. The first meeting of the month shall be a business meeting, and the second meeting shall be a drill meeting.
2. The annual organization meeting of the Squad shall be held at the time of the annual Christmas/Installation Party in December.
3. A quorum for the transaction of business at any regular business meeting or special meeting, shall be ten (10) or more Active Members.
4. When a regular meeting falls on a holiday, said meeting shall be held one week later, unless otherwise designated by the Squad.
5. Members shall have not less than twenty-four (24) hours notice of all meetings.
6. Special meetings of the Squad shall be called by the President or by request in writing of at least three (3) Members of the Squad.
7. Every call or request for a special meeting shall state the purpose of the special meeting. No other business shall be transacted at said meeting.
8. Notice for all special meetings shall be in writing.
9. All Members must attend 75% of all Squad meetings, drills and special functions combined, and be a Member in good standing in order to vote or run in any election. This 75% attendance will also determine the distribution of the uniform allowance.

ARTICLE V - RESIGNATIONS

1. All resignations must be in writing, addressed to the Secretary.
2. No resignations of a Member shall become effective until all property in his/her possession belonging to the Squad shall have been returned.
3. Action upon a resignation shall be governed by a majority vote of the Active Members present.

ARTICLE VI - PROPERTY

1. Only those Active Members, duly qualified, by reason of having passed an authorized, required driving test administered by the Captain of the Squad or his delegate, shall be permitted to drive any vehicle entrusted by the Borough of Bogota to the Bogota Volunteer First Aid and Emergency Squad.
2. In order for a member to be eligible to take a road test, he/she must have possessed a valid driver's license for a minimum period of one year. After passing the required driving test, the member must drive on a minimum of ten (10) non-emergency calls before being able to drive on an emergency call.
3. Only Active and approved Youth Members shall be permitted to use, handle and operate equipment necessary for the care, comfort, treatment or transportation of patients, except as provided for in Section 15 of the Borough Ordinance.

ARTICLE VII - AMENDMENTS

1. Proposed amendments to these By-Laws shall be submitted in writing at a regular business meeting of the Squad. The Recording Secretary shall read the proposed amendment to the Membership. The proposed amendment shall then be referred to the By-Laws Committee for review.
2. The By-Laws Committee shall, at the next regular business meeting, read the proposed amendment, and report on the result of the review.
3. At the next regular business meeting, the Recording Secretary shall read the proposed amendment to the Membership. Following this business meeting, the Corresponding Secretary shall send to each Active Member a copy of the proposed amendment, and a ballot for approval or disapproval of the proposed amendment.
4. All ballots shall be tabulated prior to the next regular business meeting. The proposed amendment shall be adopted by an affirmative vote of the majority of the returned ballots.
5. Any amendment shall become effective only after approval by the Borough Council.

ARTICLE VIII - ELECTION OF OFFICERS

1. At the first regular business meeting in the month of September, a Nominating Committee consisting of three (3) Active Members **who have previously served in the office of Captain or President for a period of at least one (1) year shall be appointed by the President. No current Officer of the Squad, with the exception of Crew Chiefs, may serve on the Nominating Committee.**
2. At the first regular business meeting in the month of October, this Nominating Committee shall present the names of proposed candidates for the offices of Captain, First Lieutenant, Second Lieutenant, President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer. Such proposed candidates must **meet the Qualifications for Officers outlined in Article IX of these By-Laws.**
3. At the first regular business meeting in the month of October, the name or names of Active Members not presented by the Nominating Committee, may be presented from the floor after being duly nominated. **Such nominees must meet the Qualifications for Officers outlined in Article IX of these By-Laws. Nominations for Officers will be closed at the end of the October business meeting.**
4. Elections of Officers will take place at the first regular business meeting in the month of November.
5. All officers so elected and sworn in at the Annual Organization meeting in the month of December will assume office on January 1st.
6. The term of office for the Captain, First Lieutenant and Second Lieutenant shall be one (1) year, and **may serve a maximum of two consecutive terms**. The term of office for the President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer shall be one year and may serve a maximum of five consecutive terms.
7. When a vacancy occurs in any office, the President will appoint a committee, either at or between business meetings, to nominate a candidate for the vacancy. The election shall be held at the next business meeting. Until such election, the President may appoint a member to fill the vacancy temporarily. Election or appointment under the foregoing provisions of this section shall be limited to Active Members.
8. All Officers will be elected by the majority of written ballots cast by the eligible voting members. **Ballots may be cast by Absentee Ballot as outlined in Section 9, or cast at the business meeting where the election will take place.**
9. **Those Members who will not be present at the election may request an Absentee Ballot from the Nomination Committee. These ballots may only be given to eligible voting Members. Absentee Ballots must be submitted to the Nominating Committee not later than 24 hours prior to the election. Such ballots must be in a sealed envelope with the**

Member's signature across the seal. The ballot will be opened at the time of the ballot collection at the meeting and added in with the ballots cast by the Members present.

