

BYLAWS  
OF  
THE  
LEBANON COUNTY AMBULANCE ASSOCIATION

**PURPOSE:** The Lebanon County Ambulance Association is a fraternal organization that provides a collaborative forum among the Emergency Medical Service organizations in Lebanon County that fosters communication between member agencies and field providers, offers educational opportunities, provides a forum for open discussion of the issues that impact the delivery of prehospital patient care, focuses on the health and wellbeing of our member organizations, and proactively addresses issues of mutual concern.

ARTICLE 1

**NAME:** LEBANON COUNTY AMBULANCE ASSOCIATION

Section 1

The Officers of the Association shall be: The President, Two Vice Presidents (designated as the First and Second Vice President), The Secretary and The Financial Secretary-Treasurer. These officers shall constitute the Executive Board.

Section 2

Nomination of all officers shall be made at the regular meeting in November of each year.

Section 3

The officers shall be elected at the regular meeting in January of each year and take office at the conclusion of old business at said meeting for a term of one (1) year.

Section 4

All officers shall serve until their successors are duly elected or appointed. In the case of a vacancy, the President shall appoint a replacement that shall stand for approval at the next scheduled regular meeting.

## Section 5

There shall be no more than two (2) officers elected from any single agency during an administration. Said officers shall be those that constitute the Executive Board. Only those designated as primary or alternate representatives by an EMS agency are eligible for election as an officer of the Lebanon County Ambulance Association.

## Section 6

Each dues-paying member organization shall be represented by a primary and alternate representative. Each agency shall have a single vote, if the dues for the organization are paid to a current date. The in-term President does not count as an agency representative and does not cast a vote unless there is a stalemate vote. The President does count as an agency representative for purposes of assuring a quorum.

## ARTICLE 2

### Section 1

The President shall preside at all meetings of the Association. The President shall perform the duties usually incident to the office. The President is an ad hoc member of all committees formed by the Association and may name committees to undertake commissions accepted by the Association.

### Section 2

The First Vice President or in his/her absence the Second Vice President shall perform the duties of the President in his/her absence. The Vice Presidents shall perform the duties usually incident to the office or other duties as directed by the president or the Association.

### Section 3

The Secretary shall perform the duties usually incident to the office or other duties as directed by the president or the Association. He/she shall record accurate meeting minutes and record these minutes such that they are available for review and correction. The Secretary shall cause all records and minutes to be forwarded to the newly elected/appointed Secretary immediately upon his or her leaving office for any reason.

#### Section 4

The Treasurer shall perform the duties usually incident to the office or other duties as directed by the president or the Association. He/she shall record accurate financial records and record these transactions such that they are available for review and correction. The Treasurer shall cause all records and minutes to be forwarded to the newly elected/appointed Treasurer immediately upon his or her leaving office for any reason. The Treasurer shall collect dues and mail dues notices to all member organizations. The treasurer shall maintain a list of active membership.

#### ARTICLE 3

##### Section 1

The regular meeting shall be held on the second Wednesday in the months of January, March, May, September and November or by call of the President at 1900. Meetings shall consist of a training session and/or a business session. If a regularly-scheduled meeting requires a date or time change, notice will be sent by the president, secretary, or their designee at least thirty days in advance.

##### Section 2

Members in good standing shall constitute a quorum for the dispatch of business provided that at least five (5) member agencies are present

#### ARTICLE 4

##### Section 1

Membership shall be granted to any and all EMS personnel who serve in Lebanon County so long as they hold an identified certification as defined by the EMS Act. Only those designated by their agency may vote.

##### Section 2

All EMS agencies in Lebanon County are eligible to be listed as voting entities if they are recognized by the Department of Health as an EMS agency and are licensed as EMS agencies as defined by the EMS Act and their dues are current.

##### Section 3

All Lebanon County EMS providers and Agencies are permitted to participate in discussion, regardless of their dues paying status. Agencies that are delinquent with their dues and their members may not vote or offer motions for consideration by the Association.

#### Section 4

Membership shall be granted to any entity that submits a request for membership, is an entity that is recognized by the EMS Act and renders payment of the current years dues.

#### Section 5

Agencies must submit, on an annual basis, a roster of voting members for their respective agency. This list shall be presented to the Secretary. The primary elected officer or chief officer, of any member agency, may designate, at any meeting, the ability to vote, to one of their members, if the stated voting member from the roster is not present, providing the designee is present.

#### Section 6

Dues shall be \$50.00 per EMS agency with transport capabilities and \$20.00 per EMS agencies that only provide QRS. Dues are due on 1 January of each year. An agency's dues are considered delinquent after 15 February and voting privileges are rescinded until dues are current.

### ARTICLE 5

#### Section 1

Committees may be formed by the President or by call of the general membership.

#### Section 2

Committees shall have a Chairperson and shall report their progress to the Association at the regular meeting.

### ARTICLE 6

The general membership may, at any regular meeting, propose any new standards for the betterment of the Association. The standard shall be set in the form of a motion and be acted upon accordingly. The standard shall then be mailed to each agency to be examined. The standard will then be read at the next regular meeting. Members shall, at said meeting, vote on the standard. The controlling vote shall be a simple majority of the total voting membership present.

### ARTICLE 7

These bylaws may be amended by two-thirds (2/3) vote of the members present and voting at a regular meeting or special meeting. Provided that notice of the proposed amendment, has been given to the members at least thirty (30) day preceding the meeting.

## ARTICLE 8

Members of the Association commit themselves to rendering care in a professional and polite manner. Members commit themselves to providing mutual aid to all member agencies when such aid is identified. Members commit themselves to abiding by the regulations promulgated by the Pennsylvania Department of Health and the Federal Department of Transportation. Members commit themselves to reflecting professionalism and pride when representing their agency and the Association.

## ARTICLE 9

Dissolution: The Association may be dissolved only with authorization by its Board of Directors given at a special meeting called for that purpose and with subsequent approval by a two-thirds (2/3) vote of the Voting Members. Upon dissolution or other termination of the Association, all remaining assets, after payment in full of all its debts, obligations, and necessary final expenses, or after the making of adequate provision therefore, shall be distributed to such tax-exempt organizations with purposes similar to those of the Association as shall be chosen by the then existing Board of Directors of the Association.