

Dedicated to the men and women  
in rescue and E.M.S.  
who devote many hours away  
from their loved ones so that others  
may also live and enjoy life.

North Carolina Association of Rescue & Emergency Medical Services, Inc.  
Post Office Box 1914  
Goldsboro, North Carolina 27533-1914

**Telephone:** 919/736-0506 **Fax:** 919/736-7759 **E-Mail:** [ncarems@ncarems.org](mailto:ncarems@ncarems.org)  
**Home page address:** <http://www.ncarems.org>

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# Chapter 1

## CONSTITUTION

### 1.1 ARTICLE I: Name

The name of this organization shall be the North Carolina Association of Rescue and Emergency Medical Services, Inc., hereinafter referred to as the "Association."

### 1.2 ARTICLE II: Objectives

The objectives of the Association shall be to:

1. Promote the ideas of organized Rescue and Emergency Medical Service throughout the State of North Carolina, and,
2. Promote and assist in the establishment and training of Rescue and Emergency Medical Services organizations; and,
3. Promote safe and innovative advances in Rescue and patient care techniques so as to better serve the citizens of North Carolina; and,
4. Stay abreast of, and inform its membership of legislation and regulation changes affecting Rescue and Emergency Medical Services units and personnel on the state and national level; and,
5. Promote and encourage high ethical standards among Rescue and Emergency Medical Services personnel; and,
6. Encourage and promote a harmonious spirit of kinship among Rescue and Emergency Medical Services personnel and others devoted to the cause of saving life and aiding the sick and injured; and,

7. Promote the general welfare of the members and squads of the Association; and,
8. Communicate with organizations, governmental agencies and commissions whose objectives are accident prevention, safety education, rescue and/or patient care related; and, to cooperate with these bodies to the extent that their efforts benefit the Association's membership; and,
9. Bring together in a common Association all organizations.

## **1.3 ARTICLE III: Membership**

### **1.3.1 Section 1: Generally**

Membership in the Association shall be open to any organization actively engaged in Rescue and/or EMS, its membership and any individual so engaged. Membership is also open to any organization or individual which supports any of the objectives set forth in Article II of this Constitution. However all organizations and individuals seeking membership must satisfy the membership requirements hereinafter set forth in the By-Laws provided that these requirements shall not seek to limit membership based on race, color, religion, sex, national origin, handicap or familial status.

### **1.3.2 Section 2: Classifications**

The membership of this Association shall be divided into classes, set forth hereinafter in the By-Laws, each having varying levels of authority and rights.

### **1.3.3 Section 3: Application For and Approval of Membership**

Application for membership in the Association shall be made in writing as prescribed hereinafter in the By-Laws. Approval of all applications and acceptance into membership shall be as provided hereinafter in the By-Laws.

#### **Related Sections:**

##### By Laws

- Article I, Section 1: Classifications and Requirements of Membership
- Article I, Section 2: Acceptance Into Membership
- Article I, Section 3: Removal From Membership
- Article IV, Section 4: Membership Committee
- Article V: Voting

## **1.4 ARTICLE IV: Organization**

### **1.4.1 Section 1: Geographical Areas**

The Association shall be divided into ten (10) Areas as follows:

- Area 1: Bertie, Camden, Chowan, Currituck, Dare, Gates, Hertford, Pasquotank, and Perquimans counties.
- Area 2: Beaufort, Carteret, Craven, Hyde, Jones, Lenoir, Martin, Pamlico, Pitt, Tyrell and Washington counties.
- Area 3: Bladen, Brunswick, Columbus, Duplin, New Hanover, Onslow, Pender and Sampson counties.
- Area 4: Edgecombe, Greene, Halifax, Nash, Johnston, Northhampton, Wayne, Warren, and Wilson counties.
- Area 5: Chatham, Cumberland, Harnett, Hoke, Lee, Moore, Richmond, Robeson and Scotland counties.
- Area 6: Caswell, Durham, Franklin, Granville, Orange, Person, Vance and Wake counties.
- Area 7: Anson, Cabarrus, Cleveland, Gaston, Lincoln, Mecklenburg, Montgomery, Rutherford, Stanly and Union counties.
- Area 8: Alamance, Alleghany, Ashe, Forsyth, Guilford, Randolph, Rockingham, Stokes, Surry, Watauga, Wilkes and Yadkin counties.
- Area 9: Alexander, Avery, Burke, Caldwell, Catawba, Davidson, Davie, Iredell, McDowell, and Rowan counties.
- Area 10: Buncombe, Cherokee, Clay, Graham, Haywood, Henderson, Jackson, Macon, Madison, Mitchell, Polk, Swain, Transylvania, and Yancey counties.

### **1.4.2 Section 2: County Movement Between Areas**

A county may be moved from its present area to a new area by amending this Constitution. However, a county that borders an adjacent area may leave its present area and join the adjacent area by taking three steps. First, obtain two-thirds (2/3) approval of the Association squads in that county. Second, obtain majority approval of the Association squads in the adjacent area at a regularly scheduled area meeting. And finally, obtain majority approval of the Board of Directors.

**Related Sections:**

Constitution

Article V, Section 1, Subsection D: Area Directors  
Article V, Section 3: Elected Area Officers  
Article V, Section 4: Appointive Area Officers  
Article V, Section 5: Board of Directors  
Article VI, Section 4: Area Meetings

By-Laws:

Article II, Section 4: Area Directors  
Article II, Section 5: Area Secretaries  
Article II, Section 7: Remuneration  
Article III, Section 3: Board of Director Members  
Article III, Section 4: Elected Area Officers  
Article III, Section 5: Appointive Area Officers  
Article V: Voting

## **1.5 ARTICLE V: Officers, Governing Bodies, Committees and Employees**

### **1.5.1 Section 1: Elective Association Officers**

#### **1.5.1.1 Subsection A: Elected Association Officers**

The elected officers of the Association shall consist of a Commander, Vice-Commander and 20 Area Directors.

#### **1.5.1.2 Subsection B: Commander and Vice-Commander**

The Commander shall be a member of the Association in good standing and not less than 21 years of age. S/he shall not hold any other elective Association or Area office while serving as Commander. The Vice-Commander shall be a member of the Association in good standing and not less than 21 years of age. S/he shall not hold any other elective Association or Area office while serving as Vice-Commander, except as noted in the By-Laws for Interim Vice-Commanders.

#### **1.5.1.3 Subsection C: Election of Commander and Vice-Commander**

The Commander and Vice-Commander shall be elected by secret ballot in odd numbered years at the Association's Annual Meeting by a majority of votes cast by eligible

voters, as defined in the By-Laws under Voting. There shall be a one minute interval of time between the last nomination received for each office and when a motion to close nominations will be accepted. These officers shall take office at the close of the Annual Association Annual Meeting and each shall serve a two year term of office. A person shall serve no more than two (2) successive terms as Vice-Commander or as Commander. A person must complete their term as Commander and their obligation as a director, as described in Section V Subsection A of this article, before they will be eligible to serve an additional term as Commander or as Vice-Commander. A person may file for the office of Commander or the office of Vice-Commander at the association's annual meeting during their last year as a director.

#### **1.5.1.4 Subsection D: Area Directors**

There shall be two (2) Area Directors elected from each of the 10 Areas. These 20 Area Directors shall be elected and serve as described in Section 3 of this Article.

#### **Related Sections:**

##### Constitution

Article IV: Organization

Article V, Section 3: Elected Area Officers

Article V, Section 5: Board of Directors

##### By-Laws

Article II: Officers and Employees Duties and Remuneration

Article III: Removal and Succession of Officers and Employees

Article V: Voting

#### **1.5.1.5 Subsection E: Nominations**

In the event that no one seeks the position of Commander or Vice-Commander or both, and there are no nominations from the floor, the Board of Directors shall meet prior to annual meeting adjournment to elect the officer or officers.

### **1.5.2 Section 2: Appointive Association Officers**

#### **1.5.2.1 Subsection A: Requirements**

All Appointive Association Officers shall be not less than 18 years of age, appointed by the Commander, except the Executive Director who shall be appointed by the Board of Directors on the recommendations of the personnel committee, and approved by majority vote of the Board of Directors within 90 days of the Association's Annual Meeting. Appointed Association Officers shall serve one (1) year terms except the Executive Director who shall serve under contract with the Board of Directors.

**1.5.2.2 Subsection B: Appointive Association Positions**

1. The Appointive Association Officers shall be:
2. Executive Director/Treasurer or an Executive Director and a Treasurer;
3. Medical Advisor;
4. Legal Advisor;
5. Chaplain;
6. Parliamentarian; and,
7. All Standing Committee Chairpersons.

**1.5.2.3 Subsection C: Association Representatives**

The Commander may also appoint Association Representatives to represent the Association on governmental agencies, commissions and/or as otherwise needed, provided the appointees are Association members. Such appointments do not require approval of the Board of directors. However, the Board of Directors may revoke such appointments upon two-thirds (2/3) majority vote, but only for good and sufficient cause. Association Representatives shall serve at the pleasure of the Commander but only during the Commander's term in office.

**Related Sections:**

## Constitution

Article V, Section 6: Standing Committees

Article VI, Section 5: Standing Committee Meetings

## By-Laws

Article II, Section 3: Appointive Association Officers

Article II, Section 7: Remuneration

Article III, Section 2: Appointive Association Officers

Article III, Section 6: Committee Members and Association Representatives

Article IV: Standing Committee Duties

Article V: Voting

### **1.5.3 Section 3: Elected Area Officers**

#### **1.5.3.1 Subsection A: Generally**

There shall be two (2) Area Directors elected by mail-in ballot from each of the ten Areas. The Area Directors shall be elected by a majority vote of the squads voting. Only individuals not less than 18 years of age who are members in good standing of the Association within the Area may serve as Area Director.

#### **1.5.3.2 Subsection B: Terms of Office**

The Area Directors shall serve alternating two (2) year terms. That is, one shall be elected in even years and the other elected in odd years. There shall be no limit on the number or order of elected terms an Area Director may serve, i.e. s/he may serve for life if s/he continues to be re-elected. Area Directors shall take office immediately following the Association's Annual Meeting. If the former Area Director fails to attend the Board of Director's meeting at the Annual Meeting, then the Director-elect shall vote in his/her place.

#### **1.5.3.3 Subsection C: Area Secretary**

There may be one (1) Area Secretary appointed from each of the ten Areas. The Area Secretary shall be appointed and take office in the same manner as an Area Director; but shall only serve a one (1) year term. There shall be no limit on the number or order of appointed terms as Area Secretary may serve, i.e. s/he may serve for life if s/he continues to be appointed. Only individuals not less than 18 years of age who are members in good standing of the Association within the Area may serve as Area Secretary.

#### **Related Sections:**

##### Constitution

Article IV: Organization

Article V, Section 1: Elected Association Officers

Article V, Section 4: Appointive Area Officers

Article V, Section 5: Board of Directors

Article VI, Section 3: Board of Director Meetings

Article VI, Section 4: Area Meetings

##### By-Laws

Article II, Section 4: Area Directors

Article II, Section 5: Area Secretaries

Article II, Section 7: Remuneration  
 Article III, Section 4: Elected Area Officers  
 Article V: Voting

## **1.5.4 Section 4: Appointive Area Officers**

### **1.5.4.1 Subsection A: Alternate Directors**

Each Area Director may appoint an Alternate Director to serve during his/her two (2) year term. Such appointments do not require approval of the Area Squads. The Alternate Director shall serve at the pleasure of the Director, but only during the Director's term in office. Only individuals not less than 18 years of age who are either members in good standing of the Association or an Association squad within the Area may serve as an Alternate Area Director.

### **1.5.4.2 Subsection B: Area Committees and Other Officers**

Elected Area Officers may appoint other area officers, including standing and ad Hoc committees, as needed, provided the appointee(s) is/are member(s) of the Association and of the Area. Such appointments do not require approval of the Area Squads. These appointees shall serve at the pleasure of the Director, but only during the Director's term in office.

#### **Related Sections:**

Constitution

Article IV: Organization  
 Article V, Section 3: Elected Area Officers

By-Laws

Article II, Section 4: Area Directors  
 Article III, Section 4: Elected Area Officers  
 Article III, Section 5: Appointive Association Officers  
 Article V: Voting

## **1.5.5 Section 5: Board of Directors**

### **1.5.5.1 Subsection A: Composition**

This Association shall have a Board of Directors composed of the Commander (both during his term as Commander and for four years following the successful completion of his/her term - a term is not successfully completed if the Commander resigns or is impeached as described in the By-Laws), the Vice-Commander and the Area Directors.

**1.5.5.2 Subsection B: Board's Function**

It shall be the duty of the Board of Directors to conduct all of the business of the Association that must be transacted between the Association's Annual Meetings; including, but not limited to, all duties, express or implied, in this Constitution and By-Laws.

**Related Sections:**

Constitution

Article IV: Organization

Article V, Section 1: Elected Association Officers

Article V, Section 3: Elected Area Officers

Article VI, Section 3: Board of Directors Meetings

By-Laws

Article II, Section 7: Remuneration

Article III, Section 3: Board of Director Members

Article V: Voting

**1.5.6 Section 6: Standing Committees**

**1.5.6.1 Subsection A: Generally**

There shall exist within this Association Standing Committees as established in the By-Laws.

**1.5.6.2 Subsection B: Standing Committee Chairpersons**

The Commander shall, with the majority approval of the Board of Directors, appoint committee chairpersons, provided that appointed committee chairpersons shall be members of this Association. All standing committee chairpersons are Appointive Association Officers and are subject to the conditions of Appointive Association Officers.

**1.5.6.3 Subsection C: Standing Committee Members**

The Commander shall appoint and remove, at their discretion, the members of each committee. Appointed committee members shall serve one (1) year terms.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officers

Article VI, Section 5: Standing Committee Meetings

By-Laws

Article II, Section 3, Subsection H: Standing Committee Chairpersons

Article III, Section 6: Committee Members and Association Representatives

Article V: Standing Committee Duties

Article V: Voting

**1.5.7 Section 7: Ad Hoc Committees**

The Commander and Vice-Commander may appoint as needed, ad Hoc committees and committee chairpersons to investigate or consider special problems, suggestions, programs and projects. No approval of the committees or chairpersons is required by the Board of Directors, these committees shall serve entirely at the pleasure of the Commander or Vice-Commander. Unless otherwise directed by the Commander or Vice-Commander, these committees shall serve until they complete their task or the next Annual Association Meeting, whichever comes first; however, the Commander or Vice-Commander may re-appoint these committees at any time.