- 10. In the case of a tie vote, the office for which there is a tie will remain open until the following business meeting, where there will be a new election for the office which is open. No new nominations will be accepted for the office.**

ARTICLE IX - QUALIFICATIONS AND DUTIES OF OFFICERS

Qualifications

1. **A candidate for the office of Captain must have first served in the office of First or Second Lieutenant for a period of at least one year. The candidate must also be an Active Member of the Squad, and hold current certifications within the training requirements of the Squad.**
2. **A candidate for the office of First Lieutenant must have been an Active Member of the Squad for a minimum of two years and must hold current certifications within the training requirements of the Squad.**
3. **A candidate for the office of Second Lieutenant must have been an Active Member of the Squad for a minimum of two years and must hold current certifications within the training requirements of the Squad.**
4. **A candidate for the office of President must have first served in the office of Vice President for a period of at least one year. The candidate must also be an Active Member of the Squad, and hold current certifications within the training requirements of the Squad.**
5. **A candidate for the office of Vice President must have been an Active Member of the Squad for a minimum of two years and must hold current certifications within the training requirements of the Squad.**
6. **A candidate for the office of Recording Secretary must have been an Active Member of the Squad for a minimum of one year and must hold current certifications within the training requirements of the Squad.**
7. **A candidate for the office of Corresponding Secretary must have been an Active Member of the Squad for a minimum of one year and must hold current certifications within the training requirements of the Squad.**
8. **A candidate for the office of Treasurer must have been an Active Member of the Squad for a minimum of one year and must hold current certifications within the training requirements of the Squad.**

Officers Duties

The President shall preside at all meetings, and at such meeting shall decide on all Questions of order; shall receive all properly presented motions; and have the deciding vote on in case of a tie vote. He/she will also coordinate with the Captain and appoint all

committees, call all special meetings through the Corresponding Secretary, and counter-sign all duly passed and approved orders on the Treasurer. He/she will oversee all committees dealing with the business portion of the Squad.

It shall be the duty of the **Vice President**, in the absence of the President, to perform the duties of the President and to perform such other duties or as may be assigned by the President.

The **Recording Secretary** shall keep a correct record of the proceedings of all meetings, submit a typewritten report of minutes; keep the attendance record; and keep the President informed on all Squad matters of which he/she has knowledge. In the absence of the President and Vice President, he/she will act in the capacity of the President.

The **Corresponding Secretary** shall notify all Active Members of all special meetings; receive and read at regular business meetings all mail addressed to the Squad; answer all correspondence; and keep the President informed on all Squad matters of which he has knowledge.

The **Treasurer** shall be the custodian of all funds of the Squad and shall submit a signed written report in detail of the current financial conditions of the Squad at each regular business meeting, such reports to be filed with the Recording Secretary's records. He/she shall promptly deposit to the account of the Squad, in a commercial bank designated by the Officers, all Moines received by the Squad. Also he/she shall sign all properly drawn checks upon such account, which checks shall be counter-signed by the President. He/she shall also keep an accurate, itemized account of all receipts and expenditures and perform such other duties as generally pertain to his/her office.

The **Captain** will be responsible for all operational matters within the Squad. He shall preserve the discipline of the squad in accordance with the By-Laws and Procedures. He will report all matters to the Executive board.

The **First Lieutenant** shall assist the Captain and assume the duties of the Captain in His/Her absence. The First Lieutenant will be responsible for creating the holiday duty schedule for the year, and will be one of the Squad's purchasing agents along with the Vice President. The First Lieutenant will also be responsible for the Squad's medical supplies, both in the ambulances and in the supply closet. He/She will make sure that the ambulances are being checked and restocked on a regular basis.

