

# **Hinckley Rescue Bylaws**

## **Article 1—Name**

**Section 1- Name:** The name of this organization is Hinckley Rescue. It is a non-profit organization under the laws of Minnesota.

**Section 2- Type:** This organization is a non-benefitted group. No monetary compensation is due for the services rendered over the course of active service. This can be changed/amended at any given time.

**Section 3- Book/Records:** This organization shall keep correct, accurate, complete, and updated copies of its bylaws, financial records, minutes of all meetings in which votes of action are taken, and calls for service.

**Section 4- Purpose:** This organization is a volunteer entity that falls under the sub-division of the Hinckley Fire Department, a governmental entity.

**Section 5- Fiscal Year:** The organization's fiscal year shall begin on January 1st of each calendar year and ends December 31<sup>st</sup> of the same calendar year.

## **Article II- Membership**

**Section 1- Membership:** All members of the Hinckley Rescue shall be approved by the Board of Trustees. Members do not need to be a member of the Hinckley Fire Department. Application for membership will be made in writing on a form supplied by the Board. Applications will need to be turned into Hinckley City Hall office.

**Section 2- Membership Start Date:** The Board of Trustees will vote to approve the new member's application, which is then sent to the City Council to have a vote of approval, the new member's start date will start after the City Council's approval.

**Section 3- Active Service:** Active service shall be considered from the time of approval from the City Council to the time of termination or resignation. A break in service will not be credited as active service. Return to service will reinstate member's active service.

**Section 4- Requirements:** Members are required to keep their DL, CPR, Minnesota EMR/EMT/Paramedic Certification, and NREMT EMR/EMT/Paramedic Certification up to date or face termination of membership. Members are required, in a fiscal year, to attend 1 meeting/training a quarter (minimum of 4) and respond to at least 5 calls for service; failure to do so will result in termination of membership.

**Section 5- Injuries:** Any and all injuries while on a call for service must be reported to the Captain or a member of the Board within 24 hours along with a "First Report of Injury" form.

**Section 6- Termination:** Any member may be terminated from the organization for cause by 2/3 vote of all members present at a special meeting of the membership. A member may not be terminated except by a fair and reasonable process. Prior to a member's termination, the Board will meet with the member after a 6-month time of them not attending meetings and calls. The Board will have follow-up meetings with that member at 9 months and 12 months. Failure to meet requirements will result in termination of membership with the City Council's approval.

**Section 7- Resignation:** Resignation from Hinckley Rescue shall be made in writing with the date of Resignation and a signature and given to the Board.

### **Article III- Officers and Trustees**

**Section 1- Powers of the Board of Trustees:** The Board of Trustees is the governing Board and has exclusive control of the financial assets in conformance with Federal and State laws and Minnesota statutes. The Board will provide an annual statement of financial condition once per year. The Board will develop and periodically revise a program for continuing education for fiduciary responsibilities as necessary.

#### **Section 2- Members of the Board of Trustees**

- Chief (Ex-Officio)
- Captain
- Secretary
- Training Officer
- Supplies Officer

#### **Section 3- Job Duties**

**Fire Chief (Ex-Officio):** The Ex-Officio officer shall monitor all funds from the city. They will see to it that overall operations of the organization are met. They will serve as the Liaison between the organization and the city. Must carry a valid Minnesota EMR/EMT/Paramedic Certification and NREMT EMR/EMT/Paramedic Certification.

**Captain:** The Captain shall assume command and responsibility for various functions be it; meetings, trainings, as well as calls for service. They shall see to it that all Members and Trustees are in good standing and meeting the needs/goals of the service.

**Secretary:** The Secretary shall assume responsibility for recording the meeting minutes and attendance of members at meetings and trainings. They are responsible for posting meeting minutes, reminders, and trainings via text or email. Assist Fire Chief with letters, agendas, call reports, ect. to be given to the City Council. They are responsible for maintaining and updating



personnel records with regards to CPR, Minnesota EMR/EMT/Paramedic Certification, NREMT EMR/EMT/Paramedic Certification, and Driver's License. They will have access to NREMT and EMSRB as a "training officer" to approve CEU's.