**Related Sections:**

Constitution

Article VI, Section 6: Ad Hoc Committee Meetings

**1.5.8 Section 8: Association Employees**

The Association may employ individuals necessary to support the Association Officers, to manage Association business, maintain Association buildings and grounds and any other positions necessary to ensure the effective operation of the Association, as deemed necessary by the Board of Directors.

**Related Sections:**

By-Laws

Article II, Section 6: Employees  
Article II, Section 7: Remuneration  
Article III, Section 8: Association Employees  
Article IV, Section 6: Personnel Committee  
Article VI: Administrative Procedures

**1.5.9 Section 9: Remuneration**

Remuneration and travel expenses shall be as provided in the By-Laws, Article II, Section 7: Remuneration.

**1.5.10 Section 10: Duties**

The duties of all officers, governing bodies, employees and committees shall be as provided in the By-Laws, Article II:

Officers and Employees Duties and Remuneration.

**1.5.11 Section 11: Removal from Office**

Removal of officers shall be as provided for in the By-Laws, Article III: Removal and Succession of Officers and Employees.

**1.5.12 Section 12: Succession of Officers**

Officer succession shall be as provided for in the By-Laws, Article III: Removal and Succession of Officers and Employees.

**1.5.13 Section 13: Disclaimer**

Nothing in this Article shall be construed to create an expectation of permanent employment in any Association employee, hired helper, Appointive or Elective Association or Area Officer or committee member.

**Related Sections:**

Constitution

Article V: Officers, Governing Bodies, Committees and Employees

## **1.6 ARTICLE VI: Meetings**

### **1.6.1 Section 1: Meeting Rules**

All meetings discussed in this Article shall be governed by Robert's Rules of Order's latest edition.

### **1.6.2 Section 2: Association Annual Meeting**

#### **1.6.2.1 Subsection A: Generally**

This Association shall have a meeting assembled at least once annually.

#### **1.6.2.2 Subsection B: Site Selection**

The annual meeting site shall be selected at least one (1) year in advance of an annual meeting. Site selection shall be made by majority vote of Board of Directors.

#### **1.6.2.3 Subsection C: Annual Meeting Purpose**

The primary function of this meeting shall be the holding of a Business Meeting to discuss the year's activities, business from the Board of Directors and Association committees, amendments to this Constitution and By-Laws, resolutions, business from the floor and any other matters of concern to the Association.

#### **1.6.2.4 Subsection D: Order of Business**

The Executive Director shall prepare and publish for distribution to all delegates to this Annual Meeting a formal Order of Business to be followed during the business Meeting, the adoption of which shall be the first order of business.

#### **1.6.2.5 Subsection E: Voting Eligibility**

Voting eligibility of Association members at the Annual Business Meeting shall be as provided in the By-Laws Article VI: voting.

**1.6.2.6 Subsection F: Special Meetings**

The Commander, with majority approval of the Board of Directors, or the Board of Directors, upon two-thirds (2/3) majority of the Board members present and voting at a regularly scheduled Board Meeting, may call additional meetings of the assembly. The annual meeting site shall be selected by the Board of Directors; the date shall be at least 30 days hence, to allow the Executive Director time to notify the Association membership.

**Related Sections:**

## By-Laws

Article II, Section 3, Subsection A: Executive Director  
Article IV, Section 7: Resolutions Committee  
Article IV, Section 8: Credentials Committee  
Article IV, Section 9: Constitution Committee  
Article V: Voting

**1.6.3 Section 3: Board of Directors**

The Board of Directors shall meet two (2) times per year, with one of these meetings to include the Association's Annual Meeting. Special meetings of the Board of Directors may be called by the Commander or upon written request of a majority of the board members. Any member of the Association shall have the right to address the Board of Directors.

**Related Sections:**

## Constitution

Article V, Section 1: Elected Association Officers  
Article V, Section 3: Elected Area Officers

## By-Laws

Article II: Officers and Employees Duties and Remuneration  
Article III, Section 3: Board of Director Members  
Article V: Voting

**1.6.4 Section 4: Area Meetings**

Area directors shall hold meetings at their discretion or within thirty (30) days of a petition by a minimum of ten (10) percent of the area squads.

**Related Sections:**

Constitution

Article IV: Organization  
Article V, Section 3: Elected Area Officers

By-Laws

Article II, Section 4: Area Directors  
Article II, Section 5: Area Secretaries  
Article III, Section 4: Elected Area Officers  
Article V: Voting

**1.6.5 Section 5: Standing Committee Meetings**

Standing Committees shall meet as required in the By-Laws.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officers  
Article V, Section 6: Standing Committees

By-Laws

Article II, Section 3, Subsection H: Standing Committee Chairpersons  
Article III, Section 6: Committee Members and Association Representatives  
Article IV: Standing Committee Duties  
Article V: Voting

**1.6.6 Section 6: Ad Hoc Committee Meetings**

Ad Hoc committees shall meet as needed to accomplish the specific task assigned them by the Commander or Vice-Commander. The committee chairperson shall have primary responsibility for selecting meeting dates, times and locations and should make every effort to notify his/her committee members. However, the Commander or Vice-Commander shall not be precluded from calling ad Hoc committee meetings.

**Related Sections:**

Constitution

Article V, Section 7: Ad Hoc Committees

By-Laws

Article V: Voting

## **1.7 ARTICLE VII: Voting**

Voting eligibility shall be as provided in the By-Laws Article V: Voting.

## **1.8 ARTICLE VIII: Affiliated Organizations and Functions**

### **1.8.1 Section 1: Auxiliaries**

#### **1.8.1.1 Subsection A: Defined**

An auxiliary, for purposes of this Association, is a group of individuals, rightfully organized within the law, who, while being an independent organization, is a subsidiary of this Association or of a particular Rescue or EMS Unit and who exists for the main purpose of supporting this Association or that particular Rescue or EMS Unit in the execution of its stated objectives and responsibilities. Such support includes, but is not limited to, fund raising, public relations, training, junior rescue/EMS sponsorship or support, meal functions or any other activity that is not in conflict with the sponsor organization.

#### **1.8.1.2 Subsection B: The Association's Auxiliary**

This Association recognizes the North Carolina Association of Rescue and EMS Auxiliary as its auxiliary.

#### **1.8.1.3 Subsection C: Auxiliary Non-recognition**

This Association shall not recognize any auxiliary which is in conflict with, or not recognized by, the particular rescue or EMS Unit it is designed to support.

## **1.8.2 Section 2: Benevolent Brotherhood**

### **1.8.2.1 Subsection A: N. C. Association of Rescue & E.M.S. Benevolent Brotherhood**

There shall be established by this Association a fund to be entitled the Benevolent Brotherhood Fund whose purpose it shall be to render financial assistance to the beneficiaries and immediate family of members of this fund at the time of such member's death.

### **1.8.2.2 Subsection B: Rules and By-Laws**

The Rules and By-Laws of the Benevolent Brotherhood Fund shall be established by a separate set of By-Laws attached to this Constitution and By-Laws. These Benevolent Brotherhood By-Laws are heretofore incorporated by reference into the Association's Constitution and By-Laws.

#### **Related Sections:**

See Accompanying Benevolent Brotherhood Rules and By-Laws.

## **1.9 ARTICLE IX: Amendments**

Proposed amendments to this Constitution shall be presented in writing to the Association Executive Director not less than 45 days before the annual meeting. The Executive Director shall submit a copy of all proposed amendments to the membership not less than 30 days in advance of the opening of the Annual Association Meeting. Prior to the Meeting, the Constitution Committee shall review the amendment(s) and shall provide a recommendation to the Board of Directors and, at the Meeting, to the assembly. A two-thirds (2/3) majority vote of the voting delegates present and voting at the annual meeting shall be required for adoption of the amendment(s).

#### **Related Sections:**

By-Laws

Article IV, Section 9: Constitution Committee

Article VI: Administrative Procedures

Article VII: Amendments to the By-Laws

## **1.10 ARTICLE X: Effective Date**

This Constitution shall become effective upon ratification.  
Amended: June 26, 2009.

### **Related Sections:**

By-Laws

Article VIII: Effective Date

## Chapter 2

# BY-LAWS

### 2.1 ARTICLE I: Membership

#### 2.1.1 Section 1: Classifications and Requirements of Membership

##### 2.1.1.1 Subsection A: Active Membership

**Paragraph 1: Eligibility** The Active Membership of the Association shall include Rescue and EMS squad members operating on a not for profit basis and individuals supporting the objectives of this Association.

**Paragraph 2: Dues** Unit and Individual dues shall be set by the Board of Directors. All dues are due and payable on October 1 of each year for the ensuing year. Any squad or individual who is delinquent in payment of dues four (4) months after this due date shall be removed from membership in the Association and must reapply to regain its membership. One dollar (\$1.00) per individual member shall be set aside by the Treasurer for use by the local Area for expenses. If this money is not used by the Area during the year, it shall be returned to the Association's general fund. No dues shall be charged by the Areas.

**Paragraph 3: Additional Membership Requirements** In addition to the above stated requirements for membership, the Membership Committee shall establish additional requirements for Active Association Squad Membership. Such requirements shall be aimed at creating uniformity among EMS units and Rescue Squads and may include required equipment, number of members and any other requirements that will enhance the Association or its membership. The Association may accept a single squad into membership as both an EMS and a Rescue unit, providing the requirements for both, as set by the Membership Committee, are met; however, such a squad, serving as

both an EMS and a Rescue unit, may only be charged the dues for a single squad and shall be entitled to only one vote at the Annual Meeting and Area Meetings.

#### **2.1.1.2 Subsection B: Lifetime Membership**

The Board of Directors, on the recommendation of the Commander, may recommend to the assembly that Lifetime Membership be conferred on an individual who has rendered conspicuous service to this Association during their time as an Active or Individual Member of the Association. Lifetime Membership requires majority approval of the assembly; voting shall be by secret ballot. No more than three individuals may be granted Lifetime Membership per year. Lifetime Membership carries all the privileges and rights of Active Membership, except voting rights, without the payment of dues.

#### **2.1.1.3 Subsection C: Emeritus Membership**

The Board of Directors, upon majority vote, may grant to individuals, firms and/or corporations the designation "Member(s) Emeritus" of the Association for service rendered to member squads, citizens of North Carolina or the Association which embodies, promotes or supports the objectives of this Association. Emeritus Membership shall be for the life of an individual or 20 years for firms and corporations.

#### **2.1.1.4 Subsection D: Associate Membership**

**Paragraph 1: Eligibility** Associate Membership shall be granted to individuals who support the objectives of this Association, and to Firms and/or corporations engaged in the sale, resale, distribution or manufacture of rescue and/or patient care equipment, provided that such individuals or organizations support the objectives of this Association. By a majority vote of the Board of Directors of the Association, an Associate Member may be removed for failure to support the objectives or goals of the Association. Associate membership carries with it all the privileges and rights as active members, with the exception of voting rights. Membership shall be for one year and may be renewed.

**Paragraph 2: Dues** Associate Membership shall be divided into three classes:

- Individual: Dues shall be set by the Board of Directors. Individual Associate Members shall receive a membership card and regular Association publications.
- Resale or Distribution Organizations: Dues shall be set by the Board of Directors. These Associate Members shall receive a membership certificate and regular Association publications.
- Manufacturers: Dues shall be set by the Board of Directors. These Associate Members shall receive a membership certificate and regular Association Publications.

### **2.1.2 Section 2: Acceptance into Membership**

Any individual or organization seeking Active or Associate Membership in the Association shall submit its dues and a membership application (approved by the Membership Committee) to the Executive Director. The Association Executive Director shall approve membership along the guidelines established by the Membership Committee.

### **2.1.3 Section 3: Removal from Membership**

Except as otherwise noted, all forms of membership are good for one year. Membership in the Association may be terminated by the Executive Director if 90 days have passed since the dues became due and payable and they remain unpaid. If the Executive Director has reason to believe that an Association member no longer meets the requirements established by the Constitution and Bylaws or the Membership Committee, then s/he shall refer the matter to the Membership Committee for review. If the membership Committee upon review finds that the member no longer meets Association membership requirements, then as to Active and Associate Members, they may terminate Association membership; as to Lifetime Members, Emeritus Members and Honorary Members, they may refer their findings to the Advisory Committee for review.

#### **Related Sections:**

Constitution

Article III: Membership

Bylaws

Article IV, Section 4: Membership Committee

Article V: Voting

## **2.2 ARTICLE II: Officers and Employees Duties and Remuneration**

### **2.2.1 Section 1: The Commander**

In addition to the duties and responsibilities of the Commander found in the Association's Constitution and By-Laws, the Commander shall also perform the following functions: s/he shall preside at the Association's Annual Meeting and Board of Directors meetings. The Commander and Vice-Commander shall determine the Board of Directors meeting dates, times and locations for the coming year at the annual meeting. The Commander shall appoint all Committees and all appointive Association Officers

and Representatives from the active membership of the Association within 90 days of the annual meeting. S/he shall be an ex-officio non-voting member of all committees. S/he shall also direct requests for mutual aid assistance as needed by Association Squads. S/he shall also perform all duties required by the Board of Directors. Finally, the Commander, with the consent of the Vice-Commander, may, if acting in good faith, act in the name of the Association in all matters of Association business that cannot await a Board of Director's meeting. However, all such actions shall only temporarily bind the Association until the next regularly scheduled Board meeting, at which time the Commander and Vice-Commander shall report their actions to the Board of Directors who may adopt, disavow or modify the Commander and Vice-Commander's actions.

