

**Gloucester County
Ambulance and Rescue
Association**

**Constitution
And
By Laws**

CONSTITUTION

ARTICLE I

NAME

Section 1. NAME: This Corporation shall be known as the “Gloucester County Ambulance and Rescue Association, Inc.”

Section 2. DOMICILE: Registered office of this Corporation is Woodbury Court House, County of Gloucester, State of New Jersey.

Section 3. PURPOSE: The purpose of this Association is:

- A.** To coordinate the services of the Fire, Ambulance and Rescue squads of Gloucester county.
- B.** To promote mutual helpfulness and cooperation in connection with these services.
- C.** To assist in the instruction and education of the basic life support and disaster techniques as approved by the New Jersey State Department of Health and Senior Services and the Gloucester County Ambulance and Rescue association.
- D.** To publicize basic life support and other EMS courses as approved by the Gloucester County Ambulance and Rescue Association, Inc.

ARTICLE II

MEMBERSHIP

Section 1. MEMBER ORGANIZATIONS: The membership shall be limited to organized Fire, Ambulance and Rescue Squads having their principal offices in Gloucester County and shall be further defined in the By-Laws.

ARTICLE III

OFFICERS

Section 1. OFFICERS: The officers of this Association shall be the President, Vice-President, Secretary, Treasurer and three (3) Trustees. They shall have the usual duties associated with said office as outlined in the Constitution and By-Laws.

ARTICLE IV

MEETINGS

Section 1. MEETINGS: This Association shall meet at a location provided by one of the member organizations. The frequency of meetings shall be no less than 6 and no greater than 12 times per year. The schedule for the upcoming meetings shall be published no later than 30 days before the end of the current year. The meeting shall be held on the fourth Wednesday of the month. In the event that a meeting is scheduled for December, the second Wednesday shall be utilized. Special meetings may be called by the President of the Association.

Section 2. QUORUM: A quorum shall consist of six (6) member organizations as further defined in the by-Laws.

ARTICLE V

CHANGES TO THE CONSTITUTION AND BY-LAWS

Section 1. MOTION: No part of this Constitution or By-Laws shall be altered, amended or repealed unless by motion. This motion must be in writing and signed by at least two (2) delegates in good standing and presented at a regular business meeting of this Corporation. At this time it shall be turned over to the By-Laws Committee for review.

Section 2. PROPOSED AMENDMENT: The proposed amendment shall be reviewed by the By-Laws Committee and returned to the Organization at the next regular meeting with comments.

Section 3. NOTICE: The proposed amendment shall be read and may be debated at the next two regular meetings. After completion of discussion at the second regular meeting, a vote will be taken.

Section 4. VOTING AND ADOPTION: At least two-thirds (2/3) of the delegates in good standing who are present must vote in favor of the amendment in order for it to be adopted. This vote shall be by paper ballot.

ARTICLE VI

DISBANDONMENT

Section 1. Procedure: If the general consensus among the membership is that the good of the Association is best served by its dissolution, the following steps will be taken:

- The GCARA Executive Committee shall direct the Secretary to prepare a special mailing to all Regular Members on the active list which shall contain the reasons for dissolution, a resolution in the form of the motion for the dissolution, an accounting of all money and assets of the Association, and plans for the distribution of said monetary assets described in section 2 of this Article.
- A mail vote will take place with Regular Members voting on the dissolution and distribution of money and assets. A two-thirds majority of the quorum is required for passage of the dissolution.

Section 2. Liquidation of Money and Assets: Upon a vote of the GCARA Regular Membership to dissolve the Association, there will be a special Executive and Auditing Committee meeting. This meeting will conduct an accounting of all money in the treasury and inventory of all assets, including storekeeper items. All assets will be sold as close to fair market value as possible. All receipts from the sales will be deposited in the treasury. The Treasurer shall file all the appropriate documents for dissolution. Any attorney or accounting fees incurred to this end will be paid at the Association's expense. After all dissolution expenses are paid, any remaining money will be donated to an appropriate charity or scholarship fund.

