

WALL TOWNSHIP



First Aid & Rescue Squad

Volunteers Since 1939

WALL TOWNSHIP

FIRST AID & RESCUE SQUAD

BY-LAWS

January 2017

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Article I. Membership

Section 1. General

The membership of this Squad shall consist of the following types of members: Associate, Probationary, Active, Driver, Life, and Medical.

The Membership Committee shall make its recommendation to the general membership within two regular business meetings after receipt of a prospective member's request, or a members' request to change status.

Members are responsible to keep the organization informed of all certification changes to enable the up keep of the member's records.

The New Jersey EMT Training Fund (EMTTF) pays for EMT training (initial and/or continuing education) for members of volunteer EMS agencies. This covers the majority of training identified in Squad Training Requirements Policy and Standard Operating Guidelines. Unless specifically stated to the contrary, the Squad will pay tuition for members only where there is benefit to the squad and it has the prior approval of the Captain, only after courses are successfully completed.

Section 2. Associate

ASSOCIATE members shall consist of persons who have signified in writing their desire to become a member of this organization, reached their sixteenth birthday, comply with the Squad pre-requisite training requirements as set forth in the Squad Training Requirements Policy and Standard Operating Guidelines and have been recommended by the Membership Committee for ASSOCIATE membership. ASSOCIATE members shall have a maximum of not to exceed eighteen (18) months to comply with the full training requirements as set forth for ACTIVE membership and may apply to the Membership committee for ACTIVE membership after twelve months (12) of ASSOCIATE membership and completion of the full training requirements. Associate members are unable to vote and/or run or hold any line or executive office position. An active member of this organization may transfer their membership to associate status at any time with the understanding that they will not be accruing credit toward their exempt or life status upon becoming an Associate member. Associate members must obtain CPR certification within three (3) months of first joining. If training is not completed within the allotted time, the membership committee shall review the status of the member.

Section 3. Probationary

PROBATIONARY members shall consist of persons who have signified in writing their desire to become a member of this organization, and reached their sixteenth birthday, comply with the Squad pre-requisite training requirements as set forth in the Squad Training Requirements Policy and Standard Operating Guidelines. Or, have prior experience of a minimum of one (1) year on a first aid squad or paid ambulance service and hold current EMT certification and supporting training requirements. Have been recommended by the Membership Committee for PROBATIONARY membership. PROBATIONARY members shall have a maximum of not to exceed eighteen (18) months to comply with the full training requirements as set forth for ACTIVE membership and may apply to the Membership committee for ACTIVE membership after six (6) months of PROBATIONARY membership and completion of the full training requirements. PROBATIONARY members will receive credit for PROBATIONARY membership time accumulated. PROBATIONARY members shall have all privileges except voting and are unable to run for any line or executive office position.

Section 4. Active

ACTIVE members are PROBATIONARY/ ASSOCIATE members who have been recommended by the line officers, complied with requirements of the Membership Committee, comply with the Squad training requirements for

ACTIVE members as set forth in the Squad Training Requirements Policy and Standard Operating Guidelines. The member must serve a minimum of six (6) months as a PROBATIONARY EMT or twelve (12) months as an ASSOCIATE EMT member and meet ACTIVE status requirements. Active members must be at least nineteen (19) years old. All Active Members must serve on a duty crew.

ACTIVE members shall have voting privileges provided they have attended three of the four previous business meetings and are eligible to run for elected positions.

If an ACTIVE member's certification expires or fails to meet the requirements of active member status, he/she shall revert to ASSOCIATE member status at the recommendation of the membership committee. He/she can be maintained in this status for a six-month period.

Section 5. Driver

DRIVER ONLY members shall consist of persons who have signified in writing their desire to assist the Squad by acting as a driver, reached their twenty-first birthday, have a valid NJ Driver's License for two , years, personal auto insurance, comply with the Squad training requirements for DRIVER ONLY members as set forth in the Squad Training Requirements Policy and Standard Operating Guidelines and have been recommended by the Membership Committee for DRIVER ONLY membership. DRIVER ONLY members must meet all requirements pertaining to the operation of emergency vehicles as set forth in the Driver Approval Policy & Procedure. DRIVER only members must respond to 10% of first aid calls and one half of the drills during the calendar year.

DRIVER ONLY members may not perform any first aid procedures; however they must be trained in CPR.