**Related Sections:**

Constitution

Article V, Section 1: Elected Association Officers  
 Article V, Section 5: Board of Directors

By-Laws

Article II, Section 7: Remuneration  
 Article III, Section 1: Commander and Vice-Commander Removal and Succession  
 Article III, Section 3: Board of Director Members  
 Article V: Voting

**2.2.2 Section 2: The Vice-Commander**

In addition to the duties and responsibilities of the Vice-Commander found in the Association's Constitution and By-Laws, the Vice-Commander shall, in the absence of the Commander, perform all the duties of the Commander's office. The Vice-Commander shall also Chair the Membership Committee. The Commander and Vice-Commander shall determine the Board of Directors meeting dates, times and locations for the coming year at the annual meeting. Finally, the Vice-Commander, with the consent of the Commander, may, if acting in good faith, act in the name of the Association in all matters of Association business that cannot await a Board of Director's meeting. However, all such actions shall only temporarily bind the Association until the next regularly scheduled Board meeting, at which time the Commander and Vice-Commander shall report their actions to the Board of Directors who may adopt, disavow or modify the Commander and Vice-Commander's actions.

**Related Sections:**

Constitution

Article V, Section 1: Elected Association Officers  
Article V, Section 5: Board of Directors

By-Laws

Article II, Section 7: Remuneration  
Article III, Section 1: Commander and Vice-Commander Succession  
Article III, Section 3: Board of Director Members  
Article V: Voting

### **2.2.3 Section 3: Appointive Association Officers**

#### **2.2.3.1 Subsection A: Executive Director**

In addition to the duties and responsibilities of the Executive Director found in the Association's Constitution and By-Laws, the Executive Director shall also perform the following functions: Timely notify the members of the Board of Directors of the times, dates and locations of the Board of Director's meetings; timely notify Association members of the time, dates, location, registration requirements and deadlines for the Annual Meeting; shall keep a written record of the Association's Annual Business Meeting and all Board of Director's meetings and within 30 days following each meeting, inform the membership of their actions; send out all membership cards; maintain all records required of the squads as to their membership in the Association; maintain and furnish to the Commander records and data pertaining to equipment, manpower and telephone numbers of Association Squads for purposes of mutual aid assistance; and, serve as a central clearing house for all information pertaining to squad activities, new equipment and other related subjects affecting Association membership. The Executive Director shall be an ex-officio non-voting member of all Standing Committees. The Executive Director need not be a member of this Association and may be reimbursed for services or work performed on behalf of the Association as authorized by the Board of Directors. The Executive Director shall keep the Executive Officers and Board of Directors informed of all aspects of the office and shall perform such other duties as may be required of the office.

#### **Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By-Laws

Article II, Section 7: Remuneration  
Article III, Section 2: Appointive Association Officers  
Article V: Voting

**2.2.3.2 Subsection B: Treasurer**

In addition to the duties and responsibilities of the Treasurer found in the Association's Constitution and By-Laws, the Treasurer shall also perform the following functions. The Treasurer shall be the custodian of the Association funds; shall receive all monies due the Association and deposit it in the name of the Association in a bank whose deposits are insured and which is approved by the Board of Directors; shall keep a complete record of the dues received and when next due; shall make all disbursements upon receipt of warrants signed by the proper officers and authorized by this Constitution and By-Laws, the Finance Committee or Board of Directors to be paid; shall keep a detailed and accurate record of all funds received and disbursed by him/her; and, shall prepare and present at the Annual Meeting, and at such other times as the Board of directors may require, a complete report of the financial condition of the Association. This position shall be bonded for an amount equal to the total involvement of the Association for the previous year plus 10%. All checks issued against Association funds shall be signed by the Commander, Vice-Commander or Treasurer. The Treasurer shall be an ex-officio non-voting member of the Finance Committee. The Treasurer may be reimbursed for services or work performed on behalf of the Association as authorized by the Board of Directors. The Treasurer shall keep the Commander informed of all aspects of his office and shall perform such other duties as the Commander and/or Board of Directors may require of his/her office.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By-Laws

Article II, Section 7: Remuneration

Article III, Section 2: Appointive Association Officers

Article IV, Section 2: Finance Committee

Article V: Voting

**2.2.3.3 Subsection C: Executive Director/Treasurer**

The Board may, at its discretion, appoint a single individual to perform the functions of both the Executive Director and the Treasurer. In this event, this individual shall be an ex-officio non-voting member of all Standing Committees.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By-Laws

Article II, Section 7: Remuneration

Article III, Section 2: Appointive Association Officers

Article V: Voting

#### **2.2.3.4 Subsection D: Medical Advisor**

The Medical Advisor shall be available to answer questions of medical practice and procedure as put to him by the Commander or Board of Directors in areas affecting rescue and EMS service. The Medical Advisor need not be a member of this Association; however, s/he shall, at all times during which s/he holds office, be licensed to practice medicine within the State of North Carolina.

#### **Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By-Laws

Article II, Section 7: Remuneration

Article III, Section 2: Appointive Association Officers

Article V: Voting

#### **2.2.3.5 Subsection E: Legal Advisor**

The Legal Advisor need not be a member of this Association; however, s/he shall, at all times during which s/he holds office, be licensed to practice law within the State of North Carolina. The Legal Advisor shall be available to answer questions of law and procedure as requested by the Commander or Board of Directors and draft documents as required by the Association. The Legal Advisor may be reimbursed for services given or work performed on behalf of the Association for which other attorneys would usually charge, provided that such disbursement is authorized by the Board of Directors prior to requesting the work.

#### **Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By-Laws

Article II, Section 7: Remuneration  
Article III, Section 2: Appointive Association Officers  
Article V: Voting

**2.2.3.6 Subsection F: Chaplain**

The Chaplain shall answer questions of religious practice and policy as put to him by the Commander and perform such other services as the Commander may require. The Chaplain need not be a member of this Association.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer

By- Laws

Article II, Section 7: Remuneration  
Article III, Section 2: Appointive Association Officers  
Article V: Voting

**2.2.3.7 Subsection G: Parliamentarian**

The Parliamentarian shall seek to enforce order at all Directors meetings of this Association and answer questions, as put to him/her by the Association membership regarding issues of parliamentary procedure and Robert's Rules of Order. The Parliamentarian may be called upon at any time by an Association member or officer for advice.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officer  
Article VI: Meetings  
Article VI, Section 1: Meeting Rules

By-Laws

Article II, Section 7: Remuneration  
Article III, Section 2: Appointive Association Officers  
Article V: Voting

**2.2.3.8 Subsection H: All Standing Committee Chairpersons**

Standing Committee Chairpersons shall seek to faithfully perform the duties assigned their respective committees by the Commander, Vice-Commander, Board of Directors and this Constitution and By-Laws.

**Related Sections:**

## Constitution

Article V, Section 2: Appointive Association Officers

Article V, Section 6: Standing Committees

Article VI, Section 5: Standing Committee Meetings

## By-Laws

Article II, Section 7: Remuneration

Article III, Section 2: Appointive Association Officers

Article III, Section 6: Committee Members and Association  
Representatives

Article III, Section 2: Appointive Association Officers

Article IV: Standing Committee Duties

Article V: Voting

**2.2.4 Section 4: Area Directors**

In addition to any other duties and responsibilities of the Area Directors found in the Association's Constitution and By-Laws, the Area Directors shall act as coordinators and liaison officers between their respective areas and the Association Board of Directors. The Area Directors and Area Secretary shall determine the locations, dates and times of Area Meetings.

**Related Sections:**

## Constitution

Article IV: Organization

Article V, Section 1: Elective Association Officers

Article V, Section 3: Elected Area Officers

Article V, Section 4: Appointive Area Officers

Article V, Section 5: Board of Directors

Article VI, Section 3: Board of Director Meeting

Article VI, Section 4: Area Meetings

## By-Laws

Article II, Section 7: Remuneration  
Article III, Section 3: Board of Director Members  
Article III, Section 4: Elected Area Officers  
Article V: Voting

### **2.2.5 Section 5: Area Secretaries**

In addition to any other duties and responsibilities of the Area Secretary found in the Association's Constitution and By-Laws, the Area Secretary shall keep accurate and complete records of Area Meetings. The Area Directors and Area Secretary shall determine the locations, dates and times of Area Meetings. Every effort to inform member squads of these locations, dates and times should be made by the Area Secretary.

#### **Related Sections:**

##### Constitution

Article IV: Organization  
Article V, Section 3: Elected Area Officers  
Article VI, Section 4: Area Meetings

##### By-Laws

Article II, Section 7: Remuneration  
Article III, Section 4: Elected Area Officers  
Article V: Voting

### **2.2.6 Section 6: Employees**

Association employees shall have such duties and responsibilities as bestowed on them by the Commander, Vice-Commander, Board of Directors and their supervisor(s).

#### **Related Sections:**

##### Constitution

Article V, Section 8: Association Employees

##### By-Laws

Article II, Section 7: Remuneration  
Article III, Section 8: Association Employees  
Article IV, Section 6: Personnel Committee  
Article VI: Administrative Procedures

### **2.2.7 Section 7: Remuneration**

Except for the Executive Director, Treasurer, Legal Advisor and employees, all Officers shall serve without any remuneration, except for expenses actually incurred in the performance of the duty of their office. The Commander and Vice-Commander shall have their travel expenses paid by the Association while traveling within the state on Association business and they may hire individuals to assist them with their duties. Other officers, including Association or Area and elective or appointive, shall have their travel expenses paid by the Association while traveling within the state on Association business if directed to do so by the Commander or Vice-Commander. Approval by the Commander or Vice-Commander shall not be required for reimbursement of travel expenses by elected area officers for travel unless reimbursement is sought from Association general funds. All travel expenses and expenses for additional help sought from the Association's general funds must be approved by the Finance Committee prior to disbursement by the Treasurer. Out-of-state travel expenses may be reimbursed if pre-approved by the Board of Directors upon majority vote.

## **2.3 ARTICLE III: Removal and Succession of Officers and Employees**

### **2.3.1 Section 1: The Commander and Vice-Commander**

#### **2.3.1.1 Subsection A: Generally**

The Commander and Vice-Commander may prematurely leave office by:

1. Resignation; or,
2. Leave of Absence; or,
3. Impeachment; or,
4. The Vice-Commander's succession to the Office of Commander.

#### **2.3.1.2 Subsection B: Resignation**

To resign from office, the Commander or Vice-Commander shall tender his/her resignation to the Personnel Committee Chairperson. The Personnel Chair shall meet with his committee and report to the Board of Directors at the next regularly scheduled Board meeting on the reasons for the resignation and recommend acceptance or rejection of the resignation. Where appropriate, the Chair may recommend a Leave of Absence for the officer. The Board of Directors shall take action by majority vote.

### 2.3.1.3 Subsection C: Leave of Absence

The Commander or Vice-Commander may request a Leave of Absence from the Board of Directors at a regularly scheduled meeting. The Board of Directors may also consider a Leave of Absence in lieu of accepting an officer's resignation. A Leave of Absence shall be granted upon majority vote of the Board; but, shall not exceed four (4) months.

### 2.3.1.4 Subsection D: Impeachment

**Paragraph 1: Grounds** The Commander and/or Vice-Commander may be impeached by the Board of Directors for transgressions including, but not limited to, conviction of a serious criminal act, misappropriation of Association funds, dereliction of duty, acts or activities unbecoming their office or the Association, failure to perform their duties, failure to comply with disciplinary actions taken by the Board against them, failure to uphold this Constitution and By-Laws.

**Paragraph 2: Impeachment Proceedings** Any member of the Board of Directors may move to impeach the Commander and/or Vice-Commander. After the motion has been moved and seconded, the moving Board member shall be given an opportunity to state the reasons for impeachment and s/he may present witnesses and offer evidence. The Commander or Vice-Commander and other Board Members shall be given an opportunity to question witnesses and the evidence presented. Following the presentation by the moving Board member, the Commander or Vice-Commander shall be given an opportunity to offer explanations, witnesses, evidence, etc. However, the Board may question him/her about the charges against them and any evidence presented. Finally, the moving Board member shall be given an opportunity to rebut the officer's witnesses and evidence, provided his/her rebuttal presentation does not merely re-state the evidence already presented. Following presentation of all the evidence, the Board may discuss the impeachment in three (3) rounds of debate (five (5) minutes pro and five (5) minutes con per round) as provided for in Robert's Rules of Order. Before the Board votes, the moving Board member and the officer facing impeachment shall each be given five (5) minutes to summarize their cases. The officer shall be impeached upon 2/3 majority vote by secret ballot of the Board of Directors present and voting at a regularly scheduled Board Meeting.

**Paragraph 3: Presiding Officer and Postponement** The Chairperson of the Personnel Committee shall preside over the impeachment hearing. The Board member moving for impeachment or the officer facing impeachment may request that consideration of the matter be postponed until the next regularly scheduled Board Meeting. The Personnel Committee Chairperson may grant this request for good and sufficient cause. However, the Board may, upon 1/3 approval, grant a request denied by the Personnel Committee Chairperson. The Board may also postpone consideration of the impeachment until the next regularly scheduled Board of Directors Meeting upon its

own motion. Impeachment may only be postponed once. The impeachment may be referred to one or more committees for consideration or recommendation during the period of postponement; however, no action by any committee shall bind the Board.

**Paragraph 4: Failure of the Commander/Vice-Commander to be Present** If the Commander or Vice-Commander is not present when a motion to impeach is made, then consideration of the motion shall immediately be postponed until the next regularly scheduled Board meeting. During the interval of postponement, the Executive Director shall notify the officer against whom the motion was made by certified letter of the motion, the moving Board member, the alleged reasons for impeachment and the date and location of the next regularly scheduled Board meeting at least 30 days prior to the next regularly scheduled meeting. If the officer fails to appear at the next regularly scheduled meeting, the impeachment may proceed in his/her absence upon majority vote of the Board members present and voting. If the moving party fails to appear at the next regularly scheduled Board meeting, then the motion to impeach shall be deemed to have been withdrawn.

**Paragraph 5: Effect of Impeachment** Upon a proper and favorable vote for impeachment, the officer shall immediately be removed from office. The rules describing succession to his/her office shall take effect and a successor named.

#### **2.3.1.5 Subsection E: Commander Succession**

If the Commander leaves office for any of the above reasons, then the Vice-Commander shall serve as Interim Commander for the duration of the unexpired term or until the Commander's Leave of Absence expires, whichever comes first. Upon succession to Commander, the Vice-Commander's position shall be filled as described in Subsection F of this Section. If, however, the Commander returns to his office prior to the expiration of his term, the Interim Commander shall resume his/her duties as Vice-Commander. The Vice-Commander's service as Interim Commander shall not count as consecutive years for purposes of ARTICLE V, Section 1, Subsection B of the Constitution.