BY LAWS

ARTICLE I

MEMBERSHIP

Section 1B Active Membership: The active membership shall be limited to organized Fire, Ambulance and Rescue Squads having their principal offices in Gloucester County, and controlled operationally by a solitary Chief, Director, and/or Captain. Rights and privileges accorded to Active Members include voting, holding elected office in the Association; serving on Committees; attendance at events and other meetings; participation in official functions; and participation in all historical and memorial functions and training evolutions sponsored by the Association.

Section 1B Associate Membership: Any person whose membership in an organization has terminated and has been a past member of the GCARA, in good standing with the Association may request "Associate Membership" in the organization. All requests for Associate Membership must be submitted in writing to the President. Rights and privileges accorded to Associate Members include holding elected office in the Association; serving on Committees; attendance at events and other meetings; participation in official functions; and participation in all historical and memorial functions and training evolutions sponsored by the Association. An Associate Member does not have voting privileges.

Section 2. GOVERNING BODY: This Association shall be governed by members from each such organization. Officers of this Association and all committee members shall be chosen from among said members.

Section 3. DELEGATES/ALTERNATES: Each organization in good standing with the Association shall be entitled to three (3) voting delegates and three (3) alternates in this Association, whose names shall be registered with the Secretary annually at the first regular meeting in January.

Section 4. DELEGATES/ALTERNATES PRIVILEGES: Each delegate/alternate shall be allowed to address any issue on the meeting floor. Each member organization is allowed only three (3) votes on any issue. Alternates may only vote if delegates are absent from the meeting. (Maximum of three (3) votes per member organization.)

Section 5. APPLICATION: Any organization not a charter member of the Association shall become a member on the approval of the Executive Board and presented to the Body at the next regular business meeting.

Any individual wishing to become an Associate Member of the Association shall become a member on the approval of the Executive Board and presented to the Body at the next regular business meeting.

Section 6. DUES: An assessment may be made against the organizations of this Association from time to time.

ARTICLE II

NOMINATION AND ELECTION OF OFFICERS

- Section 1. NOMINATIONS:** Nominations of officers shall take place at the October meeting by means of a nominating committee appointed at the September meeting, and/or from the meeting floor. No name may be placed in nomination at the December meeting except to fill a vacancy.
- Section 2. WHO MAY VOTE:** Only the three (3) delegates from each member organization will receive ballots prepared and validated by the Secretary after the October meeting.
- Section 3. BALLOTS:** Ballots will be distributed by the Secretary or through the US Postal Service to each of the eligible delegates and shall be returned in a sealed envelope provided by the Secretary clearly marked "Ballot".
- Section 4. JUDGES AND TELLERS:** The President shall appoint a Judge and two (2) Tellers to conduct the election and tally the votes. Judge and Tellers may not be members of the current year's nominating committee or candidates for office.
- Section 5. ELECTED CANDIDATE:** The Candidate receiving the highest number of votes shall be declared elected to this particular office.
- Section 6. TIES:** In the event of a tie vote being cast for any particular office, the President shall order a new ballot cast for the office (or offices) where such ties exist. This ballot shall be taken immediately in the same manner as previously described. All candidates not involved in the tie vote shall be dropped from the next balloting.

ARTICLE III

OFFICERS

- Section 1. TERMS OF OFFICERS:** The term for officers shall begin with the first day of January and end on the last day of December each year.
- Section 2. VACANCIES:** Any vacancy in an elected office for any cause shall be filled as specified below.
- A. PRESIDENT:** Vice-President takes over as president.

B. ALL OTHER OFFICERS: The President shall appoint a duly qualified member in good standing to serve the unexpired term.

Section 3. REMOVAL: Any officer may be removed from office for cause, by a vote of not less than two-thirds (2/3) of the delegates in good standing present and voting at any regular meeting. This vote shall be by paper ballot.