DRIVER ONLY members will have all the privileges of other members, including the right to vote providing they have attended three of the four previous business meetings, they are unable to run for line or executive officer positions.

The Squad will limit the number of DRIVER members to not exceed 15% of the total membership. Driver only members must serve on a duty crew.

Section 5A. Community Member

Residents of Wall Township who desire to assist the squad with various operational functions but not participate in responding to first aid calls, may join the squad as a community member. They must be at least 19 years of age and be certified in CPR. They may assist the squad at the request of the Executive and Line Officers of the squad. They are not allowed to operate squad vehicles or to ride in vehicles when responding to emergency calls.

Activities they may participate in include: preparing food for the meetings, drills and special functions, cleaning and stocking rigs, cleaning building, assisting with fund drive, public relations, and membership recruitment.

Community members will not have the right to vote on squad matters and will not receive LOSAP credit.

Section 5B. Extrication Team Members

Residents of Wall Township or neighboring municipalities who desire to assist the squad in extrication, search and rescue, disaster assistance, special events coverage and fire call standby may join the squad as an extrication team member. They must be at least 19 years old and be certified in CPR. They may assist in various extrication and rescue activities at the discretion of line officers. They must participate in 80% of all extrication/rescue drills and be totally familiar with the safe operation of the extrication vehicle (165).

Extrication team members do not have the right to vote on squad matters and will not receive LOSAP credit.

Section 6. Life

LIFE members shall consist of persons who have successfully performed their duties as an ACTIVE member for a period of at least ten (10) years as outlined in Article I. Section 4. LIFE members are those members who have chosen not to continue their ACTIVE membership. LIFE members shall have all voting privileges provided that they have attended three of the four previous business meetings and are eligible to run for elected positions. If a life member assumes a line officer position, he/she must maintain active status. This will not be required for executive officer positions.

Section 7. Medical Classification

- A. MEDICAL CLASSIFICATION members are ACTIVE members who are not able to meet the ACTIVE membership requirements for medical reasons. Have requested in writing a change of status from ACTIVE to MEDICAL CLASSIFICATION membership to the Membership Committee and have been placed in this category after a review of their case by that committee.
- B. A member can be in the MEDICAL CLASSIFICATION for up to one (1) year. If more time is required, it would be reviewed by the Membership Committee on a case-by-case basis
- C. The Membership Committee will determine if the member qualifies for annual credit on a case-by-case basis based on their performance.
- D. MEDICAL CLASSIFICATION members shall have all voting privileges provided that they have attended three of the four previous business meetings.

Section 8. Inactive

A member with six months of inactivity will be referred to the Membership Committee for recommendation to the Squad for action to be taken. This provision shall not preclude a member from applying for membership, if qualified.

Section 9. Returning Members

A member who has left the squad in good standing may return to the squad by signifying in writing their desire to return to this organization. They will be placed as either an ASSOCIATE member if not certified or PROBATIONARY member if certified and may apply to the MEMBERSHIP Committee for ACTIVE membership having been recommended by the line officers and complied with the training requirements as set forth for ACTIVE members in the Squad Training Requirements Policy and Standard Operating Guidelines. Once accepted as an ACTIVE member, the credit accrued during their previous membership will apply.

Article II. Meetings

Section 1. Business Meetings

Regular business meetings shall be held on the first Friday of each month at 7:00 p.m. When a legal holiday falls on the first Friday of a month, the regular business meeting shall be held the following Friday. The regular business meeting held in November shall be the 'annual meeting' of members.

Section 2. Practice & Instruction Drills

Meetings for Practice and instruction (Drills) shall be held once a month. The Captain shall notify members which day and time this will be for the year. Other Practice and Instruction Drills on specialized topics (e.g. Extrication) may be held on other days and members shall be notified of such at least during the prior business meeting.

Section 3. Special meetings

Special meetings shall be called at the discretion of the President.

Written notices of special meetings must be furnished to each ACTIVE, DRIVER and LIFE members stating the business to be transacted at least seven (7) days prior to the meeting. No business other than that stated shall be transacted.

Section 4. Quorum

QUORUM: Ten (10) members eligible to vote must be present at any meeting for the transaction of business. A meeting may be held with less than ten (10) members eligible to vote providing no business requiring a membership vote is conducted. Bills requiring payment must be reviewed/authorized by the President and Treasurer prior to payment or held for the next regular business meeting.