#### **2.3.1.6 Subsection F: Vice-Commander Succession**

If the Vice-Commander leaves office for any of the above reasons, then the Board of Directors shall elect one of its members, by majority vote, to serve as Interim Vice-Commander for the duration of the unexpired term, or until the Vice-Commander's Leave of Absence expires, whichever comes first. An Interim Vice-Commander may serve simultaneously as Area Director, unless it appears at the time s/he is first named as interim Vice-Commander that s/he will be called upon to serve as Interim Vice-Commander for a period exceeding 12 months. If, under this rule, the individual must leave his Area Directorship, then his replacement shall be named as provided for in

Succession to the Area Director. However, if the true Vice-Commander shall return to office prior to the expiration of the Interim Vice-Commander's Area term, the Interim Vice-Commander shall re-claim his Area Directorship for the remainder of his unexpired term. The Interim Vice-Commander's service shall not count as consecutive years for purposes of ARTICLE V, Section 1, Subsection B of the Constitution.

**Related Sections:**

Constitution

Article V, Section 1: Elected Association Officers

Article V, Section 5: Board of Directors

Article VI: Meetings

By- Laws

Article II, Section 1: Commander

Article II, Section 2: Vice-Commander

Article II, Section 7: Remuneration

Article III, Section 3: Board of Director Members

Article III, Section 7: Illness, Injury or Death of Officers

Article IV, Section 6: Personnel Committee

Article V: Voting

**2.3.2 Section 2: Appointive Association Officers**

**2.3.2.1 Subsection A: Generally**

Appointive Association Officers may prematurely leave office by reason of:

1. Resignation; or,
2. Leave of Absence; or,
3. Commander's withdrawal of appointment; or,
4. Board of Director's withdrawal of approval.

**2.3.2.2 Subsection B: Resignation**

Appointed Association Officers may voluntarily leave office by tendering their resignation to the Commander who shall either accept or reject it. In lieu of the resignation, the Commander may grant the officer a Leave of Absence. The Commander shall immediately notify the Board of Directors.

**2.3.2.3 Subsection C: Leave of Absence**

The Commander may grant the appointed officer a Leave of Absence upon his/her request. The Leave of Absence need not be of limited duration. The Commander shall immediately notify the Board of Directors.

**2.3.2.4 Subsection D: Withdrawal of Appointment or Approval**

All Appointive Association Officers may be removed from office by the Commander withdrawing his appointment. The Board of Directors need not be consulted. The Board of Directors may remove an appointed officer from office by withdrawing its approval of the Commander's appointment by majority vote at a regularly scheduled Board Meeting.

The Executive Director may be removed from office by the Board of Directors withdrawing its appointment by 2/3 vote at a regularly scheduled or special Board meeting.

**2.3.2.5 Subsection E: Succession of Appointed Association Officers**

If any Appointed Association Officer leaves office for any of the above reasons, the Commander shall, within 30 days, make a new appointment which shall be tentative until approved by majority vote of the Board of Directors at the next regularly scheduled Board Meeting. The new appointee shall serve the remainder of the unexpired term; or, in the event of a Leave of Absence, until the Leave of Absence lapses. An appointed officer returning from a Leave of Absence need not be re-approved by the Board of Directors unless s/he returns after the expiration of their term.

**Related Sections:**

Constitution

Article V, Section 2: Appointive Association Officers

By-Laws

Article II, Section 2: Appointive Association Officers

Article II, Section 7: Remuneration

Article III, Section 7: Illness, Injury or Death of Officers

Article V: Voting

**2.3.3 Section 3: Board of Director Members****2.3.3.1 Subsection A: Commander and Vice-Commander**

The Commander and Vice-Commander may only be removed from the Board of Directors through the provisions of Section 1 of this Article. However, this does not preclude

the Board of Directors from taking disciplinary action against the Commander or Vice-Commander.

### **2.3.3.2 Subsection B: Past Commanders**

Past Commanders, eligible to serve and serving on the Board of Directors, may be removed from the Board of Directors on motion of the Commander or Vice-Commander and 2/3 approval of the Board of Directors for reasons including, but not limited to failure to attend two (2) consecutive Board of Directors Meetings without good and sufficient reason, failure to comply with disciplinary actions taken by the Board against them, or failure to uphold this Constitution and By-Laws.

### **2.3.3.3 Subsection C: Area Directors**

Any Area Director not attending two (2) consecutive Board of Directors Meetings or failing to perform their area functions; without good and sufficient reason, may be removed from the Board of Directors on motion of the Commander or Vice-Commander and 2/3 approval of the Board of Directors. The Board of Directors may grant an Area Director a Leave of Absence or accept an Area Director's resignation from the Board of Directors upon majority vote.

#### **Related Sections:**

##### Constitution

Article IV: Organization

Article V, Section 1: Elective Association Officers

Article V, Section 3: Elected Area Officers

Article V, Section 5: Board of Directors

Article VI, Section 3: Board of Directors (Meetings)

##### By-Laws

Article II, Section 4: Elected Area Officers

Article II, Section 7: Remuneration

Article III, Section 1: Commander and Vice-Commander

Article III, Section 4: Elected Area Officers

Article III, Section 7: Illness, Injury or Death of Officer

Article V: Voting

## **2.3.4 Section 4: Elected Area Officers**

### **2.3.4.1 Subsection A: Generally**

An Elected Area Officer may prematurely leave office by reason of:

1. Resignation; or,
2. Removal from office by the Area squads; or,
3. An Area Director's removal from the Board of Directors; or,
4. Being named as Interim Vice-Commander for a period expected to exceed 12 months.

#### **2.3.4.2 Subsection B: Resignation**

Elected Area Officers may tender their resignation to their Area squads at a regularly scheduled Area Meeting. An Elected Area Officer who has failed to attend two (2) consecutive Area Meetings without good and sufficient cause shall be deemed to have tendered his/her resignation to their Area Squads. The Area squads may accept or reject any tendered resignation by majority vote.

#### **2.3.4.3 Subsection C: Removal from Office by the Area Squads**

An Elected Area Officer may be removed from office upon majority vote of the Area squads at a regularly scheduled Area Meeting.

#### **2.3.4.4 Subsection D: Removal from the Board of Directors**

If an Area Director is removed from the Board of Directors as provided in Section 3, Subsection C of this Article s/he shall cease to be an Area Director in his/her Area.

#### **2.3.4.5 Subsection E: Being Named As Interim Vice-Commander**

An Area Director, named as Interim Vice-Commander, as provided in Section 1, Subsection F of this Article, for a period expected to exceed 12 months shall be removed from the office of Area Director and succeeded as described below. However, if the true Vice-Commander shall return to office prior to the expiration of the Interim Vice-Commander's Area term, the Interim Vice-Commander shall re-claim their Area Directorship for the remainder of the unexpired term.

#### **2.3.4.6 Subsection F: Succession of Area Directors**

An Area Director who prematurely leaves office for any of the above reasons, shall be replaced by his/her Alternate Director. If, however, there is no Alternate Director or the Alternate Director refuses the appointment, then the Area squads shall elect a new Director at the next regularly scheduled Area Meeting. Should the Area squads fail to act prior to the next meeting of the Board of Directors, the Board of Directors shall appoint a new Director. The Alternate or new Director shall serve the remainder of the Director's unexpired term.

**2.3.4.7 Subsection G: Area Secretaries**

If an Area Secretary prematurely leaves office for any of the reasons above, the Area Directors shall appointment a replacement secretary to serve the remainder of the un-expired term.

**Related Sections:**

Constitution

- Article IV: Organization
- Article V, Section 1: Elective Association Officers
- Article V, Section 3: Elected Area Officers
- Article V, Section 5: Board of Directors
- Article VI, Section 3: Board of Director Meetings
- Article VI, Section 4: Area Meetings

By-Laws

- Article II, Section 4: Elected Area Officers
- Article II, Section 7: Remuneration
- Article III, Section 3: Board of Director Members
- Article III, Section 7: Illness, Injury or Death of an Officer
- Article V: Voting

**2.3.5 Section 5: Appointive Area Officers**

Appointive Area Officers may be removed from office by the Area Director or Area Secretary withdrawing his/her appointment.

The Area Squads may also revoke these appointments upon two-thirds (2/3) majority vote, but only for good and sufficient cause.

**Related Sections:**

Constitution

- Article IV: Organization
- Article V, Section 3: Elected Area Officers
- Article V, Section 4: Appointive Area Officers

By-Laws

- Article II, Section 4: Area Officers
- Article III, Section 4: Elected Area Officers
- Article III, Section 7: Illness, Injury or Death of an Officer
- Article V: Voting

### **2.3.6 Section 6: Committee Members and Association Representatives**

Committee Members and Association Representatives may resign, be granted Leaves of Absence or terminated at the discretion of the Commander. If necessary, the Commander shall fill these vacancies as soon as possible. Additionally, Association Representatives may have their appointments revoked as provided for in Article V, Section 2, Subsection C of the Constitution.

#### **Related Sections:**

##### Constitution

Article V, Section 2: Appointive Association Officers

Article V, Section 6: Standing Committees

Article VI, Section 5: Standing Committee Meetings

##### By-Laws

Article II, Section 3, Subsection H: Standing Committee Chairpersons

Article III, Section 7: Illness, Injury or Death of an Officer

Article V: Standing Committee Duties

Article V: Voting

### **2.3.7 Section 7: Illness, Injury or Death of an Officer**

In the event any officer listed above is stricken with a illness or injury and unable to perform the duties of his/her office, then the succession provisions listed above shall immediately take effect. However, upon recovery, the officer shall be reinstated to his/her original office, provided his/her term has not expired. In the event of the death of any officer listed above, the succession provisions listed above shall immediately take effect and remain in effect for the remainder of the unexpired term.

### **2.3.8 Section 8: Association Employees**

All matters pertaining to employees shall be defined by the Association's Personnel Policy.

#### **Related Sections:**

##### Constitution

Article V, Section 8: Association Employees

### By-Laws

Article II, Section 6: Employees  
Article II, Section 7: Remuneration  
Article IV, Section 6: Personnel Committee  
Article VI: Administrative Procedures

## **2.4 ARTICLE IV: Standing Committee Duties**

### **2.4.1 Advisory Committee**

The Advisory Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Advisory Committee shall review and/or recommend policy changes affecting any Association activity, office, officer or employee; offer advice to the Board of Directors and any Association Officer or committee upon request; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

#### **Related Sections:**

##### Constitution

Article V, Section 5: Board of Directors  
Article VI, Section 3: Board of Directors Meetings

##### By-Laws

Article III, Section 3: Board of Director Members  
Article IV, Section 6: Personnel Committee

### **2.4.2 Finance Committee**

The Finance Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Finance Committee shall prepare a budget to govern the expenses of the Association for the year following the Annual Meeting (this budget shall be approved by a majority of the Board of Directors and presented to the assembly by the Finance Chairperson); explore and implement ways of raising funds for the Association; approve all travel expenses and expenses for additional help prior to disbursement by the Treasurer, if appropriate; develop guidelines by which such disbursements may be made by the Treasurer; provide a recommendation on all matters concerning employee

salaries, including raises and cuts, to the Board of Directors who shall make all final salary decisions by majority vote; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

**Related Sections:**

## Constitution

Article V, Section 2: Appointive Association Officers

## By-Laws

Article II, Section 3, Subsection B: Treasurer

Article II, Section 7: Remuneration

Article III, Section 7: Appointive Association Officers

**2.4.3 Legislative Committee**

The Legislative Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Legislative Committee shall monitor legislation and regulation changes and developments in the state and national governments affecting members of the Association and report such developments to the Board of Directors for dissemination to local squads; at the urging of the Board of Directors, initiate actions to change or modify existing or proposed law on the state and national level affecting the Association membership; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

**2.4.4 Membership Committee**

The Membership Committee shall consist of eight (8) members, excluding its chairperson and any ex-officio members, and shall meet at least once yearly and as otherwise needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Membership Committee shall establish additional requirements for Active Unit Membership in the Association as provided in these By-Laws under Active Membership; meet at least once yearly to consider changes in these membership requirements; prepare membership applications and grant or deny applications for membership in this Association; provide for one of its members to receive all new applications and keep an accurate record of these; do all within its power to enlist new members in the Association; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

**Related Sections:**

Constitution

Article III: Membership

By-Laws

Article I: Membership

**2.4.5 Personnel Committee**

The Personnel Committee and Chairperson shall be appointed annually at the annual meeting by the Board of Directors and shall consist of one (1) director from Areas 1-5 and (1) director from Areas 6-10, one (1) representative from Areas 1-5, one representative from Areas 6-10, one (1) member at large and the Executive Director who shall be ex-officio non voting member. All appointments are for two years, except the member at large which shall be a one year appointment. The Personnel Committee shall prepare a job description for the position of Executive Director and when hiring shall interview qualified candidates, prepare a proposed contract and make a recommendation to the Board of Directors on the most qualified candidate for the position of Executive Director. The chairperson shall immediately notify the Executive Officers and Board of Directors on the hiring, firing, resignation or leave of absence of any employee. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Personnel Committee shall also prepare and maintain a Personnel Manual for the Association; meet at least once annually and as needed to consider changes in the Manual; make recommendations to the Board of Directors and other Association bodies on issues involving employees; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Board of Directors may require of it.

**Related Sections:**

Constitution

Article V, Section 8: Association Employees

By-Laws

Article II, Section 6: Employees

Article II, Section 7: Remuneration

Article III, Section 8: Association Employees

Article VI: Administrative Procedures

### **2.4.6 Credentials Committee**

The Credentials Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members, and shall meet at the Annual Meeting prior to the opening of the first session of the Business Meeting or as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Credentials Committee shall also verify the credentials of each voting delegate to the Annual Meeting and certify his/her right(s) to vote during the Business Meeting; draft, for majority approval of the Board of Directors, and publish campaign requirements for candidates for Association Office; review the qualifications of candidates for Association Office at the Annual Meeting and report their findings to the assembly; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Commander and/or Board of Directors may require of it.

