

# **SUFFOLK COUNTY AMBULANCE CHIEFS' ASSOCIATION BY-LAWS**

## **ARTICLE I – ASSOCIATION**

The name of this association shall be the Suffolk County Ambulance Chiefs' Association (S.C.A.C.A.) and shall hereafter be referred to as the Association.

## **ARTICLE II – PURPOSE**

The purpose of this Association shall be:

- 1 – To promote the welfare of the volunteer ambulance service within the County of Suffolk, New York.
- 2 – To act as a unified voice in matters pertaining to all volunteer ambulance companies.
- 3 – To encourage and assist in the standardization of equipment and training where such would benefit the volunteer ambulance service.
- 4 – To foster communication and cooperation among the member corps.
- 5 – To foster communication and cooperation with official County of Suffolk agencies pertaining to the volunteer ambulance service.

## **ARTICLE III – MEETINGS**

The Association shall meet on the third Wednesday of each month except July, August, and December, at a pre-determined location and time. Meeting notices shall be mailed, faxed or e-mailed to all member corps to allow sufficient notification time. No less than 25% of the voting members shall constitute a quorum. If a quorum cannot be reached, the Executive Board may determine to have an informational type of meeting with no votes taken and/or adjourn.

#### ARTICLE IV – MEMBERSHIP

Members of this Association shall be the Chiefs, Assistant or Deputy Chiefs, Ex-Chiefs, Chief Operational Officer, or their designated representatives from each volunteer ambulance company in Suffolk County, New York. It will be the individual company's responsibility to notify in writing, the name of the duly elected Chief and/or Chief Operational Officer.

#### ARTICLE V – OFFICERS

The officers of the Association shall be the President, Vice-President, Treasurer, Secretary, and three (3) Directors. These officers shall be referred to as the Executive Board.

#### ARTICLE VI – NOMINATIONS

- 1 – All officers shall be elected for a term of one (1) year.
- 2 – Nominations for office shall be held at the March meeting and voting shall take place at the April meeting. Officers shall assume their duties immediately upon the result of the election.
- 3 – A nominee for the position of President must have served at least one (1) full term as Vice-President.
- 4 – A nominee for the position of Vice-President must have served at least one (1) full term as Treasurer, Secretary, or Director.
- 5 – No person shall be allowed to place their name into nomination for more than one (1) position.
- 6 – Vacancies on the Executive Board shall be filled by a simple majority vote of the members present at the next regularly scheduled meeting.

## ARTICLE VII – DUTIES OF OFFICE

1 – The President shall preside at all meetings of the Association and Executive Board. He/She shall appoint all other committees not otherwise provided for and perform any other duties as may be required of him/her by the Association or Executive Board. The President shall be an ex-officio member of all committees.

2 – The Vice-President shall assume all the duties of the office of President when the President is unable to perform those duties or vacates the presidency. The Vice-President shall chair the Membership committee and verify all votes taken.

3 – The Treasurer shall be the custodian of all funds of the Association. He/She shall collect all monies due, deposit all funds in an Association account in a bank approved by the Executive Board, and make all disbursements as approved by the membership and/or the Executive Board. The Treasurer will provide an accurate and detailed record of all transactions at each regular meeting, and at other times as directed by the Executive Board.

4 – The Secretary shall keep a complete and accurate record of the proceedings of all meetings, of all correspondence, and other duties as may be assigned by the Executive Board. The Secretary shall act as the historian of the Association.

5 – The Directors shall be members of the Executive Board. Directors may head committees and report to the Executive Board. It shall be the duty of the Directors to assist and implement the work of the Executive Board as ordered by the President.

6 – The Executive Board shall conduct all business of the Association that must be transacted between regular meetings. The Executive Board shall meet at the call of the President, or upon a request of a majority of the board. The membership shall be given a full report of the actions taken by the Executive Board at the next regular meeting of the Association. A simple majority shall constitute a quorum of the Executive Board.

7 – All members of the Executive Board shall be required to attend two-thirds (2/3) of the regular meetings of the association in order to remain in good standing.

## ARTICLE VIII – VOTING

1 – Each member corps shall be entitled to one (1) vote. A simple majority shall carry a motion.

2 – Absolutely no voting by proxy will be allowed on any motion or matter.

## ARTICLE IX – DUES

Each member corps is required to pay annual membership dues, as determined by a majority vote of the membership. It is due and payable at the January, February, or March meetings. Those member corps who are not paid up by the April regular meeting are in arrears, and are ineligible to vote and shall be considered a non-member of the Association.

## ARTICLE X – CONDUCT

It is the duty of all members to uphold the objectives of the Association, as set forth in the By-laws.

## ARTICLE XI – AMENDMENTS

Proposed amendments, additions, and changes to these by-laws, shall be submitted in writing at a regular meeting. The Secretary shall submit a copy of all proposed changes to the membership not less than twenty (20) days in advance of the next regularly scheduled meeting. A two-thirds (2/3) majority vote of the ballots cast shall be required for approval.

## ARTICLE XII – GOVERN

“Robert’s Rule of Order” (latest revised edition) shall govern all meetings of the Association.

## ARTICLE XIII – ORDER OF BUSINESS

The following shall be the order of business of the monthly regular membership meeting:

- 1 – Pledge of Allegiance to the Flag
- 2 – Roll Call
- 3 – Secretary's Report
- 4 – Treasurer's Report
- 5 – Executive Board Report
- 6 – Delegate or Division Reports
- 7 – Committee Reports
- 8 – Old Business
- 9 – Nominations and/or Elections
- 10 – New Business
- 11 – Adjournment

Adoption – June 20, 1980

1<sup>st</sup> Revision Adopted – June 21, 1995

2<sup>nd</sup> Revision Adopted – March 21, 2001