The **Second Lieutenant** shall assist the Captain and First Lieutenant. He/She shall assume the duties of Captain in the absence of the Captain and First Lieutenant. The Second Lieutenant will act as the Squad's training officer. He/She will keep a record of each member's certifications and organize the Squad's training drills on the third Tuesday of each month.

ARTICLE X - ORDER OF BUSINESS

1. Call to order by the presiding officer.
2. Roll call by Squads, each Squad accounting for the attendance of its personnel.
3. Reading of minutes of the preceding meeting.
4. Presentation of communications, bills, etc.
5. Secretaries' Report.
6. Treasurer's Report.
7. Captain's Report.
8. Reports of Committees.
9. Deferred Business.
10. New Business.
11. For the good and welfare of the Squad.
12. Captain's Comments.
13. Adjournment.

ARTICLE XI - APPLICATIONS

1. Each application for membership shall be presented in writing at a regular business meeting of the Squad. The President shall then refer the application to the Membership Committee for investigation of the applicant, and it shall report its findings at the following regular business meeting.
2. A majority vote of the Active Members present shall be necessary to admit an applicant to the Squad. [to be removed]
3. Each applicant for membership must fill out the current Squad application form.
4. Any application from a former member of the Youth Squad, who resigned from the Youth Squad in good standing due to reaching the age of eighteen (18) years, and who satisfied the training requirements for new members of the Squad, shall be given priority over any other application received.

ARTICLE XII - GENERAL PROVISIONS

1. The authority on parliamentary procedures shall be the latest published edition of "Robert's Rules of Order".
2. An Officer desiring to relinquish his/her office shall make his/her desire known in writing.
3. Any Member of the Squad whose privilege to drive in New Jersey is suspended or revoked shall notify the Captain of such action, and shall not operate any vehicle of the Bogota Volunteer First Aid and Emergency Squad.
4. Any Member of the Squad who is called into the Armed Services of our Country, shall be given a leave of absence for the duration and upon his/her return, shall automatically be reinstated in the Squad, if he/she so desires.
5. All requests by Active Members for release from active duty, due to anticipated temporary leaves of absence, shall be presented to the Secretaries in writing, for action by the Officers.
6. No member of the Squad shall perform any Squad function while under the influence of alcohol, drugs or any other incapacitating material.
7. It is further understood that inasmuch as the volunteer duties of the Squad will from time to time deal intimately with the private lives of residents of Bogota, adjacent communities, etc., all Members are solemnly bound to treat such duties as strictly confidential, and are prohibited from the discussion of such duties. Such Members violating their sacred trusts, will be reprimanded accordingly, and if so warranted, they will be requested to resign from the Squad.
8. An Active Member of the Squad shall produce a letter from a physician stating that he/she is physically capable of performing Squad duties, if requested by the Captain. The Squad shall reimburse the Member for any expense incurred in obtaining this letter, providing such expenses are approved in advance by the Captain.
9. The following shall constitute cause for removal from active services:
 1. Physical or mental unfitness for active service.
 2. Failure by a Member to keep their required training in good standing.
 3. Failure by a member to attend three (3) consecutive business and/or training meetings unless excused in advance by the President.
 4. Continued violations of the rules of Personnel Procedures.

5. A qualified physician appointed by the Borough of Bogota shall be the final arbiter on the question of a Member's physical or mental fitness for Active status.

In the case of refusal to carry out Squad procedures or rules, the members involved will be expected to explain why he/she acted in violation of the procedures or rules. This explanation will be given to the Members of the Executive Committee verbally or in writing (choice of the member).

The Executive Committee will review the Member's action and recommend to the Squad disciplinary action to be taken, if any. Disciplinary action may consist of any or all of the below.

- A. Suspension from duty for a period of time.
- B. Suspension from the Squad for a period of time.
- C. Suspension from the Squad and all Squad activities for a period of time.
- D. Request for the Member to resign from the Squad.
- E. Removal from the Squad and all rights connected to the Squad.

No member shall be removed from the active service except by a majority vote of the Active Membership and consent of the Mayor and Council of the Borough of Bogota.

Removal from service shall be mandatory with respect to Cause No. 1.

10. The services of this Squad shall be made available through the Bogota Police Department, which shall be advised of the scope of the Squad operations.
11. Services of the Squad for the transportation of any patient shall be limited to a radius of twenty-five (25) miles from the Borough, unless specific exception is made by the Captain.
12. In the interest of efficient operations of the Squad, it is hereby understood that the Squad will not transport any person, or persons, that the Crew Chief feels will put the well being of his/her crew in jeopardy.
13. Any expenditure proposed which exceeds Five Hundred (\$500.00) Dollars shall be approved by a ballot vote submitted to all Active Members of the Squad, providing that a majority of the returned ballots are in the affirmative.