#### **Related Sections:**

##### Constitution

Article III: Membership

Article VI: Meetings

##### By-Laws

Article I: Membership

Article IV, Section 4: Membership Committee

Article V: Voting

### **2.4.7 Constitution Committee**

The Constitution Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members and shall meet at least once yearly and as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Constitution Committee shall also review the Association's Constitution and these Bylaws to consider the need for amendments to clarify or update them, at their required meeting; review any amendment(s) submitted by the Association membership to determine their timeliness and impact of the Constitution and Bylaws prior to the Annual Meeting; provide a recommendation to the Board of Directors and to the assembly on such amendment(s); and interpret the Constitution and these Bylaws. Upon written request, the Committee shall give a written interpretation of the provisions of this Constitution and Bylaws which shall be filed by the Executive Director for future reference. Written interpretations by the Constitution Committee shall be binding and may only be changed by the Constitution Committee or Amendment. The Constitution Committee shall keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

**Related Sections:**

## Constitution

Article VI: Meetings

Article IX: Amendments

## By-Laws

Article VI: Administrative Procedures

Article VII: Amendments

**2.4.8 Rescue Competition Committee**

The Rescue Competition Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Rescue Competition Committee shall also serve as liaison between the Association and the North Carolina Department of Insurance Fire and Rescue Services Division, or its successor, for the purpose of sponsoring an annual competition between Association squads involving rescue techniques; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Commander and/or Board of Directors may require of it.

**2.4.9 BLS Competition Committee**

The BLS Competition Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the BLS Competition Committee shall also serve as liaison between the Association and the North Carolina Office of Emergency Medical Services, or its successor, for the purpose of sponsoring an annual competition between Association squads involving patient care techniques; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Commander and/or Board of Directors may require of it.

**Related Sections to this Article as a Whole:**

## Constitution

Article V, Section 2: Appointive Association Officers

Article V, Section 6: Standing Committees

Article VI, Section 5: Standing Committee Meetings

## By-Laws

Article II, Section 3, Subsection H: Standing Committee Chairpersons  
Article III, Section 6: Committee Members and Association Representatives  
Article V: Voting

#### **2.4.10 Standards and Training Committee**

The standards and Training Committee Shall Consist of a minimum of six (6) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Standards and Training committee shall monitor, develop and recommend standard and training programs affecting members of the Association and keep the Board of Directors informed of its activities; and perform such other duties as the Commander and or Board of Directors may require of it.

#### **Related Sections:**

##### Constitution

Article V Officers, Governing Bodies, Committees and Employees

Section 2: Appointive Association Officers

Subsection A: Requirements

Subsection B: Appointive Association Positions

Subsection C: Association Representatives

Section 6: Standing Committees

Subsection A: Generally

Subsection B: Standing Committee Chairpersons

Subsection C: Standing Committee Members

Article VI: Meetings

Section 1: Meeting Rules

Section 5: Standing Committee Meetings

##### By-Laws

Article II: Officers and Employees Duties and Remuneration

Subsection H: All Standing Committee Chairpersons

Section 7: Remuneration

## **2.5 ARTICLE V: Voting**

### **2.5.1 Section 1: Active Members**

Association Squads, and individual squad members serving within that squad, shall have one vote per squad at the Annual Meeting and Area Meeting. Each squad shall designate a delegate to cast its vote at the Annual Meeting.

### **2.5.2 Section 2: Lifetime Members**

Lifetime Members shall have no voting rights.

### **2.5.3 Section 3: Emeritus, Associate and Honorary Membership**

Emeritus, Associate and Honorary Membership conveys no office holding or voting rights.

### **2.5.4 Section 4: Commander, Vice-Commander and Committee Chairpersons**

The Commander, Vice-Commander and other Chairpersons shall have no vote at meetings in which they preside. A tie vote by eligible voters defeats the issue in question; however, in the event of a tie, the Commander, Vice-Commander or other Chairperson may, at their discretion, cast a vote in favor of the issue in question.

### **2.5.5 Section 5: Board of Director's Meetings**

Only Board members shall be allowed to vote. Each member of the Board, with the exception of the presiding officer, shall have one (1) vote. Fifty percent (50%) of the Board members present and voting at a Board Meeting shall constitute a quorum.

### **2.5.6 Section 6: Appointive Association Officers**

#### **2.5.6.1 Subsection A: Annual Meeting**

Appointive Association Officers shall not be afforded a vote at the Annual Association Meeting based solely on their appointive position.

**2.5.6.2 Subsection B: Board of Directors Meetings**

Appointive Association Officers shall not be afforded a vote at Board of Director's Meetings based solely on their appointive position.

**2.5.6.3 Subsection C: Area Meetings**

Appointive Association Officers shall not be afforded a vote at Area Meetings based solely on their appointive position.

**2.5.6.4 Subsection D: Committee Meetings**

If active members of this Association, Appointive Association Officers may be appointed to committees and/or committee chairpersons, with full voting rights, of any Association committee, provided they are not otherwise prohibited from serving and voting in such position(s) by this Constitution and By-Laws.

**2.5.7 Section 7: Area Meetings**

**2.5.7.1 Subsection A: Area Squads**

Area squads shall vote as described under the section on Active Members.

**2.5.7.2 Subsection B: Area Directors and Area Secretary**

The Area Directors and the Area Secretary shall vote only if they are the sole representative of their squad or are individual members without a squad. A tie vote by eligible voters defeats the issue in question; however, in the event of a tie, the Area Director actually conducting the vote may, at his/her discretion, cast a vote in favor of the issue in question.

**2.5.7.3 Subsection C: Appointive Area Officers**

Appointive Area Officers shall not be afforded a vote at Area Meetings based solely on their appointive position.

**2.6 ARTICLE VI: Administrative Procedures**

The Board of Directors may, by majority approval, adopt administrative procedures that clarify and/or supplement this Constitution and By-Laws, provided such procedures do

not modify this Constitution and By-Laws. The Board of Directors may, by majority approval, also adopt a system of office policies, practices, procedures and disciplinary actions to govern its membership, provided such does not conflict with this Constitution and By-Laws.

## **2.7 ARTICLE VII: Amendments to the By-Laws**

Proposed amendments to these Bylaws shall be presented in writing to the Association Executive Director not less than 45 days before the Annual Meeting. The Executive Director shall submit a copy of all proposed amendments to the membership not less than 30 days in advance of the opening of the Annual Association Meeting. Prior to the Annual Meeting, the Constitution Committee shall review the amendment(s) and shall provide a recommendation to the Board of Directors and, at the Annual Meeting, to the assembly. A two-thirds (2/3) majority vote of the voting delegates present and voting at the Annual Meeting shall be required for adoption of the amendment.

### **Related Sections:**

Constitution

Article IX: Amendments

By-Laws

Article IV, Section 9: Constitution Committee

Article VI: Administrative Procedures

## **2.8 ARTICLE VIII: Effective Date**

These By-Laws shall become effective upon ratification.

### **Related Sections:**

Constitution

Article X: Effective Date

Amended: April 23, 2010

## **Chapter 3**

# **BENEVOLENT BROTHERHOOD RULES & BYLAWS**

Pursuant to action taken by the Board of Directors of the North Carolina Association of Rescue and Emergency Medical Services, Inc., there is established a Benevolent Brotherhood Fund to be known as "The North Carolina Association of Rescue and Emergency Medical Services Benevolent Brotherhood."

### **3.1 ARTICLE I (Name)**

North Carolina Association of Rescue and Emergency Medical Services Benevolent Brotherhood.

### **3.2 ARTICLE II (Purpose)**

The purpose of the Benevolent Brotherhood is to render financial aid to the beneficiary and immediate family of any member, who at the time of his/her death, is in good standing as a member of the Benevolent Brotherhood.

### **3.3 ARTICLE III (Membership)**

To qualify for membership in this Brotherhood, the person applying shall be a member or an official of a rescue squad that is affiliated with or a subsidiary of the North

Carolina Association of Rescue and Emergency Medical Services, Inc., and the person applying must be a member of the North Carolina Association of Rescue and Emergency Medical Services, Inc.

### **3.3.1 Section 1**

Membership in the North Carolina Association of Rescue and Emergency Medical Services Benevolent Brotherhood shall be available to all present members and/or officers of rescue squads that are affiliated with or subsidiaries of the North Carolina Association of Rescue and Emergency Medical Services, Inc.

**3.3.1.1 A member must join the Brotherhood within five (5) years after becoming a member of the Association. Unless, the department and all members join the Brotherhood as a unit. (Approved 1-25-98)**

**3.3.1.2 A member must join the Benevolent Brotherhood before they reach their sixty-fifth (65) birthday. (Approved 9-20-02)**

### **3.3.2 Section 2**

Applicants for membership in the Benevolent Brotherhood shall be in good health.

### **3.3.3 Section 3**

To hold membership in the Benevolent Brotherhood, the person must be a member of the North Carolina Association of Rescue and Emergency Medical Services, Inc.

## **3.4 ARTICLE IV (Board of Directors)**

The Directors of the North Carolina Association of Rescue and Emergency Medical Services, Inc., the Commander, Vice-Commander, and Executive Director-Treasurer shall constitute the Board of Directors of the North Carolina Association of Rescue and EMS Benevolent Brotherhood.

The Board of Directors shall meet annually at the regular conference of the North Carolina Association of Rescue and Emergency Medical Services, Inc. The Commander shall be Chairman, the Vice-Commander shall be Vice-Chairman, and the Executive Director-Treasurer shall be appointed by the Commander with the approval of the Board of Directors.

The Chairman may call special meetings of the Board of Directors whenever he deems it necessary.

### **3.5 ARTICLE V (Officers' Duties)**

The Chairman shall preside at all meetings. In the absence of the Chairman, the Vice-Chairman shall preside.

The Executive Director-Treasurer will be responsible for making a financial record of all transactions of the Benevolent Brotherhood, and shall make a report of the same at any regular or called meeting.

Upon receipt of proof of death (Death Certificate) of a member of this Benevolent Brotherhood (which may be from any cause, except that no benefits are to be paid in the event of death by suicide unless the deceased has been a member of the Benevolent Brotherhood for a period of two (2) years or longer), the Executive Director-Treasurer shall pay to the beneficiaries designated by the deceased member, the amounts as specified in these bylaws.

All checks against funds shall be signed by the Commander, Vice-Commander, or the Executive Director-Treasurer.

The Board of Directors has the authority to require a bond of these persons signing checks or handling funds.

### **3.6 ARTICLE VI (Dues)**

Each member shall pay to the Treasurer four (4) dollars (\$4.00) as the initial payment with application for membership and one (1) dollar (\$1.00) upon the death of a member of the Benevolent Brotherhood.

Each member shall pay additional assessments of one (1) dollar (\$1.00) each to cover the operating expenses of the Benevolent Brotherhood. The number of operating expense assessments needed to cover the operating expenses will be determined by the Board of Directors.

### **3.7 ARTICLE VII**

The Chief or Captain of each squad shall appoint a member to receive collections from each Benevolent Brotherhood member when notified of a member's death. The Collector shall forward the collections, along with a complete report, to the Executive Director-Treasurer of the Benevolent Brotherhood within a period of thirty (30) days after the date of the assessment. The squad is responsible for all collections, notifications of members regarding delinquency and cancellations of membership.

### **3.8 ARTICLE VIII (Disbursements)**

#### **3.8.1 Section 1**

The Officers and Directors shall require the Executive Director-Treasurer to pay the beneficiary of a deceased member of the North Carolina Association of Rescue and Emergency Medical Services Benevolent Brotherhood the amount as specified in the following schedule:

Membership size	Benefit amount
500 members	\$ 250.00
1000 members	\$500.00
1500 members	\$ 1,000.00
2000 members	\$ 1,500.00
2500 members	\$ 2,000.00
3000 members	\$ 2,500.00
3500 members	\$ 3,000.00
4000 members	\$ 3,500.00
4500 members	\$ 4,000.00
5000 members	\$ 4,000.00
6500 members	\$ 5,500.00
7000 members	\$ 6,000.00
8000 members	\$ 7,000.00
9000 members	\$ 8,000.00
10,000 members	\$ 9,000.00
11,000 members	\$ 10,000.00

#### **3.8.2 Section 2**

The Benevolent Brotherhood shall furnish an Association flag for the graveside services or for the family, when requested by the deceased member's family.

### **3.9 ARTICLE IX (Delinquents)**

Any member who fails to pay within a period of sixty (60) days after the member and/or squad has been properly notified by letter from the Executive Director, shall forfeit membership in the Benevolent Brotherhood.

### **3.10 ARTICLE X (Expulsion)**

Any member who is dismissed from his or her squad for not complying with the Constitution and Bylaws and/or the general rules of the squad or for any other reason, shall immediately forfeit membership in the Benevolent Brotherhood.

### **3.11 ARTICLE XI (Individual Membership)**

Any member may retain membership in the Benevolent Brotherhood if he or she resigns or is retired from the squad for reasons other than those described in Article X, and is in good standing in the North Carolina Association of Rescue and Emergency Medical Services, Inc., retains good moral habits, keeps the Executive Director informed of his or her correct address, pays all assessments properly, gives full moral support to all squadmen and rescue squads at all times, and has as much as three (3) years' continuous service as a squadman or an officer (prior to retirement or resignation) of a member rescue squad of the North Carolina Association of Rescue and Emergency Medical Services, Inc.

All Individual Brotherhood Members are required to pay thirty dollars (\$30.00) in advance, to be used as assessments and dues occur. Once the thirty dollars (\$30.00) is used up, the Executive Director will bill the Individual Member for another thirty dollars (\$30.00).

### **3.12 ARTICLE XII (Amendments)**

These Rules and Bylaws may be amended by a majority vote at any regular or special meeting of the Board of Directors of the North Carolina Association of Rescue and Emergency Medical Services, Inc. Benevolent Brotherhood, providing the amendment is presented in writing to the Executive Director fifteen (15) days prior to the meeting in which the vote is to be taken.

### **3.13 ARTICLE XIII (Expenses)**

Membership of the North Carolina Association of Rescue and Emergency Medical Services, Inc. Benevolent Brotherhood shall finance the necessary expenses incurred in operating this fund.

### **3.14 ARTICLE XIV (Pre-existing Conditions)**

The North Carolina Association of Rescue and Emergency Medical Services, Inc. will pay no claim for:

1. Results from a pre-existing condition, and which commences within two (2) years of application date. (A pre-existing condition is one that was diagnosed or treated by a doctor within five (5) years prior to the application date).
2. The existence of symptoms which would cause an ordinarily prudent person to seek diagnosis, care or treatment within the five (5) year period prior to the application date.

