

SHELDON COMMUNITY AMBULANCE TEAM BYLAWS

Revised 2/01/2024

ARTICLE 1: ORGANIZATION

Section A: This organization shall be known as the Sheldon Community Ambulance Team, hereafter referred to as SCAT.

Section B: Purpose: To provide comprehensive emergency medical services.

Section C: All matter of business shall not be binding on this team except through regular channels of business and become part of the record of the minutes of the organization.

Section D: The organization of SCAT shall conform to the city ordinance governing SCAT.

ARTICLE 2: GOVERNING BODY

Section A: Officers

1. The officers of SCAT shall consist of Director, Assistant Director, Training Officer, and Secretary-Treasurer.

Section B: City Appointed Officers

1. The offices of Director and Assistant Director shall be appointed from the membership of the ambulance team by the mayor subject to approval of the City Council.

Section C: Team Elected Officer

1. The Training Officer and Secretary-Treasurer shall be elected by the team.

Section D: Vacancies

1. In the event of a vacancy in the office of the Director, the Assistant Director shall immediately take charge until a new Director is appointed from the membership of the ambulance team by the mayor subject to approval of the City Council.
2. In the event of vacancy in the office of the Assistant Director; the Director can appoint a member to serve as Assistant Director until City Council approval.
3. A vacancy in any other office shall be filled by election from the team. The officer elected shall fill this office.

ARTICLE 3: DUTIES OF THE GOVERNING BODY

Section A: Director

1. The Director shall preside over all meetings, both regular and special meetings and shall have the authority to enforce the By-Laws and SCAT Standard Operating Guidelines.
2. The Director shall communicate with the city government as needed regarding SCAT operations.
3. The Director shall have the authority to initiate committees deemed necessary for the efficient operation of the SCAT organization.
4. The Director shall have the deciding vote in case of a tie.
5. The Director shall attend all necessary meetings to remain current with the city, state, and national regulations.
6. The Director shall determine the pay rate for each call with approval of City Council.

7. The Director shall be responsible for the oversight of the duty roster/schedule.
8. The Director shall be responsible for the oversight of IAM Responding.
9. The Director shall be responsible for the oversight of vehicle maintenance and repairs.
10. The Director shall maintain accurate records to keep the organization in compliance with state protocols.
11. The Director shall oversee audits and appoint a designee to audit ambulance calls within the guidelines set by the Medical Director and the Department of Public Health.
14. The Director shall participate in the orientation of new members and provide supplies.
15. The Director shall complete purchase orders for all medical supplies ordered.

Section B: Assistant Director

1. The Assistant Director shall perform the duty of the Director in the absence of that officer.
2. The Assistant Director shall audit ambulance calls within the guidelines set by the Medical Director and the Department of Public Health.
3. The Assistant Director shall assist the Training Officer with the planning of training sessions and aid in meeting recertification. Team members may be used as a resource for training assistance.
4. The Assistant Director shall be a mentor, as needed, to new members during orientation and first 6-month probation period.

5. The Assistant Director shall attend with the Director necessary meetings to remain current with the city, state, and national regulations.
6. The Assistant Director shall participate in committees and interviews as deemed necessary by the Director.
7. The Assistant Director will complete other duties as assigned by the Director.

Section C: Training Officer

1. The Training Officer shall perform the duty of Director in the absence of the Director and Assistant Director.
2. The Training Officer shall plan training sessions to aid in meeting recertification. Team members may be used as a resource for training assistance.
3. The Training Officer shall assist with the audit of ambulance calls within the guidelines set by the Medical Director and the Department of Public Health.
4. The Training Officer shall maintain accurate personnel files for each SCAT member. These files shall record all recertification hours and a skills log for each member.
5. The Training Officer shall keep members informed of the license recertification date and of their current level of training. However, each member remains personally responsible for meeting their certification requirements.

6. The Training Officer shall participate in the orientation of new members and provide supplies.
7. The Training Officer shall be a mentor, as needed, to new members during orientation and first 6-month probation period.
8. The Training Officer and Secretary-Treasurer shall maintain, organize, and restock inventory and operating supplies.

Section D: Secretary-Treasurer

1. It shall be the duty of the Secretary-Treasurer to keep accurate minutes of every special and regular meeting. The minutes of the preceding meeting shall be read at the next meeting. The Secretary-Treasurer will keep on file all documents, records, papers, and letters or photocopies of the same related to the team or its affairs.
2. The Secretary-Treasurer shall keep a complete and accurate account of SCAT funds received or disbursed and make a complete report to the team on a quarterly basis (as necessary). All orders, bills, or claims to be disbursed from the SCAT funds over \$100 shall be approved by the Director.
3. The Secretary-Treasurer shall be responsible for team correspondence subject to the approval of the Director.
4. In the absence of the Director, the Assistant Director, and the Training Officer the Secretary-Treasurer shall perform the duties of the Director.
5. It shall be the duty of the Secretary-Treasurer to keep record of all ambulance calls and meeting attendance. The Secretary-Treasurer shall keep a record of payroll for each member of the team.