ARTICLE XIII - COMMITTEES

1. There shall be an Executive Committee consisting of the Officers and Squad Leaders, or Delegates if either of the before stated cannot attend, and the Advisor to the Youth Squad or his Delegate. The Executive Committee may exercise all the powers of the Squad during the intervals between the meetings of the Squad. It shall hold regular meetings each month and may hold special meetings when necessary or when called by the President or two members of the Committee. Six (6) Members present at any time shall constitute a quorum. The President shall be the chairman.
2. At the first regular business meeting in the month of January, the President shall appoint the following standing committees.
 1. Medical Supplies
 2. Membership
 3. Planning, Maintenance and Specifications
 4. Publicity
 5. Training
 6. Budget
 7. By-Laws
 8. Auditing
 9. Welfare
 10. Communications
3. The Medical Supplies Committee shall be responsible for maintaining adequate medical supplies and an accurate record thereof. They shall also be responsible for the procurement and issuance of personal medical equipment and the care of excess personal medical equipment.
4. The Membership Committee shall be responsible for soliciting membership and outfitting the Squad with uniforms.
5. The Planning Committee shall be responsible for improvements to the ambulance and headquarters and their maintenance. It may make no changes in either without the approval of the Squad and the Squad Commissioner.
6. The Publicity Committee shall provide publicity and assist committees in this way.
7. The Training Committee shall be responsible for the training of all members of the Squad, for the development of interest in First Aid in the Community, and for arranging First Aid Courses for the public. They will also be responsible for keeping records of the status of Members training.
8. The Budget Committee shall prepare and present annually to the Borough Council a budget, approved by the Squad, of the Squad's financial requirements for the year.

9. The By-Laws Committee shall be responsible for preparing amendments to the By-Laws.
10. The Auditing Committee shall audit the books of the Treasurer quarterly and present its report to the Squad.
11. The Welfare Committee shall be responsible for the Squad's interest in assisting members in distress.
12. The Youth Squad Advisory Committee shall be responsible for supervision of all functions and activities of the Youth Squad, and shall be the liaison between the Squad and the Youth Squad in all matters.
13. The Communications Committee shall be responsible for all radios, pagers, scanners and other communications equipment owned by the Squad. Their responsibility is to keep a running log of repairs, inventory and pager assignments.

ARTICLE XIV - OTHER APPOINTMENTS

1. At the first regular business meeting in the month of January, the President shall appoint the following:
 1. The Purchasing Agent - who will be responsible for arranging with the Borough Clerk for all purchases for the account of the Squad.
 2. The Delegates and Alternates to the New Jersey State First Aid Council - who shall attend the Council Meetings on behalf of the Squad and keep the Squad informed of the Council's activities.
2. Crew Chiefs are to be appointed by the Executive Committee.
3. It shall be the duty of the Crew Chief to supervise the operations of his/her Crew while on a call. He/she shall be the sole contact with other interested parties, and, if this is not the case, and significant information given by such other interested party, or parties, must be relayed to him promptly. He shall appoint the drivers in such a manner that each of the permanent members of his/her Crew has a turn driving on each call. He/she shall always accompany the patient and designate an additional member to assist him/her. He/she must have all training required by the Squad. He/she shall inspect the ambulances and their equipment during each period of duty and report to the Captain anything affecting their availability for service. He/she shall organize the cleaning of the ambulances and headquarters in the periods his/her Crew is charged with such responsibility. He/she shall summon his/her men/women at least once a month on a weekday night of duty for a practice session. He/she shall be responsible for all actions of any Youth Squad Members on his/her Crew if involved in Squad activities beyond the Youth Squad curfew.
4. The President may, from time to time, appoint such other committees as the Squad may deem advisable or appropriate to advise and assist him/her in the management, direction and supervision of the various activities of the Squad; which committees shall have such authority and perform such duties as the Squad may, from time to time, determine.
5. The Purchasing Agent - the First Lieutenant and the Vice President will serve as Purchasing Agents. Their responsibilities will be for arranging with the Borough Clerk for all purchases for the account of the Squad.