Section 5. Meeting Attendees

Attendance at business meetings is limited to members of the Squad as listed in Article I. Section 1. Non-members may be present with the consent of the organization as deemed necessary for presentations or other similar activities. Regular business will be conducted during these meetings.

Article III. Duties of Officers/Appointed Positions

Section 1. President

The President shall preside at all meetings, is an ex officio member of all committees, is responsible for all administrative aspects of the squad and shall:

Appoint members to all standing committees.

Sign all checks presented by the Treasurer after approval of the Squad membership and review by the Trustees.

Call special meetings through the Secretary as required by the by-laws of this organization.

Be co-custodian with the Secretary and have access to a safe deposit box.

Perform such other duties, as custom and parliamentary usage requires of this office.

Present a balanced annual budget to the membership for approval at the first meeting in January.

Section 2. Vice President

The Vice President shall be familiar with the affairs of the organization and in the absence or inability to act of the President, shall possess all the powers and perform all the duties of the President. The Vice President is responsible for Good and Welfare of the Squad and on a case-by-case is authorized to spend up to fifty (50) dollars.

Section 3. Recording Secretary

The Recording Secretary shall keep accurate minutes of the proceedings of this organization and, after their approval, shall enter therein into a book provided for that purpose.

The Recording Secretary shall call the vote at the meetings and keep a permanent record of it. Shall keep an accurate list of all members, noting the time of their respective membership, resignations and loss of membership as they occur.

At the expiration of the term of office, shall deliver immediately to the successor all books, papers and records of the organization that are in his/her possession.

Section 4. Corresponding Secretary

The Corresponding Secretary shall read all communications of the organization and keep them in regular uniform file.

The Corresponding Secretary shall make copies and keep on file all letters which he/she may write officially and shall notify members of special meetings called by the President.

Shall keep an account of and turn over to the Treasurer all funds received.

Section 5. Treasurer

The Treasurer shall receive, deposit and care for all money belonging to the organization.

Verify appropriate personnel have approved all bills.

Shall pay all bills once approved by the membership subject to review by the Trustees.

Verify the President and Treasurer sign all checks.

Maintain accurate record keeping.

Shall render an annual report each year at the annual meeting and shall submit the books and accounts to the Audit Committee at the annual meeting.

Shall be bonded by the Squad for the amount of \$75,000.00.

Maintain required state and federal forms.

At the expiration of the term of office, shall deliver immediately all money, books and records of this organization to his/her successor.

In the absence of the President and the Vice President shall assume the duties and powers of the President.

Section 6. Trustees

There shall be a maximum of five (5). Trustees are members of the squad with a minimum of five (5) years of active service. The Trustees will have charge of all property belonging to this organization. No property of this organization shall be destroyed, modified, sold or loaned without a Trustees' consent or by the direction of the membership after an affirmative vote of two-thirds of the eligible members voting at a business meeting.

They shall keep an accurate record available at all times of all property and its location and shall make a detailed report of it at the annual meeting.

They shall verify that the Treasurer is bonded. They shall review bills to be paid to ensure documentation allows traceability and spend is appropriate for purpose.

The Senior Trustee in the absence of the President, Vice President and Treasurer shall assume the duties and powers of the President.

They shall appoint the JANITOR.

Section 7. Chaplain

The Chaplain shall conduct the religious ceremonies such as prayer at the beginning of meetings, service for deceased members, prayers at the annual dinner, prayers before installation of officers for the New Year, at the dedication of ambulances and buildings of the Squad and as the President may direct.

Section 8. Captain

It shall be the duty of the Captain to officiate at all first aid calls and be responsible for and direct action of all members.

Shall be responsible for making an accurate report of the work done upon its completion and present a report at each monthly meeting.

Shall be responsible for all first aid equipment, its first class working condition and availability for immediate use.

Upon request, all equipment in the possession member not meeting the requirements of the Squad will be returned to the Captain or Line officer.

Appoint the ENGINEER, ASSISTANT ENGINEER and the SUPPLY OFFICER/s.

Section 9. First Lieutenant

In the absence of the Captain, it shall be the duty of the First Lieutenant to perform the duties of Article III. Section 8.

When the Captain is present, the First Lieutenant shall be second in authority and assist the Captain.