### **3.15 ARTICLE XV (Disclaimer)**

Nothing in these Bylaws shall be construed to create an expectation that such benefits payable by this Brotherhood are insurance benefits. Such benefits are not insurance benefits and are not subject to the jurisdiction and supervision of the Department of Insurance.

## **Chapter 4**

# **MUTUAL AID GUIDELINES**

The following guidelines were developed with the idea to help promote good public relations, and to also help inform State officials of Mutual Aid in rescue operations throughout the State of North Carolina.

### **4.1 MUTUAL AID GUIDELINES FOR STATE EMERGENCY RESPONSE**

The following information is intended to be used as a guideline by those agencies directly and indirectly involved in providing fire, rescue, and emergency medical services resources in fulfilling their responsibilities as identified in the State Comprehensive Emergency Plan.

It is hoped that this document will clarify and identify lines of communication and command procedures that interface with existing procedures by other agencies. The procedures within follow these guidelines universally recognized and are in some stages of implementation by Fire, Rescue and Emergency Medical Services within the State of North Carolina.

1. Upon initial notification of SERT activity, the Association may be notified by any of the following agencies of any necessary resources requested; NC Office of the State Fire Marshal (OSFM). Office of Emergency Medical Services (OEMS), or NC Division of Emergency Management (NCEM) Operations. The requesting agency will advise all pertinent information regarding the resource request that may include any of the following: name of IC, reporting location, communication channels to be used, appropriate contact information of the requesting agency, etc., and be advised of the individual in charge.
2. All resource requests to the Association will be handled through the designated individual from OSFM, OEMS, or NCEM Operations.

3. The Association shall notify, obtain, and organize requested equipment and notify the designated contact person with OSFM, OEMS, or NCEM Operations of the location of the resource, the individual in charge, and any pertinent information shared by the resource.
4. All Area Directors are to assist the Association Office in securing the resources requested and report to the Association office the names and certification of all individuals and the name and number of all vehicles. The Association will then notify the State EOC of this information and the movement of resources can be authorized. If possible, the individual squads should notify the appropriate individual in their county who should be aware of movement of resources from the county.
5. If provisions for fuel, food, lodging and support needs cannot be authorized, Association resources will not be requested or authorized by EOC.
6. Any resources responding, without documented authorization by the Association, will be returned and no support provided.

## **4.2 GUIDELINES FOR STATE EOC STAGING AREAS**

1. The location of the particular Staging Areas will be determined by Command based on known and predictable conditions. Locations will provide flexibility of movement and ease in providing support needs to units being held at staging.
2. In the initial planning for the location of SERT Staging Areas, Command should include all appropriate state agencies. Staging Areas will not be established until availability of fuel, food and other support equipment at no cost, can be finalized.
3. The Staging Areas' managers will be provided with a list of expected agencies' units, personnel, and the estimated arrival time of authorized resources. Any unauthorized units and/or personnel will be returned to their respective locations and no support provided.
4. All fuel, food, supplies, and other support equipment used by the authorized resource must be documented and this documentation forwarded to F/R-OEMS Operations by F/R-OEMS field units. Command and the appropriate requesting agencies to include OSFM, OEMS, and NCEM is to be included in the incident documentation and for any possible reimbursements.
5. Information relayed to Field Units from OSFM, OEMS, or NCEM Operations shall be passed on to resources located in Staging Areas by hourly briefings.
6. All units must report to designated Staging Areas for debriefing prior to return and termination of all operations. All movement must be documented by Field Units and forwarded to F/R-OEMS Operations.

7. No Staging Areas shall be terminated or equipment released unless authorized by OSFM, OEMS, or NCEM Operations.
8. Any agency, county or local mutual aid agreements activated prior to or during SERT Operations shall be the responsibility of those requesting agencies and to not fall under the support responsibilities of OSFM, OEMS, or NCEM Operations.

## Chapter 5

# Directory

### 5.1 BOARD OF DIRECTORS, ALTERNATE DIRECTORS, COMMITTEE MEMBERS, AREA SECRETARIES

Name	Address	Bus Phone	Res Phone
Baddour, Phillip	PO Box 916, Goldsboro, NC 27533	919 735-7275	919 734-3917
Beamon, William Scott	2427 Kittrell Hill Rd, Farmville, NC 27882	252 753-4863	252 902-1235
Bickerstaff, Douglas	2814 Alish Trail, Mount Pleasant, NC 28124	704 436-8017	
Blanchard, Johnny	223 Keys Cross Rd, Hobbsville, NC 27946	757 396-3316	252 465-8821
Bradshaw, Jerry	216 King Rd, Clinton, NC 28328-8715		910 533-2252
Brown Jr., Michael E.	753 Foxchase Ln, Winterville, NC 28590	252 847-2494	252 847-2494
Caudill, Richard	3440 Pine Swamp Rd., Sparta, NC 28675		336 372-2833
Cornelison, Jerry	PO Box 240, Bunn Level, NC 28328	919 776-5601	
Cowan, Glenn E.	PO Box 1137, Robersonville, NC 27871-1137	252 795-4117	252 508-0317
Cox, Anita	5108 Oxford Ridge Ct, Claremont, NC 28610-9793		828 256-7896
Ellis, Ronald	419 Belvoir School Rd, Clinton, NC 28328		910 590-7283

Name	Address	Bus Phone	Res Phone
Evans, Durwood	1500 NC Hwy 37, Gatesville, NC 27938-9471		252 357-1394
Faircloth, Joel	PO Box 505, Salemburg, NC 28385	919 736-0506	910 525-0385
Foxx, William Terry	145 Midway Park Ln, Taylorsville, NC 28681-9981		828 632-2755
Gordon, Kevin	1310 Stoney Point Rd, Shelby, NC 28150		980 435-3282
Haddock, Eddie	PO Box 27, Princeton, NC 27569-0027		919 936-1981
Haddock, Kim	PO Box 27, Princeton, NC 27569-0027		919 936-1981
Hall, Sprunt	217 Jim Sauls Rd, Bowdens, NC 28398-7988	910 267-1942	910 293-3156
Hampton III, Ed B.	116 Creston Dr, Greensboro, NC 27406-9061	800 334-6656	336-273-9655
Harris, J. Keith	107 Stoney Run Dr, Goldsboro, NC 27534-9652		919 735-1512
Hedgepeth, Carnie	1882 Fishpond Rd, Farmville, NC 27828	919 609-3802	252 413-0390
Henderson, Bill	2449 S Jim Minor Rd, Mebane, NC 27302-9185		336 578-5987
Hendrix, Ted R.	2351 Leroy Ave, Gastonia, NC 28054	704 736-2717	704 913-1746
Hinshaw, Jeff	1201 Emerald St, Yadkinville, NC 27055-7833	336 716-4625	336 679-6443
Howell, James Chris	2858 Piney Grove Ch Rd, Williamston, NC 27892-8712	252 792-6056	252 792-3521
Hogue, Kenneth	8374 Unity Church Rd, Denver, NC 28037		704 634-9935
Jones, Ann Hart	701 Jonestown Rd, Dover, NC 28526-9141		
Joyner, Gordon A.	683 S Bentonville Rd, Four Oaks, NC 27524-8860	919 736-0506	919 689-2521
Joyner, Ricky E.	275 Manley Grove Ch Rd, Mount Olive, NC 28365-6961		919 689-9555
Killian, Phillip Andrew	3742 Providence Mill Rd, Maiden, NC 28650-8549		828 428-9925
Knight, Darin	2409 Logan Field Dr, Goldsboro, NC 27530		704 400-6796
Kornegay Jr, Dr Hervy	2604 Medical Office Place, Goldsboro, NC 27530	919 580-0004	
Lancaster, Lorrie	2300 Green Sea Rd, Green Sea, SC 29545-5035	910 653-2863	843-756-2145

Name	Address	Bus Phone	Res Phone
Likens, Jackie	54 Wes Sandling Rd, Franklinton, NC 27525-8937	919 992-2707	919 494-5543
Lockey, Sandy	12661 Birchwood Cir, Laurinburg, NC 28352-7707	910 291-7636	910 276-5962
Lowe, Douglas A.	4 Waterview Ct, Thomasville, NC 27360-6447	336 242-2967	336 472-1466
Mancos, Joe	340 W New England Ave, Pinebluff, NC 27373	910 947-6500	910 281-5205
Mauney, Christopher Allen	4259 Bass Mountain Rd, Snow Camp, NC 27349	919 666-3044	336 264-4767
Mauney, William C.	4259 Bass Mountain Rd, Snow Camp, NC 27349	336 266-0420 (cell)	336 376-3589
Marks, Ed	PO Box 696, Buxton, NC 27920-0696		252 995-4770
McCaskill, Cristall	1104 Black Rd, Thomasville, NC 27360-6012	336 713-3475	336 475-8654
McCaskill, L. Scott	1104 Black Rd, Thomasville, NC 27360-6012	336 242-2215	336 475-8654
McKeel, Paige A.	217 S Main St, Walstonburg, NC 27888-8900	252 714-4336	
McKeel, Jr., Fitz	217 S Main St, Walstonburg, NC 27888-8900	252 753-1959	252 753-2539
McNeill Jr., Thomas	684 Myrtle St, Asheboro, NC 27205-7266		336 626-9948
Mozingo, Phyllis K.	136 Bennett Farm Ln, Goldsboro, NC 27530	919 658-4688	919 689-3934
Myers, Brent MD	331 S. McDowell St, Raleigh, NC 27601	919 856-6030	
Pease, David	PO Box 10, Garner, NC 27529-0010		919 291-6201
Pennell, Tim H.	1931 Dover Church Rd, Taylorsville, NC 28681-7036	828 632-0162	828 632-9809
Pippin Jr., John L.	194 Old Black Creek Rd, Fremont, NC 27830		919 242-6481
Poe, Debra	PO Box 672, Jefferson, NC 28640-0672	336 246-2768	336 246-3215
Poe, Robert G.	PO Box 672, Jefferson, NC 28640-0672	336 246-2768	336 246-3215
Reeves, David M.	321 E Raleigh St, Siler City, NC 27344-3201	336 334-4822	919 742-6087
Sermons, Henry P.	218 Bryan St, Havelock, NC 28532-2348		252 447-5660
Skinner, Randy	236 Riverwood Dr, Hertford, NC 27944		252 426-1846

Name	Address	Bus Phone	Res Phone
Snyder, Adam	3523 Sneads St, Morehead City, NC 28557	252 726-7361	252 659-2645
Sparks, Billy	965 Rock Spring Dr, Winston-Salem, NC 27105	336 741-7073	336 767-1315
Stamey, David	PO Box 1013, Clyde, NC 28727-1013	828 646-2554	828 627-1112
Stamey, Deneise	PO Box 1013, Clyde, NC 28727-1013		828 627-1112
Stewart, James S.	PO Box 762, Raeford, NC 28376-0762	910 904-2973	910 875-0313
Stone, Vince	PO Box 756, Pisgah Forest, NC 28768-0756		828 884-2290
Sullivan, III, Woodrow	108 Royal Oaks Dr, Hampstead, NC 28443-7328	910 270-4715	910 270-3695
Twomey, Robert D.	PO Box 53, Cedar Mountain, NC 28718-0053	828 884-3230	828 884-7174
Wall, Dean	315 Mackey Creek Rd, Old Fort, NC 28762	828 652-1966	828 724-4296
Warrick, Ronnie	2303 Memorial Church Rd, Kenly, NC 27542-8807		919 242-5005
Watt, Ronald	PO Box 535, Buxton, NC 27920-0535		252 216-8011
Whitman, Charles Gary	318 Clubhouse Dr, Dunn, NC 28334	910 892-1211	910 892-8558

## **Chapter 6**

# **FISCAL YEAR: 2010 - 2011**

### **6.1 BROTHERHOOD OFFICERS**

COMMANDER: Tommy McNeill

CHAIRMAN:

VICE-COMMANDER: Robert Poe

VICE-CHAIRMAN:

EXECUTIVE DIRECTOR-TREASURER: Gordon A. Joyner

### **6.2 RENEWAL OF YEARLY DUES**

#### **6.2.1 UNIT DUES**

\$30.00 per squad

#### **6.2.2 MEMBERSHIP DUES**

\$ 10.00 per member

DUES ARE PAYABLE ON OCTOBER 1 - DELINQUENT AFTER FEBRUARY 1

DUES ARE PRORATED. MARCH 1 - AUGUST 31

#### **6.2.3 BROTHERHOOD JOINING FEES**

A ONE-TIME FEE OF \$4.00.

**6.2.4 INFORMATION REQUIRED FOR RENEWAL**

PLEASE FURNISH THE ASSOCIATION WITH THE FOLLOWING INFORMATION WHEN RENEWING YEARLY DUES:

1. SQUAD ROSTER of ALL members.
2. SQUAD INFORMATION SHEET.  
It is important for us to have the correct mailing address of the squad, current Captain, Chief and Secretary along with Emergency phone numbers. Please notify the Association when any changes are made in address, Captain, Chief and Secretary or Emergency phone numbers of any other officers.
3. YOUR ROSTER CAN BE FILED ON-LINE AND PAYMENT MADE ON-LINE, OR YOU CAN FILE ON-LINE AND AUTHORIZE US TO BILL THE DEPARTMENT FOR YOUR ANNUAL DUES
4. ALWAYS INCLUDE MEMBERSHIP DUES AND UNIT DUES AT THE SAME TIME, IF FILING YOUR ROSTER BY MAIL.

**\* EACH SQUAD RECEIVES A CERTIFICATE FOR PAYMENT OF UNIT DUES.**

**\* INDIVIDUAL ASSOCIATION CARDS ARE RECEIVED BY EACH MEMBER ON PAYMENT OF DUES. EACH CARD IS SIGNED BY THE COMMANDER AND Executive Director-TREASURER. EACH MEMBER ALSO RECEIVES A NCAR&EMS WINDOW DECAL.**

**6.3 BENEVOLENT BROTHERHOOD**

The Benevolent Brotherhood is a fund provided by the Association to a deceased member of a Rescue Squad. The Benevolent Brotherhood pays benefits as provided for in ARTICLE VIII in the Benevolent Brotherhood Bylaws.

To be a member of the Benevolent Brotherhood, a member of a squad must first be a member of the North Carolina Association of Rescue and Emergency Medical Services, Inc.