6. The Secretary-Treasurer shall submit a monthly summary of all ambulance calls to the city and the city shall disburse payroll monthly.
7. The Secretary-Treasurer and Training Officer shall maintain, organize, and restock inventory and operating supplies.

ARTICLE 4: MEETINGS

Section A: Regular Meetings

1. Regular meeting of SCAT shall be every other Thursday.
2. The members present at a regular meeting shall constitute a quorum.
3. The order of business at a regular meeting shall be as follows: 1.) Roll call, 2.) Reading of the minutes of the previous meeting, 3.) Business, 4.) Training as needed, 5.) Run reports as needed, 9.) Schedule, 10.) Adjournment.

Section B: Special Meetings

1. The Director shall have the authority to call a special meeting when deemed necessary or upon request of 25% of the membership. All members shall be notified by notification as to the time of the meeting.
2. At a special meeting, 51% of the total active membership is required to constitute a quorum.
3. The order of business at a special meeting is as follows: 1.) Roll call, 2.) Reading of the minutes of previous special meeting if necessary, 3.) Transaction of special business for which the meeting was called, 4.) Adjournment.

ARTICLE 5: COMMITTEES

Section A: The established committees shall abide by their respective standard operating guidelines.

1. A committee of not less than two active members of SCAT shall be appointed by the Director.

ARTICLE 6: REGULAR MEMBERSHIP

Section A: Total Membership shall not exceed 45 members.

Section B: Qualifications of Prospective Members

1. The prospective member must be at least 18 years of age, high school graduate, or have a completed GED.
2. The prospective member must agree to take an EMT class and successfully complete the certification for EMT licensure.
3. The prospective member must agree to complete a criminal background check for state licensure.
4. The prospective member must be able to perform the essential functions of the job safely and without risk to self or others.
5. The prospective member must agree to take a post-offer assessment as required.
6. The prospective member must have a valid driver's license.
7. The prospective member must live within city limits, make arrangements to be within city limits during their scheduled call time or have other arrangements agreed upon by the team. (Example: Out of town transfer person)
8. The prospective member must agree and adhere to the SCAT mission statement and value statements.
9. The prospective member must agree to attend all scheduled meetings or report their absence prior to a scheduled meeting to the Director.

10. The prospective member must read and sign a confidentiality agreement
11. The prospective member must provide documentation of vehicle insurance.

Section C: Application Process

1. Any prospective member may receive a SCAT application.
2. The returned application shall be given to the officers.
3. An interview committee will be put together and shall interview the applicant and present a summary and recommendation to the team.

Section D: Election Process

1. Election to membership shall be by written ballot at a regular meeting. The applicant must receive 75% of all votes cast and be approved by the City Council.
2. Election of new members shall be held only at regular meetings.

Section E: Probationary Period

1. A new member will complete a minimum 6-month probationary period starting from the city council's approval date.
2. During the probationary period, the new member will be evaluated for compliance with SCAT Bylaws, Standard Operating Procedures, and Protocols. The Director will address any related issues with the new member.
3. At the end of the 6-month probationary period, the Director will determine if the new member has successfully completed the probationary period. The Director will have the authority to grant full membership status, extend the probationary period, or initiate disciplinary action.
4. A new member will run as fourth person until approval is received from the Director to run as third.

5. A member who resigns voluntarily or is dismissed from the team within the first year after commencing the required training shall reimburse all costs paid by the City of Sheldon for such required training.
6. A member who resigns voluntarily or is dismissed from the team within the second year after completion of required training shall reimburse 50% of all costs actually paid by the City of Sheldon for such required training.

ARTICLE 7: HIGH SCHOOL MEMBERSHIP

Section A: Total membership shall not exceed two high school students

1. Up to one additional high school student may be approved at the discretion of the officer team.

Section B: Qualifications of High School Student Membership

1. A high school student member must possess a valid driver's license.
2. A high school student member must be at least 16 years of age.
3. A high school student member must be able to perform the essential functions of the job safely and without risk to self or others.
4. A high school student member must agree to take a post-offer assessment as required.
5. A high school student member must live within the city limits or make arrangements to be within the city limits during call time.
6. A high school student member must agree and adhere to the SCAT mission statement and value statements.
7. A high school student member must read and sign a confidentiality agreement.
8. A high school student member must provide documentation of vehicle insurance.