Section 10. Second Lieutenant

In the absence of the Captain and First Lieutenant, shall perform the duties of Article III. Section 8.

When the Captain or the First Lieutenant is present, the Second Lieutenant shall render them assistance.

Section 11. Sergeant

In the absence of the Captain, First Lieutenant and Second Lieutenant shall perform the duties of Article III. Section 8.

When the Captain, First Lieutenant and Second Lieutenant are present, the Sergeant shall render them assistance.

Section 12. Appointed Positions

ENGINEER: It shall be the responsibility of the Engineer to ensure the maintenance and proper operating condition of all vehicles and mechanical equipment thereof.

Shall be responsible to the Captain for the performance of his/her duties. The ENGINEER is not a line officer.

ASSISTANT ENGINEER: It shall be the responsibility of the Assistant Engineer to assist the Engineer and assume the duties of the office during his/her absence.

Shall be responsible to the Captain for performance of his/her duties.

The Assistant Engineer is a position, which shall be appointed by the Captain. The ASSISTANT ENGINEER is not a line officer.

JANITOR: The Janitor shall be the caretaker of the Squad building and associated property.

Shall receive a 1099 for stipend as applicable.

SUPPLY OFFICERS: Two (2) Supply Officers shall be appointed by the Captain and shall be responsible for maintaining supplies for the rigs and for keeping track of all equipment given to members, as well as an inventory of all equipment. Supply officers will be responsible for putting in place replenishment program for rig supplies. Supply Officers will be charged with ordering supplies as needed when approved by the Captain.

Article IV. Committees

Section 1. Standing Committees

There shall be the following standing committees appointed:

AUDIT COMMITTEE: The Audit Committee shall not exceed five (5) members. This committee shall audit the books and accounts of the Treasurer on a quarterly basis and provide an annual report in writing at the last business meeting in December.

BY-LAWS COMMITTEE: The By-laws Committee shall not exceed five (5) members

The duties of this committee shall be:

1. To make note of any and all amendments, deletions or other changes to the present by-laws.
2. To make sure every member understands and has a copy of the by-laws.
3. To act as Parliamentarians on any question about the by-laws.
4. To consider and put into writing any by-law change that a member requests in writing for presentation to the Squad.

ENTERTAINMENT COMMITTEE: The Entertainment Committee shall consist of five (5) members whose duties shall be the arrangement of social functions as directed by the organization.

FINANCE COMMITTEE: The Finance Committee shall not exceed five (5) members of which at least one (1) must be a Trustee. This committee shall approve/make recommendations on all spending in excess of two hundred and fifty (250) dollars as determined by the budget or available funds. They are responsible for coordinating inputs to the annual budget, which the committee will present to the President the last regular business meeting in December.

FUND DRIVE COMMITTEE: The Fund Drive Committee shall not exceed five (5) members. They shall develop a Fund Drive schedule. Select a Fund Drive mailing service and provide oversight to that service. The committee will ensure a complete and accurate mailing list is provided to the service. The committee will provide an accurate account of all funds and transfer those funds to the Treasurer. The committee will document in conjunction with the Treasures all funds received or expended for the Fund Drive. The committee will report to the Squad the status of the Fund Drive.

FUND RAISING COMMITTEE: The Fund Raising Committee shall not exceed five (5) members. The committee shall coordinate and supervise all fund raising campaigns. A complete accounting of all campaigns shall be presented to the Treasurer and to the membership at the business meeting immediately following the fund raising event. A complete accounting consists of a description of the event, total revenues and expenditures and net proceeds submitted to the Treasurer.

MEMBERSHIP COMMITTEE: The Membership Committee shall consist of no more than five (5) members. Duties shall be to investigate and make recommendations on all membership requirements and discrepancies. This committee shall also investigate and recommend action on applicants. The membership committee will present to the general membership in the month of November qualified members who have met the requirements for active membership to be eligible to run for an officer position

Section 2. Special Committees

The President may create Special Committees. Their specific function and term of office shall be defined when requested by the President.

Article V. Finances

Section 1. Fiscal Year

The fiscal year for this organization shall be from January 1 to December 31, inclusive.

Section 2. Funds

Funds for meeting the expenses of this organization shall be raised by the following methods:

- A. Voluntary contributions
- B. Special methods when approved by a two-thirds affirmative vote of the eligible voting members at a business meeting.