ARTICLE IV

DUTIES OF OFFICERS

Section 1. PRESIDENT: The President shall:

- A. Preside at all meetings of this Association.
- B. Preserve order, regulate debate and points of order.
- C. Call special meetings at the written request of six (6) members in good standing.
- D. Appoint such standing, special and sub-committees as may be required by the affairs and activities of this Association.
- E. Serve as a member ex-officio on all committees.
- F. Enforce the Constitution and Bylaws and Amendments.
- G. Be authorized to co-sign checks drawn on the treasury.
- H. Deliver immediately all books and papers of the Association (in his/her possession) to his/her successor.

Section 2. VICE-PRESIDENT: The Vice-President shall:

- A. Assume the duties of the Present in his/her absence.
- B. Assist the President in the normal performance of his/her duties.
- C. Have charge of the sales and collection of monies for the Association patches. Said monies shall be turned over to the Treasurer at each meeting.
- D. Be authorized to co-sign checks drawn on the treasury.

Section 3. SECRETARY: The Secretary shall:

- A. Keep an accurate and complete record of all meeting minutes and motions in two (2) separate books provided for that purpose by the Corporation.
- B. File and maintain permanent records of the Association.
- C. Keep an accurate roll of attendance of members at all meetings.
- D. Maintain an up-to-date roster of members.
- E. Send written notice of meetings to the members at least three (3) days prior to such meeting.
- F. Receive all communications and present them to the members at the next regular business meeting.

- G.** Originate all official correspondence of the Association, with the exception of publicity releases. These will be originated with the Publicity Committee.
- H.** Advise the members of deferred or unfinished business when called for at any business meeting.
- I.** Deliver immediately all books and papers of the Association in his/her possession to his/her successor.
- J.** Recommend to the Executive Board an assistant Secretary or approval, if needed.

Section 4. TREASURER: The Treasurer shall:

- A.** Hold in trust all monies belonging to the Association.
- B.** Account for all money held in trust by keeping full and complete itemized records in books provided for that purpose.
- C.** Recommend to the Executive board an assistant Treasurer for approval, if needed.
- D.** Make a report of the financial condition of the Association at each regular business meeting.
- E.** Submit his/her books and papers to the Audit Committee as required by the Association bylaws.
- F.** Pay all approved bills and accounts as directed by the Association.
- G.** Sign all checks drawn upon the treasury of this Association.
- H.** Deliver immediately all books and papers of this Association in his/her possession to his/her successor.
- I.** Be bonded each successive year.

Section 5. TRUSTEES The Trustees shall:

- A.** Meet for the purpose of Organization as soon as possible each January at which time they shall select a Chairperson.
- B.** Meet prior to regular business meetings of the Association and at such times as they deem necessary to carry out their duties.
- C.** Take charge of all real and personal property of this Association.
- D.** Audit the books yearly.

ARTICLE V

COMMITTEES AND BOARDS

Section 1. EXECUTIVE BOARD: The Executive Board shall:

- A. Consist of the President, Vice-President, Secretary, Treasurer and three (3) Trustees.
- B. Hold hearings on any matters pertaining to violations of these Bylaws or any other rules or regulation of this Association and, in accordance with these Bylaws, recommend such penalties deemed proper for such violations.
- C. Call for an audit of the Treasurer's books whenever they deem it necessary, or annually, by the Auditing Committee.
- D. Prosecute all persons who have infringed upon the rights of this Association.
- E. Meetings shall be called by the President, as required.
- F. The Executive Board will select and send to the Gloucester County Board of Chosen Freeholders, the names of three (3) persons, for their approval, to the Advisory Board of the Communications Center and the names of two (2) persons to the Emergency Services Council, prior to the Gloucester County Board of Chosen Freeholders work session, via the County Clerk's office. This shall be done upon request.
- G. The Executive Board shall receive and review membership applications and make recommendations.

Section 2. COMMITTEES: The President shall appoint the following committees: Publicity, Program and Education, MCI, EMS Task Force, Auditing, Bylaws and any other Committee, as needed.

