North Stonington Ambulance
Association, Incorporated

Constitution and By-Laws
Revisions

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History of the North Stonington Ambulance Association, Inc.

On August 4, 1970, a very determined young man’s dream was coming into being when about thirty people attended a meeting at 46 Babcock Road. This meeting was called to see if there was enough interest in the town to start its own ambulance association. The following year, young Edward McGowan, Jr.’s wish was fulfilled, on the 18th day of September 1970, as founder of the North Stonington Ambulance Association, when the State of Connecticut issued the Incorporation Certificate to this organization. Those persons who attended the first meeting became the nucleus of the ambulance association and later served as the officers, dispatchers, and teams that started the operation of ambulance services for the town of North Stonington. Joseph Guthrie was the organization’s first President and Jack Carner the first commander; the first dispatchers (days) were out of the homes of the Bannings that was then a store/gas station located on Route 2 between Mains Crossing and Cosaduck Hill Road, and (nights) at the Carner home in Cedar Ridge. When an emergency occurred the emergency telephone number (535-1071) was called, the dispatcher then called each crew member by phone. Communications between ambulance and dispatcher was then maintained by radio.

The first ambulance was a 1963 blue Cadillac, affectionately known as the “Blue Beetle”, and provided service for the first three years. From September 1970 until October 1970, the ambulance was housed at what was then the Phillips 66 gas station located at the corner of Route 2 and Route 627. The next location was the then empty building of the Westerly Tool and Die Company. In November 1972, they moved into the North Stonington Fire Station, until August 1973. With the aid of generous contributions and hours of time donated by the people of North Stonington, a building was erected on the one-half acre of land donated by Lester and Meribeth Ranney. On August 5, 1973, the building on Main’s Crossing Road was dedicated and since then has provided a permanent base for the North Stonington Ambulance Association.

In August 1973, a 1967 Cadillac was purchased, replacing the original 1963 ambulance. During May of 1975 an additional 1969 Cadillac was purchased, upgrading the service, making it a two-ambulance service.

A new generation of ambulance was adopted during December of 1977, when a 1977 Dodge Van ambulance was purchased, replacing the 1969 Cadillac.

Up to this time, a subscription system was used to provide funding to operate the service. Then, in 1978, the town agreed to subsidize the ambulance association to cover the operating expenses and purchases of major new equipment for the organization.

During 1978, six portable medical kits were purchased, and a first responder system was implemented to provide a quicker method of rendering medical aid to the patient.

In June 1979, two 4-channel radios replaced the existing radios in the ambulances, and a new base station radio was purchased, providing a communications link with some surrounding towns, as well as Westerly Hospital. Also during this time, six mobile radios were purchased for the first responders, providing a communications link between the ambulances and the dispatchers, further reducing the response time to the scene of an emergency. It was also during this period that a “Med” radio communications system was offered by the State of Connecticut OEMS that links ambulances directly to hospitals and other emergency services. This system was also purchased and installed into the emergency vehicles, supplementing the existing communications already installed.

In July 1980, a Ford Van ambulance was purchased by the town, replacing the last of the Cadillac ambulances operated by the association.

The summer of that year, major work was accomplished when drainage, telephone, and electrical services were put underground and wooden guardrails were also installed on the parking and driveway perimeters.

In December 1981, two civil defense radios were installed, one in each emergency vehicle, which provided communications between the Constables, Fire Department, and town trucks on one channel, and the Civil Defense Units on the second channel.

This year was when an arrangement between Stonington, Mystic River, and North Stonington...
Ambulance Association was made and “in service” training sessions were given at all ambulance associations on a rotating basis between the fall/winter/spring months. These training sessions provided training and recertification for members thus eliminating the need for attendance in a refresher course.

During March of 1983, the Association installed a paging system, consisting of fifteen pagers, and associated equipment providing for a faster response time of emergency personnel upon the receipt of an emergency call.

It was during this time, due to having enough trained personnel, we were able to go from having duty on each third or fourth night on a rotating basis to having duty on the same night of the week and rotating only through weekends. That summer, during a thunderstorm, our base station was struck by lightning. An emergency meeting was held and a new Motorola transmitter/receiver was purchased. The Johnson transmitter was later repaired and served as a backup to our primary operating base station.

During the late summer of 1984 we came across a fifty foot antenna tower that was donated to the ambulance service to replace the existing tower. The membership purchased a new base-fed antenna, a low loss antenna cable, and in the fall of that year the new antenna installation was erected alongside the existing antenna mat.

This system provided us with a better and more reliable communications system, updating the entire communications network that is still operating with peak efficiency today. This was also the year an ambulance committee was formed to look into the purchase of a new ambulance and during this time we started to suffer shortages in dispatching personnel.

It was during 1985 that the dispatching situation became acute, to the point that other means for dispatching had to be found. After exhausting the pool for volunteers, use of answering services and other dispatching services were considered. A higher level of patient care was provided in late spring by ambulance personnel after attending courses at Westerly and L+M Hospitals. We are now able to provide an EMT/+ level of care on every ambulance run, on a 24 hour basis. It was also during this time that the crew members voted to purchase a slantside modular type ambulance rather than staying with the van type which we had been using up to this time.