Article VI. Nomination and Election of Officers/Appointments

Section 1. Offices

The Elected Officers shall consist of:

Executive; President, Vice President, Recording Secretary, Corresponding Secretary, Treasurer, Trustee and Chaplain.

Line; Captain, First Lieutenant, Second Lieutenant and Sergeant.

The Appointed offices shall consist of:

a) Appointed by the Captain; Engineer, Assistant Engineer and Supply Officer/s

b) Appointed by the Trustees; Janitor

Section 2. Nomination & Election

An eligible voting member may make nominations for office from the floor at the November and/or December meetings.

Regular election of officers shall take place at the December meeting after nominations have been closed.

Election shall be by written ballot and a majority affirmative vote of the eligible voting members voting shall elect.

The membership committee will present to the general membership in the month of November qualified members who have met the requirements for active membership to be eligible to run for an officer position

Section 3. Filling Vacancies

A vacancy in any elected office or offices shall be filled at the next regular business meeting after such vacancy shall occur.

Election shall be by written ballot and a majority affirmative vote of the eligible voting members voting shall elect.

A vacancy in an appointed position may be filled immediately (no vote required).

Section 4. Commencement & Term

The term of office for all officers shall be a period of one (1) year from the January Installation meeting. The Trustees' term of office shall be three (3) years except when a Trustee position is vacated before finishing the term, the newly elected Trustee will fill that position for the remainder of the term.

Officers shall assume office at the January Installation meeting unless elected to fill a vacancy.

Section 5. Qualification & Progression.

A. Members will not be allowed to hold any line office until they have been an ACTIVE member for at least two (2) years. Members will not be allowed to hold any line office unless they meet the requirements of ACTIVE membership according to Article I. Section 4 and Article VIII. Section 10.

B. A member must serve a minimum of three (3) years as a line officer, one (1) of which must have been as a Lieutenant, before holding the office of Captain.

- C. Any member wishing to become a line officer will start at the position of Sergeant. Past line officers may return to a line position up to and including their highest prior position held, providing a minimum of one year annual credit was received in that position.
- D. Committee Chairmen: Line or Executive officers shall not chair committees where the best interest of the Squad may be influenced as a result of the Officer's position. Potential conflicts will be identified by the Membership committee prior to appointment of Chairmen.
- E. E. Members will not be allowed to hold any line office until they have been an ACTIVE member for at least two (2) years with the exception of Recording and Corresponding Secretary which require at least one (1) year.

Article VII. Order of Business

Section 1. Standing Agenda

The order of business of this organization shall be as follows:

Call to order, prayer, salute to the flag and minute of silence.

Roll Call: When responding to roll call, each member will be notified of their voting eligibility

Reading the minutes of the previous meeting or meetings.

Treasurer's report.

Communications.

Reports of officers and committees.

Deferred business.

New business.

Good and welfare of the organization.

Election of officers and committees.

Adjournment.

Section 2. Governance & Approvals.

Squad business requiring a membership vote will be approved by a two-thirds affirmative vote except for election of officers which requires a majority vote of the eligible voting members providing a quorum is present.

Additions and/or changes to the By Laws:

1. The By- Laws Committee will review and put into correct format any by-law change that a member requests in writing for a first reading to the Squad at the next regular business meeting (discussion on the requested change will be done during the second reading at the next regular business meeting).
2. After the second reading of the proposed by-law change, modifications can be made to the proposed by-law during discussion. The by-law will then be finalized and will be read on the floor at the next regular business meeting and be voted on by the membership. A two-thirds affirmative vote of the eligible voting members is required to accept the by-law change. Changes may be made to the bylaws two times per year as determined by the president.

Deliberations of this organization shall be governed by parliamentary usage as contained in Roberts Rules of Order.

Article VIII. Rules and Regulations

Section 1. General Conduct

Members shall conduct themselves appropriately at all times. Members on First Aid Calls shall follow Operating Guidelines as promulgated by the Captain.

Members shall comply with the requirements of the Driver Approval Policy & Procedure prior to being allowed to drive Squad vehicles. A list of Approved Drivers shall be posted in the vehicle bay.

Section 2. Resignation & Withdrawal

Any member wishing to withdraw from this organization shall notify the Secretary in writing, who in turn will present the request to the organization at the next regular business meeting.

No vote is required when a member resigns from the Squad.