N.C.A.R. & E.M.S. JOINING FEES ARE.....\$10.00 per member

N.C.A.R. & E.M.S. BENEVOLENT BROTHERHOOD

JOINING FEES ARE.....\$4.00 per member

(Application Card Completed)

TOTAL JOINING FEES.....\$14.00

### **6.3.1 DEATH OF A SQUAD MEMBER**

1. Notify the Association office immediately when a death occurs.
2. Send one (1) copy of the Death Certificate to the Association office. PLEASE DO NOT SEND THE ORIGINAL DEATH CERTIFICATE. Your local funeral home can obtain a copy for you.
3. A NCAR&EMS Flag may be obtained for the family of the deceased member, if they desire one. There is no charge for this flag. Flags may be purchased for your squad from the Association Office.
4. A Graveside Burial Booklet is available to squads on the death of a member. This booklet was composed and written by former State Chaplain, Rev. Dan Norman.
5. Assessment fees are \$1.00 per member, due within 10 days of assessment billing date.
6. In changing a Beneficiary, PLEASE FILL OUT ANOTHER APPLICATION CARD AND MARK AT THE TOP "CHANGE OF BENEFICIARY". Please have your squad secretary check occasionally for members whose beneficiaries have changed and for members who have gotten married and still list their parents as beneficiaries. Send changes to the Association Office as quickly as possible.
7. When transferring a squad member to another squad, please make sure that all assessments are paid on them before requesting the transfer.

## **Chapter 7**

# **OFFICERS**

### **7.1 2010 - 2011**

COMMANDER:	Tommy McNeill
VICE-COMMANDER:	Robert Poe
EXECUTIVE DIRECTOR-TREASURER:	Gordon A. Joyner
CHAIRMAN, NCAR&EMS/BENEV. BROTHERHOOD:	Tommy McNeill
VICE-CHAIRMAN, NCAR&EMS/BENEV. BROTHERHOOD:	Robert Poe

### **7.2 APPOINTIVE OFFICERS**

#### **7.2.1 EXECUTIVE DIRECTOR/TREASURER**

Gordon A. Joyner  
683 S. Bentonville Rd., Four Oaks NC 27524-8860  
Bus. 919/736-0506 Res. 919/689-2521

#### **7.2.2 MEDICAL ADVISOR**

Dr. Hervy Kornegay Jr  
2604 Medical Office Place, Goldsboro, NC 27530  
Bus. 919/580-0004

### **7.2.3 LEGAL ADVISOR**

Phillip Baddour, Jr.  
PO Box 916, Goldsboro NC 27533-0916  
Bus. 919/735-7275 Res. 919/734-3917

### **7.2.4 CHAPLAIN**

Carnie Hedgepeth  
1882 Fishpond Rd, Farmville NC 27828  
Res. 252/413-0390

### **7.2.5 PENSION BOARD**

Debra Poe  
PO Box 672, Jefferson, NC 27640-0672  
Bus. 336/246-2768 Res. 336/246-3215

### **7.2.6 FINANCE OFFICER**

Henry Sermons  
218 Bryan St., Havelock, NC 28532  
Bus. Res. 252/447-5660

### **7.2.7 EMS ADVISORY COUNCIL**

Robert G. Poe  
PO Box 672, Jefferson, NC 28640-0627  
Bus. 336/246-2768 Res. 336/246-3215

### **7.2.8 FIRE & RESCUE COMMISSION**

Robert G. Poe  
PO Box 672, Jefferson, NC 28640-0627  
Bus. 336/246-2768 Res. 336/246-3215

Charles Gary Whitman  
381 Club House Dr., Dunn, NC 28334  
Bus. 910/892-1211 Res. 910/892-8558

### **7.2.9 PARLIAMENTARIAN**

Ricky E. Joyner  
275 Manley Grove Ch Rd, Mt. Olive NC 28365  
Bus. Res. 919/689-9555

## **7.3 FIRE & RESCUE COMMISSION CERTIFICATION BOARD**

Ed B. Hampton, III  
116 Creston St., Greensboro NC 27406  
Bus. 800/334-6656 Res. 336/273-9655

David M. Reeves  
321 E. Raleigh St, Siler City NC 27344-3201  
Bus. 336/334-4822 EXT. 2289 Res. 919/742-6087  
Chatham Rescue Base 919/742-4514

Henry P. Sermons  
218 Bryan St., Havelock NC 28532-2348  
Bus. 252/638-7370 Res. 252/447-5660

Terry Foxx  
145 Midway Park Ln, Taylorsville NC 28681-9419  
Res. 828/632-2755

## **7.4 ALTERNATE REPRESENTATIVES**

L. Scott McCaskill  
1104 Black Rd, Thomasville NC 27360-6012  
Bus. 336/242-2215 Res. 336/475-8654

Tim H. Pennell

1931 Dover Church Rd, Taylorsville NC 28681-7036  
Bus. 828/632-0162 Res. 828/632-9809

## **7.5 WORKERS COMPENSATION BOARD**

Jerry Bradshaw  
216 King Rd, Clinton NC 28328-8715  
Res. 910/533-2252

Gordon Joyner  
683 S Bentonville Rd, Four Oaks NC 27524-8860  
Bus. 919/736-0506 Res. 919/689-2521

Robert Poe  
PO Box 672, Jefferson, NC 28640-0672  
Bus. 336 246-2768 Res. 336 246-3215

Joel Faircloth  
PO Box 505, Salemburg NC 28385-0505  
Bus. 919/736-0506 Res. 910/525-0385

### **7.5.1 STROKE ADVISORY COUNCIL**

Brent Myers MD  
331 S. McDowell St., Raleigh, NC 27601  
Bus. 919/856-6030

### **7.5.2 911 BOARD**

James S. Stewart  
PO Box 762, Raeford, NC 28376-0762  
Bus. 910/904-2973 Res. 910/875-0313

## **7.6 AREA DIRECTORS, ALTERNATE DIRECTORS, AREA SECRETARIES**

### **7.6.1 AREA I**

DIRECTOR: Randy Skinner  
DIRECTOR: Ronald Watt  
ALT. DIRECTOR:  
ALT. DIRECTOR: Ed Marks  
SECRETARY: Johnny Blanchard

### **7.6.2 AREA II**

DIRECTOR: Glenn E. Cowan  
DIRECTOR: Canie Hedgepeth  
ALT. DIRECTOR: James Chris Howell  
ALT. DIRECTOR: Adam W. Snyder  
SECRETARY: Ann Hart Jones

### **7.6.3 AREA III**

DIRECTOR: Woody Sullivan  
DIRECTOR: Jerry Bradshaw  
ALT. DIRECTOR:  
ALT. DIRECTOR: Joel Faircloth  
SECRETARY: Lorrie Lancaster

### **7.6.4 AREA IV**

DIRECTOR: Fitz McKeel, Jr.  
DIRECTOR: Ronnie Warrick  
ALT. DIRECTOR: William Scott Beamon  
ALT. DIRECTOR: Phyllis Mazingo  
SECRETARY: Paige McKeel

**7.6.5 AREA V**

DIRECTOR: Jerry Cornelison

DIRECTOR: Joe Mancos

ALT. DIRECTOR:

ALT. DIRECTOR:

SECRETARY: Sandy Lockey

**7.6.6 AREA VI**

DIRECTOR: David Pease

DIRECTOR: Christopher Mauney

ALT. DIRECTOR:

ALT. DIRECTOR:

SECRETARY:

**7.6.7 AREA VII**

DIRECTOR: Kevin S. Gordon

DIRECTOR: Kenneth Hogue

ALT. DIRECTOR: Ted R. Hendix

ALT. DIRECTOR: Darin Knight

SECRETARY:

**7.6.8 AREA VIII**

DIRECTOR: Bill Henderson

DIRECTOR: Jeff Hinshaw

ALT. DIRECTOR: Billy Sparks

ALT. DIRECTOR: Richard Caudill

SECRETARY: Debbie Poe

**7.6.9 AREA IX**

DIRECTOR:	Scott McCaskill
DIRECTOR:	Terry Foxx
ALT. DIRECTOR:	Cristall McCaskill
ALT. DIRECTOR:	Tim Pennell
SECRETARY:	Phil Killian

**7.6.10 AREA X**

DIRECTOR:	Vince Stone
DIRECTOR:	David Stamey
ALT. DIRECTOR:	Bob Twomey
ALT. DIRECTOR:	
SECRETARY:	Denise Stamey

**7.7 ADVISORY COMMITTEE**

The Advisory Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Advisory Committee shall review and/or recommend policy changes affecting any Association activity, office, officer or employee; offer advice to the Board of Directors and any Association Officer or committee upon request; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

**7.7.1 ADVISORY COMMITTEE MEMBERS**

CHAIRPERSON:	Robert Poe
EX-OFFICIO:	Commander & Executive Director-Treasurer
MEMBERS:	Doug Bickerstaff Glenn Cowan Jerry Bradshaw Jerry Cornelison Bill Henderson

Jackie Linkens  
 Scott McCaskill  
 Fitz McKeel  
 Randy Skinner  
 Vince Stone

## **7.8 BLS COMPETITION COMMITTEE**

The BLS Competition Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the BLS Competition Committee shall also serve as liaison between the Association and the North Carolina Office of Emergency Medical Services, or its successor, for the purpose of sponsoring an annual competition between Association squads involving patient care techniques; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.8.1 BLS COMPETITION COMMITTEE MEMBERS**

CHAIRPERSON: Robert Poe

EX-OFFICIO: Commander & Executive Director-Treasurer

MEMBERS: Joe Mancos  
 William Mauney  
 Cristal McCaskill  
 Bob Twomey  
 Representative from the North Carolina Department of Health  
 & Human Services, Office of E.M.S.

## **7.9 CONSTITUTION COMMITTEE**

The Constitution Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members and shall meet at least once yearly prior to the first Board of Director's Meeting and as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Constitution Committee shall also review the Association's Constitution and these Bylaws to consider the need for amendments to clarify or update them, at their required meeting; review any amendment(s) submitted by the Association membership to determine their timeliness and impact of the Constitution and Bylaws prior to the Annual Meeting; provide a recommendation to the Board of Directors and to the assembly on

such amendment(s); and interpret the Constitution and these Bylaws. Upon written request, the Committee shall give a written interpretation of the provisions of this Constitution and Bylaws which shall be filed by the Executive Director for future reference. Written interpretations by the Constitution Committee shall be binding and may only be changed by the Constitution Committee or Amendment. The Constitution Committee shall keep the Board of Directors informed of its activities, and perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.9.1 CONSTITUTION COMMITTEE MEMBERS**

CHAIRPERSON: Glen Cowan  
 EX-OFFICIO: Commander & Executive Director-Treasurer  
 MEMBERS: Douglas Bickerstaff  
 Eddie Haddock  
 Bill Henderson  
 Bob Twomey

### **7.10 CREDENTIALS COMMITTEE**

The Credentials Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members and shall meet at the Annual Meeting prior to the opening of the first session of the Business Meeting or as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Credentials Committee shall also verify the credentials of each voting delegate to the Annual Meeting and certify his/her right(s) to vote during the Business Meeting; draft, for majority approval of the Board of Directors, and publish campaign requirements for candidates for Association office; review the qualifications of candidates for Association office at the Annual Meeting and report their findings to the assembly; keep the Board of Directors informed of its activities, and shall perform such other duties as the Commander and/or Board of Directors may require of it.

#### **7.10.1 CREDENTIALS COMMITTEE MEMBERS**

CHAIRPERSON: Jerry Bradshaw  
 EX-OFFICIO: Commander & Executive Director-Treasurer  
 MEMBERS: Jerry Cornelison  
 Carnie Hedgepeth  
 Fitz McKeel  
 David Stamey

## **7.11 FINANCE COMMITTEE**

The Finance Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-laws, the Finance Committee shall prepare a budget to govern the expenses of the Association for the year following the Annual Meeting (this budget shall be approved by a majority of the Board of Directors and presented to the assembly by the Finance Chairperson); explore and implement ways of raising funds for the Association; approve all travel expenses and expenses for additional help prior to disbursement by the Treasurer, if appropriate; develop guidelines by which such disbursements may be made by the Treasurer; provide a recommendation on all matters concerning employee salaries, including raises and cuts, to the Board of Directors who shall make all final salary decisions by majority vote; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.11.1 FINANCE COMMITTEE MEMBERS**

CHAIRPERSON:	Henry Sermons
EX-OFFICIO:	Commander & Executive Director-Treasurer
MEMBERS:	Jerry Bradshaw Eddie Haddock Bill Henderson Fitz McKeel, Jr. David Pease Debbie Poe Robert Poe Vince Stone Ronald Watt Gary Whitman

## **7.12 LEGISLATIVE COMMITTEE**

The Legislative Committee shall consist of ten (10) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Legislative Committee shall monitor legislation and regulation changes and developments in the state and national governments affecting members of the Association and report such developments to the Board of Directors for dissemination to local squads; at the urging of the Board of Directors, initiate actions to change or modify existing or proposed law on the state and national level affecting the Association

membership; keep the Board of Directors informed of its activities; and perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.12.1 LEGISLATIVE COMMITTEE MEMBERS**

CHAIRPERSON:	Eddie Haddock
EX-OFFICIO:	Commander & Executive Director-Treasurer
MEMBERS:	Doug Bickerstaff Jerry Bradshaw Glenn Cowan Anita Cox Terry Foxx Kevin Gordon Billy Sparks, Jr. Vince Stone Ronnie Warrick Woody Sullivan

## **7.13 MEMBERSHIP COMMITTEE**

The Membership Committee shall consist of eight (8) members, excluding its chairperson and any ex-officio members, and shall meet at least once yearly and as otherwise needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Membership Committee shall establish additional requirements for Active Unit Membership in the Association as provided in these Bylaws under Active Membership; meet at least once yearly to consider changes in these membership requirements; prepare membership applications and grant or deny applications for membership in this Association; provide for one of its members to receive all new applications and keep an accurate record of these; do all within its power to enlist new members in the Association; keep the Board of Directors informed of its activities; and, perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.13.1 MEMBERSHIP COMMITTEE MEMBERS**

CHAIRPERSON:	Robert Poe
EX-OFFICIO:	Commander & Executive Director-Treasurer
MEMBERS:	Jerry Bradshaw Glen Cowan Carnie Hedgepeth

Joe Mancos  
 Fitz McKeel  
 Tim Pennell  
 Debbie Poe  
 Randy Skinner

## **7.14 PERSONNEL COMMITTEE**

The Personnel Committee and Chairperson shall be appointed annually at Annual Meeting by the Board of Directors and shall consist of one (1) director from Areas 1-5 and (1) director from Areas 6-10, one (1) representative from Areas 1-5, one representative from Areas 6-10, one (1) member at large and the Executive Director who shall be ex-officio non voting member. All appointments are for two years, except the member at large which shall be a one year appointment. The Personnel Committee shall prepare a job description for the position of Executive Director and when hiring shall interview qualified candidates, prepare a proposed contract and make a recommendation to the Board of Directors on the most qualified candidate for the position of Executive Director. The chairperson shall immediately notify the Executive Officers and Board of Directors on the hiring, firing, resignation or leave of absence of any employee. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Personnel Committee shall also prepare and maintain a Personnel Manual for the Association; meet at least once annually and as needed to consider changes in the Manual; make recommendations to the Board of Directors and other Association bodies on issues involving employees; keep the Board of Directors informed of its activities; and, shall perform such other duties as the Board of Directors may require of it.

