Kent County
Ambulance Association

Constitution and By-laws

Adopted January 27, 1986
Revised: March 1999
April 2004
May 2004
March 2005
November 2005
January 2007
November 2008
KENT COUNTY AMBULANCE ASSOCIATION

CONSTITUTION

ARTICLE 1 – NAME AND PURPOSE

SECTION 1 This organization shall be known as the “Kent County Ambulance Association, herein referred to as “the association”.

SECTION 2 The purpose of this association shall be to promote and foster cooperation, fraternalism, harmony, efficiency, and effective communication among members of the emergency medical services within Kent County, Delaware.

SECTION 3 The Kent County Ambulance Association (KCAA) shall be a subsidiary of the Kent County Volunteer Fireman’s Association.

ARTICLE 2 – MEMBERSHIP

SECTION 1 Active membership in this association shall be open to any ambulance service and/or rescue company within Kent County, Delaware.

SECTION 2 Associate memberships shall be open to any individual, group, or organization that has an interest in the emergency medical services of Kent County, Delaware. Associate members may speak at meetings, but may not vote or hold elected offices.

SECTION 3 The association may grant honorary membership to any individual in recognition of conspicuous or meritorious service to the emergency medical services of Kent County. Honorary membership may be granted by the majority vote of members present at any stated association meeting.

ARTICLE 3 – OFFICERS

SECTION 1 The officers of this association shall be: President, 1st Vice President, 2nd Vice President, Secretary, Treasurer, and one (1) Director. The Director shall be the immediate past president of the association.

SECTION 2 The Board of Directors of this association shall consist of the table officers, and a Past President Director.

SECTION 3 The term of office shall be one (1) year, beginning immediately following the installation in October of every year.

SECTION 4 The nomination of officers shall take place at the August and September meeting of the association. The election of officers shall take place at the September meeting of the association.
SECTION 5  The President, 1st Vice President and 2nd Vice President shall not be from the same member company.

**ARTICLE 4 – MEETINGS**

SECTION 1  The association shall meet on the fourth Monday of every month unless it falls on a holiday, which can then be changed to another date by vote of the association. The meetings will begin at 1930 hrs. (7:30 PM) in a designated, predetermined meeting place. The meeting shall start promptly with refreshments served one half-hour prior to the meeting.

SECTION 2  The President may call a meeting of this association or the Board of Directors at any time, provided the Secretary and the membership is given at least one (1) week notification of the meeting.

SECTION 3  This association shall follow Robert’s Rules of Order at all association meetings.

SECTION 4  A quorum for transaction of business shall be not less than one (1) representative from not less than one third (1/3) of the member companies.

**ARTICLE 5 – EXPULSION**

SECTION 1  Any officer, director, or individual company representative may be expelled from the association and/or removed from office for breach of trust, misconduct or malfeasance in office. This removal shall follow an investigation conducted by the Board of Directors and a majority vote of the members present at any stated association meeting. When an individual is expelled or removed under this section, their ambulance company shall be so notified in writing, stating the reason or reasons for this action.

SECTION 2  Any officer that does not attend three (3) consecutive association meetings, without providing a valid excuse, shall automatically be expelled from office.

**ARTICLE 6 – AMENDMENTS**

SECTION 1  Any proposal to amend the Constitution or By-laws must be submitted in written form at any association meeting, by any representative of a member company. This shall constitute the first reading of the proposal.

SECTION 2  The President shall appoint a committee to study the proposal and report back to the association at the next regular meeting with their recommendations. This reading from the committee shall be considered as the second reading.
SECTION 3 Any proposal that receives a two-thirds (2/3) vote of the association following the second reading shall become a part of the Constitution or By-laws of the Kent County Ambulance Association.
KENT COUNTY AMBULANCE ASSOCIATION

BY-LAWS

ARTICLE 1 – MEMBERSHIP

SECTION 1 Any organization or individual interested in joining this association, as a regular or associate member, shall submit a written application to the Secretary (see appendix I). The Secretary shall report this information to the Board of Directors.

SECTION 2 The Board of Directors shall review the application. After favorable recommendation of the Board of Directors, the association may grant active membership in the association to any reputable ambulance service and/or Rescue Company or associate membership to any reputable individual or organization found to have a valid interest in the emergency medical services in Kent County. This is done by a majority vote of the members present at any stated association meeting.

ARTICLE 2 – DUES

SECTION 1 The annual assessment for member companies shall be $75.00. The annual assessment for associate members (individual, group, or organization) shall be $25.00. Assessments shall be payable on or before September 1st. Honorary members do not pay dues.

SECTION 2 Member companies that do not pay their assessment before October 1st shall be suspended. These companies shall not have a voice at said meetings nor be permitted to vote until the assessment is made. Member companies that do not pay their assessment before November 1st will be dropped from the membership roll. Associate members that do not pay their assessment before November 1st will be dropped from the membership roll.

ARTICLE 3 – OFFICERS

SECTION 1 It shall be the duty of the President to preside at all association and Board of Director meetings, preserving order at all times. The President shall appoint and discharge all committees and delegates of the association and shall perform all other duties incidental to the office. The President shall report the activities of this association to the Kent County Volunteer Fireman’s Association.

SECTION 2 It shall be the duty of the 1st Vice President to assist the President or to perform the duties of the President in the event of absence, death, resignation, or other inability of the President to perform those duties.