Section 3. Relinquishment of Office

Any officer desiring to relinquish their office should notify the Secretary in writing. The procedure shall follow the course as in Article VIII. Section 2.

Section 4. Member gross lack of interest

All cases of members showing gross lack of interest in the organization and those who have not complied with the provisions of Article VIII. Section 2 shall be referred to the Membership Committee, which will conduct a hearing.

The Membership Committee shall notify the Secretary of the date and nature of this hearing at least ten (10) days in advance. The Secretary shall notify all members eligible to vote of the date and the nature of the hearing in writing.

The committee will conduct the hearing on the date specified and will report their recommendations at the next business meeting. This report will immediately be placed before the members and action taken by a two-thirds affirmative vote of the eligible voting members.

Section 5. Officer neglect of duty

In the event of any officer neglecting the performance of his/her duties, a special committee shall be named to investigate and make a report with the proper recommendations at the next business meeting. This report will immediately be placed before the members and action taken by a two-thirds affirmative vote of the eligible voting members.

Section 6. Disciplinary Process

Any member, regardless of class, who is guilty of gross misconduct as a citizen, is guilty of a criminal offense, or who violates willfully any of the provisions of the by-laws of this organization shall be liable to censure, suspension or expulsion.

PREFERRING AND PROCESSING CHARGES:

1. All charges against a member, which could result in suspension or expulsion from the Squad, must be submitted in writing to the corresponding secretary. All charges must be substantiated with evidence and that evidence must

be submitted to the corresponding secretary for review by the membership committee before the member is charged.

2. The Corresponding Secretary shall call for a meeting of the membership committee to be held. Such meeting shall not take place for a period of (2) two weeks to allow the member being charged to prepare a defense
3. The Corresponding Secretary shall provide the person being charged with a copy of the charges and notify him/her as to the date of the hearing in writing by the membership committee. Such date shall be not less than two weeks after forwarding the charges and notice of hearing.
4. The Corresponding Secretary shall notify the member preferring the charges as to the date of the hearing. This member must appear at the hearing or the charges will be dropped.
5. The member preferring the charges and the member charged may bring to the hearing such persons who may have personal knowledge of the charges. The responsibility for the notification of these persons as to the date of the hearing rests with the persons involved.
6. The membership committee shall hear the charges, evidence of the person preferring the charges, and evidence of the person substantiating the charges. The committee shall hear the persons being charged and those persons who can contribute to the defense of this member.
7. Upon completion of all evidence, the committee shall, privately review all the evidence submitted and prepare recommendations for presentation to the Squad at the next regular business meeting.
8. No member or person involved in the charges or evidence, who is also a member of the membership committee, shall be present at the review of the evidence or preparation of the recommendations.
9. Once charges have been preferred a punishment will be determined, technical issues by the Captain and line officers, administrative issues by the President and executive officers and recommendations will be submitted to the Squad. Further charges for the same specific incident may not be submitted

EXPULSION, SUSPENSION, RESIGNATION AND REINSTATEMENT

1. The word expulsion as used in these by-laws is defined as dropped from the Squad. The word suspended as used in these by-laws is defined as being deprived of all rights and privileges for the period of time which suspended.
2. A member may be suspended or expelled by motion of the Squad as the result of the recommendations of the membership committee.
3. Any member expelled must return all Squad equipment, such as: badges, keys, jackets, pagers, etc.
4. When a member has been expelled, his/her application for reinstatement must take the course of an application for a new member.

Section 7. Confidentiality.

Squad business should not be discussed with outsiders, especially issues discussed at meetings and on first aid calls.

Section 8. Disciplinary Action.

The Captain may apply a maximum 15-day suspension upon a member for procedure or by-law violations. He/she will notify the Membership Committee of suspension. This can be done for infractions that do not warrant charges to be filed, but disciplinary action needs to be taken.

Section 9. In-appropriate use of property.

Any member removing property of this organization from the squad building or its vehicle(s), except on legitimate work of the organization or by permission of the Trustees or a line officer shall be subject to the preceding outline in Section 5 of this Article.

Section 10. Attendance

Attendance: Roll calls will be held at each business and instruction meeting.

To be considered present, each member must be actually present at roll call or be excused by the President for a good reason.