- A. The **PUBLICITY COMMITTEE** shall publicize meeting programs and promote good public relations.
- B. The **PROGRAM AND EDUCATION COMMITTEE** function is to foster and improve the services rendered by the member organizations, their squad members and the membership of this Organization. It will provide for procuring speakers and the implementation of inter-squad education.
- C. The **MCI COMMITTEE** shall consist of four (4) members at large. All committee members must be MCI trained. They shall be responsible for maintaining an accurate and up-to-date listing of all equipment on the Association's MCI trailer and any other MCI equipment available in Gloucester County. They shall coordinate all MCI training for the Association and provide expertise in MCI management to member organizations, if needed, in time of Emergency.

- D. The **EMS TASK FORCE COMMITTEE** shall consist of four (4) members at large. They shall be responsible for overseeing the EMS Task Force and making any recommendations for Squad or Rescue replacements, as needed. They shall also maintain an accurate and up-to-date listing of all units and equipment available in the Task Force.
- E. The **AUDITING COMMITTEE** shall consist of the three (3) trustees and one (1) member at large appointed by the President. They shall be responsible for annual audits of the Treasurer's books, or as instructed by the Executive Committee. They shall audit the books before a new Treasurer takes office.
- F. The **BYLAWS COMMITTEE** shall consist of three (3) members at large and be appointed by the President. They shall be responsible for reviewing any changes submitted to the association and recommend appropriate actions. They shall also periodically review and update the Association Bylaws, as needed.

ARTICLE VI

MEETINGS

Section 1. MEETINGS: This Association shall meet at a location provided by one of the member organizations. The frequency of meetings shall be no less than 6 and no greater than 12 times per year. The schedule for the upcoming meetings shall be published no later than 30 days before the end of the current year. The meeting shall be held on the fourth Wednesday of the month. In the event that a meeting is scheduled for December, the second Wednesday shall be utilized. A quorum of six (6) member organizations in good standing shall be required.

Section 2. SPECIAL MEETINGS: Special meetings may be called by the President upon notice to all the voting delegates in writing at least 3 days prior to the special meeting date. A county-wide announcement and fax will also be made two (2) days prior to the special meeting date. A quorum of six (6) member organizations in good standing shall be required.

Section 3. EMERGENCY MEETINGS: Emergency meetings may be called by the President. Notice is to be given by a county-wide announcement and fax at least 24 hours prior to the emergency meeting date. (The three day written notice will not be used for emergency meetings.). A quorum of six (6) member organizations in good standing shall be required.

Section 4. CONDUCT OF MEMBERS:

- A.** The association's current copy of Robert's Rules of Order shall be the ultimate authority on any point of order. Any point of order excluded from the current Bylaws shall be covered by Roberts Rules.
- B.** Members wishing to be heard must get permission from the Chair in order to speak on the floor during the meeting.
- C.** Members shall respect the points of order established by the presiding officer.
- D.** No religion or politics may be discussed on the floor.

ARTICLE VII

MOTIONS

Section 1. MOTIONS: A motion shall be made and seconded from the Association meeting floor on any item of Association business requiring membership approval or action. The Secretary shall record the name of the member organization and the name of the delegate making the motion as well as the name of the member organization and the name of the delegate seconding the motion. Question of the motion is then opened to the General Membership before voting. After voting, the Secretary shall record the motion and results of the voting in the motion book. This information shall also become a permanent part of the Association minutes.

ARTICLE VIII

ORDER OF BUSINESS

Section 1 ORDER OF BUSINESS: The Order of Business shall be:

- A.** Call the meeting to order
- B.** Moment of silence, then Salute the Flag
- C.** Reading of the minutes to the previous meeting
- D.** Treasurer's report
- E.** Bills
- F.** Correspondence
- G.** Reports of Committees
- H.** EMT Training
- I.** GCAR Training
- J.** Unfinished business
- K.** New Business
- L.** Good of the Association
- M.** Adjournment

