**BY LAWS**

(AMENDED 4/9/2018)

ARTICLE I - NAME

The name of the organization shall be Aiken Rescue, Inc. and its principal office and headquarters shall be in Aiken, Aiken County, South Carolina.

ARTICLE II-PURPOSE

The purpose of Aiken Rescue, Inc. is to provide emergency medical services to the community. ARTICLE III - MEETINGS

Regular meetings will be held on the second Monday of each month at 1800. Special meetings may be called by the Director or Assistant Director notifying all members at least 72 hours in advance, stating the time, place and nature of the meeting. Any regular meeting may be rescheduled if the majority of the active membership cannot attend. Members will be notified at least 14 days in advance. For the purposes of this Article, regular meetings will include but are not limited to:

1. A business meeting
2. Training to meet DHEC requirements ARTICLE IV - QUALIFICATION FOR MEMBERSHIP

To be eligible for membership one must meet the following qualifications:

1. One must submit a signed application form, copies of all pertinent certifications, valid driver's license and Social Security card.
2. One must be eighteen (18) years of age or older and of good character and standing.
3. A background check and drug screening can be conducted on any prospective member.
4. One must have a telephone whereby the member can be reached for matters concerning Aiken Rescue, Inc.
5. One must have a valid driver's license in order to operate Aiken Rescue, Inc. vehicles.
6. One must live or work in Aiken County, South Carolina or under special circumstances is recommended by, and approved by the membership of Aiken Rescue, Inc. to be exempt from this clause.

ARTICLE V - ELECTION OF MEMBERS

The officers shall then investigate the applicant as set forth in Article IV. Upon recommendation of the officers, the applicant will be presented to the membership for a thirty (30) day ride-along period in which the applicant must complete a minimum of (12) twelve hours of service on an Aiken Rescue Inc. E911 unit. After such time, the applicant will be eligible for membership at the next regular meeting. The applicant must be present at the next regular meeting in order to be voted on by the membership. If the applicant cannot be present at the next regular meeting and has contacted the Director or Assistant Director and the Director and Assistant Director deem that the excuse is reasonable, the applicant's probationary membership may be extended for thirty (30) calendar days or the applicant may be voted on for membership.

ARTICLE VI - GENERAL RULES OF MEMBERSHIP

Members will follow the below guidelines:

1. Members must maintain a professional attitude, be dependable and dedicated.
2. Members must adhere to all HIPAA Regulations.
3. No member shall obligate Aiken Rescue, Inc. to any business transaction without first obtaining consent of the Director/ Assistant Director of Aiken Rescue, Inc.
4. All members are urged to lay aside national, state, local, political, and personal differences, and work solely for the established goals, objectives, and purposes of Aiken Rescue Inc.
5. Any active member who fails to complete (12) twelve hours of service to Aiken Rescue, Inc. on an Aiken Rescue, Inc. E911 unit, within one calendar month shall be reviewed for termination from membership and must reapply. Exclusions of this requirement include the elected officers and administrative staff based on official duty status.
6. A member will not take part in any rescue or attend any meeting of Aiken Rescue, Inc. while under the influence of alcohol or drugs, to include the odor of alcohol on the breath.
7. A member shall not allow his/herself or others to use anything identified with Aiken Rescue, Inc., including the name “Aiken Rescue, Inc.” which might result in embarrassment or misrepresentation to Aiken Rescue, Inc.
8. No member shall remove any piece of equipment from the rescue units or use any vehicle for any purpose unless it is authorized by the Director or Assistant Director of Aiken Rescue Inc.
9. Any member willfully destroying, misusing, or acting in a negligent manner, shall be responsible for the repair or replacement and shall be subject to criminal prosecution and/or termination of membership.
10. No member leaving Aiken Rescue Inc. by resignation or dismissal shall retain property of Aiken Rescue Inc. in his/her possession or under his/her control. Aiken Rescue Property, to include keys, pagers, patches, uniforms etc., will be signed for when issued and such return shall take place within thirty (30) days after said members dismissal or resignation.
11. Units must be cleaned, fueled and maintained at all times.
12. There shall be no smoking in the squad building or in any squad unit.
13. All members shall follow laws as set forth in South Carolina Code of Law when operating an Aiken Rescue Inc vehicle. (I.e. use of turn signals, the wearing of safety belts, etc.)

ARTICLE VII - BREAKDOWN OF MEMBERSHIP LEVELS

CREW CHIEF (EMTB, AEMT, EMTP):

Must be familiar with Emergency Medical Services (EMS), Aiken Rescue, Inc. and Aiken County procedures. Must show leadership ability and be able to make decisions quickly and accurately. A Crew Chief must be familiar with all protocols. The Crew Chief will be responsible for all other crew members on the unit. The Crew Chief can work with an EMT or Driver. He/she must be familiar and competent with all required duties.

2nd PERSONS: (DRIVER, EMTB, AEMT, EMTP)

An EMT 2nd Person must have road experience and knowledge of EMS and Aiken Rescue, Inc. procedures. He/she must be familiar with major highways and routes to all area hospitals. He/she must be competent with all required duties. Must have been cleared to operate all ARI vehicles.

3rd PERSON, Newly Certified EMT, PROPSPECTIVE MEMBERS):

Has no road experience or little knowledge of Aiken Rescue, Inc. procedures. All 3rd persons shall be designated as such by the Director, Assistant Director or Training Officer.