ACTIVE members shall attend at least eight (8) regular business meetings each fiscal year. ACTIVE members shall attend at least eight (8) practice and instructional drills each fiscal year. ACTIVE members shall make at least ten (10) percent of the alarm calls each fiscal year.

LINE officers shall make at least fifteen (15) percent of alarm calls each fiscal year.

PROBATIONARY members shall be subject to the same requirements as ACTIVE members. In addition, PROBATIONARY members shall make at least ten (10) percent of the alarm calls each fiscal year.

DRIVER members shall attend half of the yearly general membership meetings, driving drills and participate in fund raising activities. They will be required to answer a minimum of ten (10) percent of the alarm calls, each fiscal year.

Attendance at calls: The Captain or other line officer performing the Captain's duties, or in the absence of an officer, the member completing the call sheet (Patient Care Report or Non-Patient Run Sheet), shall keep an attendance record of all members.

To be considered for annual credit, LIFE members must participate in any two (2) of the following three (3) items: attend four (4) business meetings, attend four (4) drills, participate in standing/special committees or answer calls (as an approved driver or by maintaining current ACTIVE member training standards).

The Membership Committee shall evaluate all items in this section to determine members' eligibility for annual credit and attendance at the annual dinner.

The Membership Committee and Captain shall decide attendance at the annual dinner based upon members' attendance and other activities to support the squad, their decision shall be final.

Section 11. Excused Credit

A member will be given excused credit for meetings and/or drills if a member submits a written request. A member given excused credit for 50% or more meetings and/or drills will not be able to hold elected office, but shall retain the right to vote if they meet all other requirements and show an active interest in functions and duties of the Squad.

Written letter excuses only 50% of drills.

Section 12. Pending Litigation

Any member/s that has pending litigation, which is against the squad, will be referred to Special committee to be appointed by the Executive branch. The Special committee will determine the involved member/s level of participation within the squad until litigation is resolved.

Section 13. Length of Service Awards Program

The Membership Committee shall evaluate all items of members' performance and compliance with the Length of Service Awards Program (LOSAP) of the Township of Wall as governed by provisions of Wall Township Administrative code, Chapter 18, Article III: Length of Service Awards Program for First Aid Squads, and any amendments thereto attached and considered of Addendum A. The Membership Committee shall at the end of the calendar year, determine members' eligibility for annual credit under LOSAP, and communicate that eligibility to those members. The Membership Committee shall furnish to the Administrator of the Township of Wall an annual certification list, at such time as required by the Administrator of the Township of Wall, of all members who have qualified for credit under the award program for the previous year.

Section 14. Membership in Other Organizations

Any member of the Wall Township First Aid & Rescue Squad desiring to become a member of any other paid or volunteer fire, rescue or EMS squad may do so without objection.

Any member of a Wall Township paid or volunteer fire, rescue or EMS squad may make application to become a member of the squad. The member may not hold dual officer positions within any Wall Township paid or volunteer fire, rescue or EMS to eliminate the potential of a conflict of interest.

Section 15. Hardships

Any member who is unable to meet the requirements set forth in the by-laws may appeal to the Membership Committee for relief of a specific requirement. The relief granted must be for valid reasons ie: conflict with work schedules, family illness, parental obligations, attendance at college in remote locations.

Article IX. Dissolution

Section 1. Effecting Dissolution

1. The Trustees may affect the dissolution of the corporation known as the 'Wall Township First Aid Squad' by:
 - a. Recommending that the corporation be dissolved, adopting a plan of dissolution, and then submitting that plan of dissolution for a vote at a meeting of members.
 - b. Giving written notice by certified mail of that meeting to all members.
 - c. Having the plan of dissolution approved by an affirmative vote of two-thirds of the eligible voting members at a business meeting.
 - d. Carrying out the plan of dissolution, and subsequent disposition
2. Alternatively, the corporation can be dissolved without a meeting, by the written consent of all members entitled to vote thereon.

Section 2. NJ Statute

1. The dissolution of this corporation is governed by the provisions of NJ Statutes, Title 15A, entitled 'Corporations, Nonprofit', and Chapter 12 therein, entitled 'Dissolution' and any amendments thereto.

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ADDENDUM A

Article III: Length of Service Awards Program for first aid squads.