### **7.14.1 PERSONNEL COMMITTEE MEMBERS**

CHAIRPERSON:           Jeff Hinshaw D 06-10-2011  
 EX-OFFICIO:            Commander & Executive Director-Treasurer  
 MEMBERS:              Kim Haddock AL-yearly  
                               Debbie Poe R 06-10-2012  
                               Jerry Bradshaw D 01-05-2012  
                               Ronald Ellis R 01-05-2011

## **7.15 RESCUE COMPETITION COMMITTEE**

The Rescue Competition Committee shall consist of four (4) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to

the duties and responsibilities bestowed on this Committee in the Association's Constitution and Bylaws, the Rescue Competition Committee shall also serve as liaison between the Association and the North Carolina Department of Insurance, Fire and Rescue Services Division, or its successor, for the purpose of sponsoring an annual competition between Association squads involving Rescue techniques; keep the Board of Directors informed of its activities; and shall perform such other duties as the Commander and/or Board of Directors may require of it.

### **7.15.1 RESCUE COMPETITION COMMITTEE MEMBERS**

CHAIRPERSON: Terry Foxx  
 EX-OFFICIO: Commander & Executive Director-Treasurer  
 MEMBERS: Richard Caudill  
 Carnie Hedgepeth  
 Jeff Hinshaw  
 Doug Lowe

## **7.16 RESCUE & E.M.S. MEMORIAL, WAYS AND MEANS COMMITTEE**

### **7.16.1 MEMBERS**

CHAIRPERSON: Henry Sermons  
 MEMBERS: Durwood Evans  
 Sprunt Hall  
 Keith Harris  
 Gordon Joyner  
 Jackie Likens  
 Doug Lowe  
 Robert Poe  
 Dean Wall

## **7.17 STANDARDS AND TRAINING COMMITTEE**

The standards and Training Committee shall consist of a minimum of six (6) members, excluding its chairperson and any ex-officio members, and shall meet as needed. In addition to the duties and responsibilities bestowed on this Committee in the Association's Constitution and By-Laws, the Standards and Training committee shall monitor, develop and recommend standard and training programs affecting members

of the Association and keep the Board of Directors informed of its activities; and perform such other duties as the Commander and or Board of Directors may require of it.

**7.17.1 MEMBERS**

CHAIRPERSON: Terry Foxx

EX-OFFICIO: Commander & Executive Director-Treasurer

MEMBERS: Richard Caudill  
Kevin Gordon  
Jeff Hinshaw  
Kenneth Hogue  
Doug Lowe  
Joe Mancos  
Tim Pennell  
Robert Poe  
Bob Twomey

## Chapter 8

# Past Commanders

*George Wentz	1957, 1958	Hickory, N.C.
*Roy Hardee	1958, 1959, 1960	Greenville, N.C.
*James Johnson	1960, 1961	Morganton, N.C.
*J. C. Purcell	1961, 1962	Laurinburg, N.C.
Graham C. Johnson	1963, 1964	Elkin, N.C.
*James F. McDonald	1964, 1965	Goldsboro, N.C.
*W. O. Richards	1965, 1966	Newton, N.C.
*A. B. Parker	1966, 1967, 1968	Vass, N.C.
*Charles W. Campbell	1968, 1969, 1970	Salisbury, N.C.
*Howard A. Shaw, Sr.	1970, 1971, 1972, 1977, 1978, 1979, 1983, 1984, 1985	Goldsboro, N.C.
*Jack L. White	1972, 1973, 1974	Canton, N.C.
Charles W. Swinson	1974, 1975, 1976	Mount Olive, N.C.
*T. Max Wesson	1976, 1977, 1989 1990, 1991, 1995, 1996, 1997	Claremont, N.C.
David A. Yount	1979, 1980, 1981	Newton, N.C.
J. Keith Harris	1981, 1982, 1983, 1987, 1988, 1989	Goldsboro, N.C.

W. Wayne Cooke	1985, 1986, 1987	Rocky Mount, N.C.
John L. Pippin, Jr.	1991, 1992, 1993	Fremont, N.C.
*Hiram Brinson, Jr.	1993, 1994, 1995	Kenansville, N.C.
William H. White	1998, 1999	Fayetteville, N.C.
Henry Sermons	2000, 2001	Havelock, N.C.
Robert Poe	2002, 2003, 2004, 2005	West Jefferson, N.C.
Gary Whitman	2006, 2007, 2008, 2009	Dunn, NC
Tommy McNeill	2009, 2010, 2011	Asheboro, NC

\* Denotes Deceased

## Chapter 9

# CONVENTIONS/ANNUAL MEETINGS

**First** Greensboro, NC Sept. 22, 1957

**Second** Goldsboro, NC Oct. 5, 1958

**Third** Salisbury, NC Oct. 4, 1959

**Fourth** Burlington, NC Oct. 23, 1960

**Fifth** Greenville, NC Oct. 15, 1961

**Sixth** Laurinburg, NC Oct. 21, 1962

**Seventh** Winston-Salem, NC Oct. 27, 1963

**Eighth** Hickory, NC Oct. 30, 31, Nov. 1, 1964

**Ninth** Goldsboro, NC Oct. 22, 23, 24, 1965

**Tenth** Winston-Salem, NC Oct. 28, 29, 30, 1966

**Eleventh** Asheville, NC Sept. 22, 23, 24, 1967

**Twelfth** Goldsboro, NC Oct. 25, 26, 27, 1968

**Thirteenth** Hickory, NC Sept. 26, 27, 28, 1969

**Fourteenth** Elizabeth City, NC Sept. 18, 19, 20, 1970

**Fifteenth** Roanoke Rapids, NC Sept. 17, 18, 19, 1971

**Sixteenth** Wilson, NC Sept. 22, 23, 24, 1972

**Seventeenth** Asheville, NC Sept. 14, 15, 16, 1973

- Eighteenth** Charlotte, NC Sept. 13, 14, 15, 1974
- Nineteenth** Wilmington, NC Sept. 19, 20, 21, 1975
- Twentieth** Asheville, NC Sept. 24, 25, 1976
- Twenty-First** Charlotte, NC Sept. 16, 17, 1977
- Twenty-Second** Fayetteville, NC Oct. 6, 7, 1978
- Twenty-Third** Asheville, NC Sept. 28, 29, 1979
- Twenty-Fourth** Charlotte, NC Oct. 3, 4, 1980
- Twenty-Fifth** Winston-Salem, NC Oct. 9, 10, 1981
- Twenty-Sixth** Asheville, NC Sept. 24, 25, 1982
- Twenty-Seventh** Charlotte, NC Sept. 30, Oct. 1, 1983
- Twenty-Eighth** Fayetteville, NC Sept. 21, 22, 23, 1984
- Twenty-Ninth** High Point, NC Oct. 4, 5, 1985
- Thirtieth** Raleigh, NC Oct. 3, 4, 1986
- Thirty-First** Winston-Salem, NC Oct. 23, 24, 1987
- Thirty-Second** Morehead City, NC Oct. 7, 8, 1988
- Thirty-Third** Fayetteville, NC Oct. 13, 14, 1989
- Thirty-Fourth** High Point, NC Oct. 4, 5, 6, 1990
- Thirty-Fifth** Asheville, NC Sept. 19, 20, 21, 1991
- Thirty-Sixth** Morehead City, NC Sept. 17, 18, 19, 1992
- Thirty-Seventh** High Point, NC Sept. 23, 24, 25, 1993
- Thirty-Eighth** Greenville, NC Sept. 15, 16, 17, 1994
- Thirty-Ninth** Fayetteville, NC Sept. 29, 30, Oct. 1, 1995
- Fortieth** Asheville, NC Sept. 13, 14, 15, 1996
- Forty-First** Hickory, NC Sept. 19, 20, 21, 1997
- Forty-Second** Winston-Salem, NC Sept. 17, 18, 19, 1998
- Forty-Third** Winston-Salem, NC Sept. 16, 17, 18, 1999
- Forty-Fourth** Fayetteville, NC Sept. 21, 22, 23, 2000
- Forty-Fifth** Hickory, NC Sept. 13, 14, 15, 2001

**Forty-Sixth** New Bern, NC Sept. 20, 21, 22, 2002

**Forty-Seventh** Winston Salem, NC Sept. 11, 12, 13, 2003

**Forty-Eighth** Winston Salem, NC Sept 22, 23, 24, 2004

**Forty-Ninth** Winston Salem, NC June 23, 24, 25, 2005

**Fiftieth** Winston Salem, NC June 22, 23, 24, 2006

**Fifty-First** Hickory, NC June 21, 22, 23, 2007

**Fifty-Second** Hickory, NC June 19, 20, 21, 2008

**Fifty-Third** Greenville, NC June 25, 26, 27, 2009

**Fifty-Fourth** Greenville, NC April 23, 24, 25, 2010

## Chapter 10

# Area Directors' & Secretaries' Report

Date: \_\_\_\_\_

Squad: \_\_\_\_\_

Address: \_\_\_\_\_

Captain: \_\_\_\_\_

Number of members on squad: \_\_\_\_\_

Regular Meeting: YES \_\_\_\_\_ NO \_\_\_\_\_

Visit: YES \_\_\_\_\_ NO \_\_\_\_\_

Is squad a Member of the N.C.A.R. & E.M.S.? YES \_\_\_\_\_ NO \_\_\_\_\_

Does Squad have an active training program? YES \_\_\_\_\_ NO \_\_\_\_\_

COMMENTS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This is to certify that \_\_\_\_\_

Director/Secretary of Area \_\_\_\_\_ visited our squad.

SIGNED: \_\_\_\_\_

(Squad Official)

SIGNED: \_\_\_\_\_ AREA: \_\_\_\_\_

(Director or Secretary)

## **Chapter 11**

# **"Director of the Year Award"**

### **POINT SYSTEM**

- |   |          |
|---|----------|
| 1. Getting a new squad to join the N.C.A.R. & E.M.S                 | 100 pts. |
| 2. Holding and attending area meetings (50 points for each meeting) | 50 pts.  |
| 3. Visiting a squad during a regular meeting                        | 50 pts.  |
| 4. Visiting a squad for other than a regular meeting                | 25 pts.  |
| 5. Visiting an area meeting (other than your area)                  | 15 pts.  |
| 6. Notifying the State Office of an area meeting                    | 15 pts.  |
| 7. Notifying the State Office within 24 hours of a mutual aid call  | 25 pts.  |
| 8. Attending Director's Meetings                                    | 50 pts.  |

In case of a tie, the Director visiting the highest percentage of squads in his/her own area (member and non-member) shall be the winner.

Cut-off date for the Commander accepting information for the Director of the Year Award shall be thirty (30) days prior to the Annual Meeting.

Amended at Director's Meeting, September 17, 2006

## Chapter 12

# "Gordon A. Joyner Secretary of the Year Award"

### POINT SYSTEM

- |  |         |
|--|---------|
| 1. Attendance at Area Meetings   | 50 pts. |
| 2. Attendance at State Director's Meetings   | 20 pts. |
| 3. Visiting squad meetings in own area   | 25 pts. |
| 4. Visiting squad meetings outside own area  | 10 pts. |
| 5. Visiting area meetings outside own area   | 15 pts. |
| 6. Participating in mutual aid calls in area and providing a report to the NCAR&EMS office             | 20 pts. |
| 7. Supplying a copy of minutes of area meetings to squads and Executive Director-Treasurer of NCAR&EMS | 50 pts. |
| 8. For each full 10% of area squads reporting to the NCAR&EMS an annual report                         | 50 pts. |

IF ALL SQUADS IN YOUR AREA SEND IN ANNUAL REPORTS 100 BONUS POINTS

Cut off date for Secretary of the Year Award shall be thirty (30) days prior to the annual NCAR&EMS Annual Meeting.

Amended at Director's Meeting, September 17, 2006

## **Chapter 13**

# **Emeritus Membership**

Bob Bailey	Raleigh, NC
Ed Browning	Raleigh, NC
Joe Burris	Greenville, NC
Greg Chatham	Eden, NC
Jean Kirk	Raleigh, NC
Clara Murphrey	Zebulon, NC
Robert Swiger	Raleigh, NC
Wilburn Small	Wilson, NC

## Chapter 14

# Lifetime Membership

Jerry Bradshaw	Clinton, NC
Richard Caudill	Sparta, NC
Glen Cowan	Robersonville, NC
Durwood Evans	Gatesville, NC
William Terry Foxx	Taylorsville, NC
William C. "Bill" Henderson	Mebane, NC
J. Keith Harris	Goldsboro, NC
Gordon Allen Joyner	Four Oaks, NC
Lena B. Joyner	Four Oaks, NC
Lawrence Scott McCaskill	Thomasville, NC
Fitz McKeel	Walstonburg, NC
Marion Dawson Nethercutt	Grimesland, NC
Tim Pennell	Taylorsville, NC
John L. Pippin	Fremont, NC
Robert G. Poe	West Jefferson, NC
Debra E. Poe	West Jefferson, NC
Henry Sermons	Havelock, NC

Harold Dean Wall

Marion, NC

David A. Yount

Newton, NC