ARTICLE VIII - OFFICERS

Elected Officers shall consist of a Director, Assistant Director, Training Officer and Public Relations Officer. These officers will be elected at the annual meeting in November of each year as stipulated below.

DIRECTOR (PRESIDENT): Two (2) year term with elections on the even years.

ASSISTANT DIRECTOR (VICE PRESIDENT): Two (2) year terms with elections on the odd years. TRAINING OFFICER: One year term with elections each year.

PUBLIC RELATIONS OFFICER: One year term with elections each year.

All these positions will be effective immediately after the vote is announced to the membership with the exception of the Director. Director position will be effective 1 January following the election. The current Director will work with the newly elected Director until 1 February or a date prior to that, agreed upon by both parties. There will be a one (1) month transition period where the previous officer will assist the newly elected officer as needed. Candidates must have maintained active membership status with Aiken Rescue, Inc. for the calendar year previous to the election.

Officer requirements are as follows:

DIRECTOR: Responsible for the over-seeing of the entire squad operation, to include, but not limited to; the budget process, the writing of the checks and the maintenance of the finances, movement of resources, and the relationship between Aiken Rescue Inc. and all outside agencies. The Director commands overall management of members.

ASSISTANT DIRECTOR: Responsible for all business functions of the squad which includes but is not limited to the writing of checks and co-signing checks submitted by the Director. The responsibilities also include the maintenance of records of each member and acts as the squad's infection control officer.

He/she will act in the place of the Director in his/her absence

TRAINING OFFICER: He/She will be responsible for the scheduling of required DHEC training, as well as maintaining up to date and accurate training records. They will also address issues with protocol. Perform QM assessments as needed with a minimum of once a month

It is also recognized that the Director/Assistant Director may establish positions as necessary for the betterment of Aiken Rescue, Inc. From time to time the Director/Assistant Director may appoint/terminate these positions at will in order to ensure the smooth operations of Aiken Rescue, Inc. Furthermore, it should be understood that these positions are not that of officers. (I.e. Truck Captains, Equipment Officer, etc.)

All officers will serve at the will of the members. In the event that an officer cannot complete their duties, they may step down by giving notice to the Director. The Director may immediately fill the vacancy and at the next regular meeting gain a vote of confidence from the membership. If the majority of the membership present is not satisfied with the replacement, the office can remain vacant until the next election, or an additional member can be substituted by the Director to once again be voted on for the membership's confidence.

If the Director steps down prior to the end of his/her term the Assistant Director will call a special meeting. At the meeting the Assistant Director will take over as Director, with a vote of confidence of the members. If for any reason the majority present do not wish the Assistant Director to assume the position as Director, then a special meeting can be called and a general election will be held.

ARTICLE IX - LEAVE OF ABSENCE

Any member may request a leave of absence by written notice to the Director or Assistant Director. A Leave of Absence may be granted for up to one (1) year then re-evaluated. Anytime after the one (1) year period, the member may be presented to the membership for termination.

ARTICLE X - TERMINATION OF MEMBERSHIP

A member may resign by written notice to the Director/Assistant Director. Any member may be dismissed by a three-quarter (3/4) majority vote of the membership.

A member shall expect termination, by the Director or Assistant Director, for any violation of the general rules, violation of the bylaws, or neglect of his/her duties as a member or officer.

The Director/Assistant Director may suspend any member for violation of the general rules, violation of the bylaws, or neglect of his/her duties as a member or officer for an indeterminate period of time in order to resolve any issues regarding the suspension. Refer to discipline policy.

 ARTICLE XI - GENERAL VOTING

Any active member is eligible to vote. General voting will be done by secret ballot. All ballots will be counted and verified by two (2) independent individuals. All results are based on popular vote. After verification of votes, all ballots will be sealed and maintained for one (1) calendar year.

ARTICLE XII - VOTING FOR OFFICERS

Any active member is eligible to cast a ballot for the nominees(s) of their choice whether or not they are present at the meeting preceding nomination. An absentee ballot will be provided if the member is aware of all nominees available for the office. The absentee ballot must be personally submitted by said member in a sealed envelope, the member will then sign an official voting roster. The envelope will be addressed to the Director or in his/her absence the Assistant Director. There will be no telephone voting.

ARTICLE XII - DISPOSITION OF ASSETS ON DISSOLUTION

In the event of dissolution, the residual assets of this organization will be turned over to one or more organizations which themselves are exempt from Federal Income Tax organizations described in Section 501 (C) (3) of the Internal Revenue Service Code 1954 or the corresponding provisions of any prior or future Internal Revenue Code, or to the Federal, State, or Local government for exclusive public purpose.

Notwithstanding any other provision of these activities, this corporation will not carry on any other activities not permitted to be carried on by (A) a corporation exempt from Federal Income Tax under Section 501 (C) (3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law or (B) a corporation, contributions to which are deductible under Section 170 (C) (2) if the Internal Revenue Code of 1954 or any other corresponding provision of any future United States Internal Revenue Law.

ARTICLE XIII - AMENDMENTS

These Bylaws or any part may be repealed, annulled, amended, altered or added to in the following way. The proposal shall be submitted in writing to the squad at the regular meeting. If after discussion a majority of the members present consider the proposal, the matter shall be held over for to the next regular meeting. If, then, the submitted proposal to the Bylaws is accepted by the members present (quorum) at the regular meeting the proposal shall become effective immediately.