**Training Officer:** The Training Officer will be responsible for monthly trainings. They will keep personnel training records up to date in the NREMT and EMSRB system. They will keep an organizational log of trainings provided along with numbers of hours. They will have access to NREMT and EMSRB as a "training officer" to approve CEU's.

**Supplies Officer:** The Supply Officer shall oversee maintaining equipment as well as the organization of the supply locker. They will keep a log of equipment that is soon to expire and inform appropriate personnel. They will oversee keeping all of the AEDs in service for Hinckley Rescue and Hinckley Fire Department, along with the 3 AEDs at City owned public buildings (Firehouse Liquor Store, Hinckley City Hall, and Hinckley Fire Hall).

**Section 4- Trustees:** Officers are to remain the same as the Board of Trustees while holding office for a two-year term. The Captain and Secretary will be voted in on odd years. The Training Officer and Supplies Officer will be voted in on even years. Announcement of the Trustee positions that are up for election, will be announced during the November meeting the year prior and voting for those positions will occur in February of that year.

**Section 5: Removal of an Officer/Board Member:** A general Trustee/Officer may be removed for cause which includes but is not limited to; breach of duties as set forth in Article III of these Bylaws. Removal of a Trustee/Officer shall take place during a meeting of membership in which 2/3 vote is required. The Trustee/Officer shall be given a statement of said reason for the removal 7 days prior to the meeting. Trustee/Officer shall be given the opportunity to be heard. Should a vote of removal take place, a replacement shall be elected at the same meeting and serve the remainder of the term.

## **Article IV- Meetings of the Members and of the Board**

**Section 1- Monthly Meetings/Trainings:** Hinckley Rescue shall meet on the 1<sup>st</sup> Tuesday of each month at 1830 hrs. Adjustments can be made in lieu of holidays, events, etc. Special meetings may be called by the Board at any time. The Secretary shall give notification to members the morning of the meeting. Minutes of all meetings shall be kept by the Secretary.

**Section 2- Trustee Meetings:** Board meetings may be called upon at anytime by a Board member. The Board shall meet annually in January to review basic operations, financial obligations, set skill reminders for March, and seek interest from those not attending meetings or calls on a regular basis. Special meetings of the Board can be called for by any member of the Board. The Secretary shall give notifications of special meetings within 5 days' notice. Emergent meetings may be called upon with minimal notifications.

**Section 3- Quorum of Meetings:** A majority of the Board and 40% of the membership will constitute a quorum for the transaction of business at a membership meeting. A majority of the Board will constitute a quorum for the transaction of business at Board meetings.

**Section 4- Voting:** Members of the Hinckley Rescue are entitled to one vote. All votes, unless specified prior to the vote, will be conducted by a voice vote. If there are not enough Members for a voice vote, a vote may be cast by a member not in attendance by phone call, zoom, etc. Ballot voting may be considered as well. Voting for Trustees will be done during the February meeting of that year.

**Section 5- Order of Business:** The monthly meeting of the organization will be conducted in the following order:

- 1) Call to order
- 2) Reading and approval of minutes of previous meeting
- 3) Secretary report
- 4) Financial report
- 5) Committee report
- 6) Old business
- 7) New business
- 8) Adjournment

## **Article V- Service Pensions (TBD)**

**Section 1- No service pensions currently (TBD)**

## **Article VI- Funds**

**Section 1- Funds:** The organization will establish and maintain a general fund under the supervision of the City Financial Director.

## **Article VII- Amendments**

**Section 1- Amendments:** The by-laws may be amended when necessary by a 2/3<sup>rd</sup> majority or greater vote from the membership. Any amendments to the bylaws will be made at the February meeting of the odd numbered years, or when necessary. The amended bylaws will need a 2/3<sup>rd</sup> majority or greater vote by the members and Trustees to approve the amendment. When the new amendment is approved by the organization, it will be sent to the City Council for approval. When approved by the City Council, the organization will file the approved amended copy of the bylaws with the appropriate personnel.