9. The high school student member must agree to attend all scheduled meetings or report their absence prior to a scheduled meeting to the Director or Assistant Director.

Section C: Application Process

1. Any prospective high school student may receive a SCAT application.
2. The returned application shall be given to the officers.
3. An interview committee will be put together and shall interview the applicant and present a summary and recommendation to the team.

Section D: Election Process

1. Election to membership shall be by written ballot at a regular meeting. The applicant must receive 75% of all votes cast and be approved by the City Council.
2. Election of high school students shall be held only at regular meetings.

Section E: Probationary Period

1. A new high school student member will complete a minimum 6-month probationary period starting from the city council's approval date.
2. During the probationary period, the new high school student member will be evaluated for compliance with SCAT Bylaws, Standard Operating Procedures, and Protocols. The Director will address any related issues with the new high school student member.
3. At the end of the 6-month probationary period, the Director will determine if the new high school student member has successfully completed the probationary period. The Director will have the authority to grant full high school student membership status, extend the probationary period, or initiate disciplinary action.

Section F: A high school student member shall not hold a voting membership.

Section G: A high school student member shall be limited to observation and assistance as directed by an EMT or Paramedic.

1. Assisting an EMT or Paramedic will consist of only note taking and equipment retrieval from ambulance into scene.
2. High school students are not allowed to touch the patient or equipment that the patient is on or using.
3. High school students are not allowed to drive or be in the driver's seat of an ambulance.
4. While on a call, high school students are not allowed to use the ambulance communication devices- hand-held/stationed radios.

Section H: If a high school student member is of good standing, he/ she can be voted in as a regular member upon the age of 18.

ARTICLE 8: AMBULANCE DRIVER MEMBERSHIP

Section B: Qualifications of Prospective Drivers

1. The prospective Drivers must be at least 18 years of age, high school graduate, or have a completed GED.
2. The prospective Driver must be able to perform the essential functions of the job safely and without risk to self or others.
3. The prospective Driver must agree to take a post-offer assessment as required.
4. The prospective Driver must have a valid driver's license.
5. The prospective Driver must live within city limits or make arrangements to be within city limits during their scheduled call time.

6. The prospective Driver must agree and adhere to the SCAT mission statement and value statements.
7. The prospective Driver must agree to attend all scheduled meetings or report their absence prior to a scheduled meeting to the Director.
8. The prospective Driver must read and sign a confidentiality agreement.
9. The prospective Driver must provide documentation of vehicle insurance.
10. The prospective Driver must be CPR certified.

Section C: Application Process

1. Any prospective Driver may receive a SCAT application.
2. The returned application shall be given to the officers.
3. The applicant shall be interviewed, and the information will be discussed at the following meeting along with a recommendation to the team.

Section D: Election Process

1. Election to membership shall be by written ballot at a regular meeting. The applicant must receive 75% of all votes cast and be approved by the City Council.
2. Election of drivers shall be held only at regular meetings.

Section E: Probationary Period

1. A new member will complete a minimum 6-month probationary period starting from the city council's approval date.
2. During the probationary period, the new member will be evaluated for compliance with SCAT Bylaws, Standard Operating Procedures, and Protocols. The Director will address any related issues with the new member.

3. At the end of the 6-month probationary period, the Director will determine if the new member has successfully completed the probationary period. The Director will have the authority to grant full membership status, extend the probationary period, or initiate disciplinary action.

ARTICLE 9: TRANSFER RN MEMBERSHIP

Section A: Qualifications of Transfer RN

1. The prospective RN must be at least 18 years of age, high school graduate, GED, at least an ADN.
2. The prospective RN must be able to perform the essential functions of the job safely and without risk to self or others.
3. The prospective RN must agree to take a post-offer assessment as required.
4. The prospective RN must have a valid driver's license.
5. The prospective RN must agree and adhere to the SCAT mission statement and value statements.
6. The prospective RN must read and sign a confidentiality agreement.
7. The prospective RN must provide documentation of vehicle insurance.
8. The prospective RN must be ACLS and PALS certified or be willing to obtain and have in-hospital experience as an RN.

Section C: Application Process

1. Any prospective RN may receive a SCAT application.
2. The returned application shall be given to the officers.
3. An interview committee will be put together and shall interview the applicant and present a summary and recommendation to the team.

Section D: Election Process

1. Election to membership shall be by written ballot at a regular meeting. The applicant must receive 75% of all votes cast and be approved by the City Council.
2. Election of RN shall be held only at regular meetings.