SECTION 3 It shall be the duty of the 2nd Vice President to assist the President and 1st Vice President or to perform the duties of the President or 1st Vice President in the
event of absence, death, resignation, or other inability of the President to perform those duties.

SECTION 4  It shall be the duty of the Secretary to record the minutes of all association and Board of Directors meetings, prepare all correspondence of the association, receive applications for membership, and maintain the records and documents of the association.

SECTION 5  It shall be the duty of the Treasurer to maintain the funds of the association, record all financial transactions, and maintain the financial records and documents of the association. The Treasurer shall give an annual financial report, for the previous year, at the January association meeting.

SECTION 6  The Secretary and Treasurer, in concurrence with the President, may appoint an assistant to assist him/her, or perform his/her duties in the event of an absence.

SECTION 7  It shall be the duty of the Board of Directors to review all applications for membership, making recommendations on the same; conduct investigations into any disciplinary charges brought against any officer, director, or individual company representative; reach decisions on matters of policy, when so directed to do so by the President or the membership of the association; and to give approval for any and all awards given by the association.

ARTICLE 4 – NOMINATIONS and ELECTIONS

SECTION 1  Nominations for officers shall take place after the last call for new business at the August and September association meeting. Any member of a member company is eligible to run for office. Individuals interested in running for office must be a member in good standing in their respective company and must submit a Letter of Endorsement, on company letterhead, sign by an officer in their company. All nominees must be present at the time of their nomination to confirm their intent or submit a signed Letter of Intent, given to the Secretary, expressing their interest in running for office.

SECTION 2  The President shall appoint a Nomination Committee prior to nominations in August. The Secretary shall turn over to the Nomination Committee all Letters of Intent and Letters of Endorsement when received. The Nomination Committee will insure that all eligibility requirements are met and report to the association prior to accepting nominations from the floor. The presiding officer shall make three (3) calls for additional nominations. At the August meeting, the presiding officer shall entertain a motion to close the nominations until the September meeting, at which time; nominations will open again following the same procedure as described in this Section.

SECTION 3  Elections shall take place at the September meeting, after the nominations have been closed. The elections shall be by written ballot. Every representative of
member companies present shall be granted one (1) vote, up to a maximum of five (5) votes. Absentee ballots shall not be accepted. The candidate that receives the majority of votes cast shall be declared elected. The Secretary shall cast the ballot for any unopposed office.

SECTION 4 Any elected officer that has not submitted a Letter of Endorsement from their company prior to the October (Installation) meeting shall be disqualified and not be installed to office. Should this occur, the following shall apply: for the office of President and 1st VP, the subsequent elected officer(s) shall move up one position eventually leaving the 2nd VP office open; for the office of 2nd VP, the office will be filled as described in Section 5 of this Article; for the office of Secretary and/or Treasurer, the President may temporarily appoint someone to fill the office until it can be filled as described in Section 5 of this Article. This will be put to the floor for approval of present member companies, and if approved, the elected officers will be installed into the newer position.

SECTION 5 Should any office become open during the current term due to a death, resignation, expulsion or the inability of an officer to perform his/her duties, a special election shall be held to fill the vacancy at the next regular meeting of this association after the vacancy is recorded. Eligibility requirements will remain as described in Section 1 of this article.

ARTICLE 5 – VOTING

SECTION 1 To vote, must be an active member company and in good standing with the association.

SECTION 2 Dues must be paid to be in good standing with the association.

SECTION 3 Each member company shall be granted one (1) vote for each company member present at any association meeting, not to exceed five (5) votes per company.

ARTICLE 6 – MEETINGS

SECTION 1 Whenever the President calls an association meeting, the Secretary shall be given not less than one (1) weeks notice of the meeting. The Secretary shall then notify the member companies not less than one (1) week prior to the meeting.

SECTION 2 The association shall meet prior to the annual State Fireman’s Conference to discuss the issues pertaining to Kent County that will be brought to the floor at the State Ambulance Association meeting.
SECTION 3   The order of business at association meetings shall be:

1. Call to Order
2. Pledge of Allegiance and Flag Salute
3. Invocation
4. Deceased Members
5. Welcome by the host company
6. Roll call of companies
7. Standing of County and State Past Presidents
8. Introduction of guests, honorary and charter members
9. Reading and approval of previous meetings minutes
10. Reading of Board of Directors meeting minutes (if any)
11. President’s Report
12. 1st Vice President’s Report
13. 2nd Vice President’s Report
14. Secretary’s Report
15. Treasurer’s Report (settlement of accounts)
16. Special Presentation/Guest Speaker (if any)
17. Reading of any Correspondence
18. Committee Reports
20. Old Business (announce 3 times)
21. New Business (announce 3 times)
   ● Nominations/Elections
22. Good of the Association
23. Date and place of next meeting
24. Benediction
25. Adjournment
APPENDIX 1

KENT COUNTY AMBULANCE ASSOCIATION
Application for Membership

Company Name

Address

Phone #
Fax #

Type of Membership (circle one)  Active  Associate

Current EMS Officer

Address

Phone #
Pager #

Interest in Emergency Medical Services within Kent County:


Do not write below this line

Board of Directors decision:  Favorable  Unfavorable
Date:__________________________

Membership Approval:  Favorable  Unfavorable
Date:__________________________