Establishment

There is hereby established in the Township of Wall a length of service (LOSAP) to reward members of the volunteer first aid squads for their loyal, diligent, and devoted services to the residents of the Township of Wall. This LOSAP is created pursuant to the Emergency Services Volunteer Length of Service Award Program Act, N.J.S.A. 40A:14-183, and the regulations promulgated thereunder at N.J.A.C. 5:30-14.1, et seq.

Definitions

For the purposes of this article, the operative words and terms shall have the meanings set forth in N.J.S.A. 40A:14-184, and N.J.A.C. 5:30-14-1, as those provisions may be amended and supplemented from time to time.

The Wall Township LOSAP shall provide for fixed annual contributions to a deferred income account for each volunteer member that meets the criteria set forth in §18-4 hereof. Such contributions shall be made in accordance with a plan that shall be established by the Township Committee pursuant to N.J.S.A. 40A-14-183 et seq., and such plan shall be administered in accordance with the laws and regulations of the State of New Jersey pertaining thereto, the United States Internal Revenue Code and this article. The plan shall have the following provisions:

- A. Benefits will become fully vested upon the completion of the five years of active volunteer emergency service.
- B. There shall be a forfeiture provision for a break of service of five consecutive years prior to vesting.
- C. Benefits shall be payable after 15 years of service, at age 55, or upon another qualifying event pursuant to law.
- D. As required by N.J.S.A. 40A:14-188, points will be awarded according to certain criteria. To qualify for the full award for a calendar year under the plan, an active volunteer member shall be required to accrue 500 points in that calendar year.
- E. The plan shall provide for a credit for up to 10 years of prior service based on the same criteria.

Criteria

The Wall Township LOSAP shall provide for annual contributions to each eligible active volunteer member of a first aid squad who meets the following criteria.

- A. One year as an active volunteer member of the Wall Township First Aid and Rescue or the Wall Community First Aid Squad; and
- B. The amount of the award for a year under the program shall be based upon the points accrued in a calendar year in accordance with the following point schedule:
 - (1) Ten points for responding in an ambulance to a dispatched emergency or dispatched unscheduled assignment;
 - (2) Three points for immediately responding to the squad headquarters for such a call, but being unable to respond in the ambulance due to impossibility, such as the ambulance being in service or fully staffed prior to the member's arrival at the squad headquarters;
 - (3) Eight points for responding and remaining with the ambulance for scheduled events, such as local school athletic events, parades and special events sponsored by the Township which benefit from the

- presence of the emergency service organization;
- (4) Five points for attendance at a drill, training session, or other recognized continuing education event;
 - (5) Three points to be awarded at the discretion of a Squad Captain;
 - (6) Three points for washing or other maintenance of ambulances or squad equipment;
 - (7) Three hundred points for a full year of service as Squad Captain;
 - (8) Two hundred points for a full year of service as 1st Lieutenant
 - (9) One hundred fifty points for a full year of service as 2nd Lieutenant;
 - (10) One hundred points for a full year of service as Sergeant;
 - (11) One hundred points for a full year of service as Engineer;
 - (12) Two hundred points for a full year of service as President;
 - (13) Two hundred points for a full year of service as Vice President;
 - (14) Two hundred points for a full year of service as Secretary;
 - (15) Two hundred points for a full year of service as Treasurer;
 - (16) One hundred fifty points for a full year of service as trustee;
 - (17) Fifty points for a full year of service as crew chief.

Minimum and Maximum Contributions

The Wall Township LOSAP shall provide for annual contributions in the minimum amount of \$100 and the maximum amount of \$1,000, subject to periodic consumer price index increases pursuant to law.

Prior Service Credit

The Wall Township LOSAP shall provide for not more than 10 years of credit for prior active emergency service prior to the establishment of the plan. Prior service credit shall be subject to the same minimum and maximum annual amounts as set forth in §18-15 hereof and shall be credited based upon the same criteria as set forth in §18-14 hereof. Only active volunteer members shall be eligible for prior service credit. The amount of the prior service contribution for each member shall be paid over a ten-year period, subject to the maximum annual contribution per member as established by law.

Estimated Costs

The estimated cost of the Wall Township LOSAP program has been calculated as follows:

- A. For annual contributions to active volunteer members \$30,000 per year.
- B. For contributions for prior service credits: \$32,600 per year for 10 years.

When effective

This article shall take effect on January 1, 2003; provided, however, that it is approved by the voters of the Township in a public question to be placed on the ballot of the general election to be held on November 5, 2002.