Section E: Probationary Period

1. A new member will complete a minimum 6-month probationary period starting from the city council's approval date.
2. During the probationary period, the new member will be evaluated for compliance with SCAT Bylaws, Standard Operating Procedures, and Protocols. The Director will address any related issues with the new member.
3. At the end of the 6-month probationary period, the Director will determine if the new member has successfully completed the probationary period. The Director will have the authority to grant full membership status, extend the probationary period, or initiate disciplinary action.
4. A member who resigns voluntarily or is dismissed from the team within the first year after commencing the required training shall reimburse all costs paid by the City of Sheldon for such required training.
5. A member who resigns voluntarily or is dismissed from the team within the second year after completion of required training shall reimburse 50% of all costs actually paid by the City of Sheldon for such required training.

Section F: If a transfer RN is of good standing and wishes to become a regular member, he/she can be voted in as a regular member.

Section G: Transfer RN's do not have to adhere to the attendance at meetings By-Laws or SOG's. However, it is the responsibility of said RN to get the required annual training completed. Transfer RN's must complete 30 hours of continuing education hours every two years.

ARTICLE 10: FIREFIGHTER MEMBERSHIP

Section A: Qualifications of Firefighters

1. The prospective firefighter must be at least 18 years of age, high school graduate, or have a completed GED.
2. The prospective firefighter must be able to perform the essential functions of the job safely and without risk to self or others.
3. The prospective firefighter must have a valid driver's license.
4. The prospective firefighter must agree and adhere to the SCAT mission statement and value statements.
5. The prospective firefighter must read and sign a confidentiality agreement.
6. The prospective firefighter must provide documentation of vehicle insurance.
7. The prospective firefighter must be CPR certified.
8. The prospective firefighter must be a good standing member of Sheldon Fire Co.
9. The prospective firefighter must agree to complete a minimum of 12 hours of on call every month.

Section C: Application Process

1. Any prospective firefighter must fill out a SCAT application form.
2. The returned application shall be given to the officers.

Section D: Election Process

1. Election to membership shall be approved by the team.

Section E: Firefighters do not have to adhere (but are strongly encouraged) to the attendance at meetings per By-Laws or SOG's. However, it is the responsibility of said firefighter to get the required annual training completed.

ARTICLE 11: DISCIPLINARY ACTION

Section A: Causes for Disciplinary Action

1. Excessive unexcused absents at SCAT's regular scheduled meetings.
 - a. Excused absences consist of the following:
 - i. Church, School, Illness, Family Emergency
2. Failure to report an absence to Director or Assistant Director prior to meetings.
3. Acts deemed detrimental to the patient, team, or public safety.
4. Disobeying an order from the any of the officers.
5. Removal of any equipment or property of SCAT without approval of the Director or Assistant Director.
6. Use of drugs or alcohol while on call, at a meeting or four hours prior to a meeting or call.
7. Willfully and knowingly failing to respond to a call while on duty.
8. Willfully and knowingly disregarding SCAT's By-laws and Standard Operating Guidelines.
9. Performing acts outside of protocol or beyond the member's level of training.
10. Sexual harassment of any kind verbal or physical.
11. Failure to maintain adequate skills or recertification requirements.
12. Conviction of a serious misdemeanor, aggravated misdemeanor, or felony.

Section B: Action to Be Taken

1. The Director or Assistant Director has the authority to suspend the member immediately from all activities and duties until the next regular scheduled meeting.
2. The Director or Assistant Director shall address personnel issues as deemed necessary.

Section C: Hearing

1. A hearing shall be held at the next regular scheduled meeting to review cause for disciplinary action.
2. In order to conduct a hearing, the parties, the officers and 51% of the active membership must be present.
3. Both parties shall have equal opportunity to present their case.

Section D: Suspension or Expulsion

1. After each party has had an opportunity to present their case, a written ballot shall be taken to determine whether the accused shall be expelled, suspended, or acquitted. The vote must be carried by a simple majority.
2. The Director shall determine the time limit in the case of suspension.
3. Upon expulsion it shall be the duty of the Director to notify the member and have his/her name is stricken from the roll.

ARTICLE 12: AUDIT

Section A: Secretary-Treasurer

1. The Fundraising account shall be audited annually by hired auditors through the City of Sheldon and randomly if deemed necessary by an assigned committee. The committee is to be appointed by the director and to follow a standard procedure.

2. All documented matters of SCAT business shall be considered open to all members of the team. Personnel files are considered confidential.

ARTICLE 13: BY-LAWS

Section A: Enforcement

1. These By-Laws shall be binding for all members of SCAT.
2. A copy of the By-Laws shall be given to all members.
3. Amendments to the By-Laws shall require a vote of 75% of the members present at a regularly scheduled meeting.