In early summer the town paved the driveway at the ambulance building and also purchased a new Ford slantside ambulance for the organization. Later that year a paid dispatching service from Ledyard was hired to provide the dispatching needs for the ambulance service. In early fall of that year, the new ambulance was received and put into service, advancing the ambulance service into a new generation of emergency vehicles.

During the spring of 1986, it was voted upon to purchase and install a generator and a building to house that equipment. This project was completed in the summer of that same year.

In 1987, Life Star was introduced into the area providing a new source of life support available to our service.

In 1988, we entered into the statewide 911 system which will now dispatch all emergency services for the town through the dispatching center located at Groton Fire Alarm. Paramedics were also introduced into the area during this time and were made available to the ambulance service on a call as needed basis. At this time a radio link was installed to our antenna mast which eliminated all telephone lines to link our transmitter to the Groton dispatching center.

During 1989, there were some major improvements made to the interior of the ambulance building. A change in the By-Laws was proposed to have elections of officers moved from November to June. This was voted on and approved during April of this year. During May a contract was signed to purchase a second slantside ambulance to replace the other van type. This new ambulance was delivered sometime in the fall of this year and will update the corps with two slantside ambulances with new updated communications equipment.

In 1990, NS-2 (van) was sold and the slantside NS-2 was refurbished. New jackets replaced the old winter jackets and a replacement program was adapted. Land was purchased from an adjoining landowner to give NSAA access to Route 627 to allow an alternate driveway route to support the expansion program proposed for the building. There were also ongoing discussions with Ledyard to change our dispatching from Groton Fire Alarm, but this never materialized, and we continued our 911 dispatch with G.F.A.

During 1991, a paramedic program was initiated by L+M Hospital to make medics available to all surrounding towns. This program was adapted by us
on a call-as-needed basis. We also change our transmitter activating method from AT&T phone lines to an R.F. link and the FCC issued a new license to GFA for 4766KCS, changing their call letters from KWT798. The rug was replaced in the meeting room with a new one, winter coveralls were accepted as part of our uniform and service pin awards were adapted to be awarded on an ongoing basis.

For 1992, major operating changes were made due to OSHA regulations; it was agreed that this will be an on-going and updating procedure to continue for years to come. Forty new chairs and new window drapes were purchased for the building and the garage area floor was painted and lined for ease of parking. Babysitting courses were also run during this year, and a new line item was added to the budget to support the purchase of authorized uniforms on a needed basis.

Major well repairs were necessary and the outdoor lighting was also changed during this year.

A major update was made during 1993 when the service advanced itself to a defibrillation level. The members attended defibrillation courses during the spring of that year and the purchase of two defibrillators allowed the service, after state approval, to go on-line in October. A sixth duty team was formed during this year, the "Hepatitis B" shot program was dispensed to all crew members by the town nurses and what we hoped to be an annual event, the bike races, like the fair, was supported by the ambulance corps. Standard operating procedures were also adapted during this year.

During 1994, town funds were approved to send both ambulances into a refurbishing program making major changes to the heat and air conditioning system, oxygen delivery system, and numerous other updating changes. These changes were done and successfully completed during this fall. We also entered into a retention and awards program that became effective during July of this year. A change in backboards was also approved which should replace all the wooden boards with a non-porous type material board. The membership also approved a request from the Mashantucket EMS Services to share the use of their emergency frequency (4766KHZ) to dispatch their emergency services. This year also saw major by-law changes allowing the Association to screen new members and membership categories were also re-defined.

The new millennium brought with it some of the most sweeping changes in the history of the Association. During 2000, NSAA began noticing an increasing response time for our ambulances as well as an increasing number of calls being handled by mutual aide. With only a handful of active volunteers, we were no longer capable of meeting the growing emergency services needs of the Town. After trying numerous ideas to recruit volunteers, NSAA elected to hire Emergency Medical Technicians to supplement the volunteers. This would mark the first time in the Association’s history that paid employees would be needed. On June 14th, 2001, NSAA had its first paid crew on duty; response time was cut in half.

During 2002, a new VHF repeater-based radio system was installed on Wyassup Road. This system vastly improved radio communications allowing virtually seamless coverage for pagers and portable radios throughout the Town. This has improved crew safety, as well as provided first responders with a reliable means of communication with the dispatch center, prior to the ambulance arrival.
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Constitution
Constitution and By-Laws of the
North Stonington Ambulance Association, Incorporated

Constitution

Article I. Organization

Section 1: Name
This organization shall be known as the North Stonington Ambulance Association, Incorporated, herein after referred to as the NSAA.

Section 2: Incorporation Type
The NSAA shall be incorporated as a non-stock, non-profit corporation in accordance with the General Statutes of the State of Connecticut

Section 3: Tax-Exempt
The NSAA shall also operate in such a manner as to qualify as a tax-exempt organization under the IRS Code 501(c)(3) of 1954, or the corresponding provision of any future United States Internal Revenue Law.

Section 4: Physical Address
The aforementioned corporation is located in the town of North Stonington and its principal office is located in the Ambulance Association Headquarters, 10 Mains Crossing Road, North Stonington, Connecticut 06359

Article II. Objective

Section 1: Respond to Emergencies
Respond with all possible haste to all calls originating within the Primary Service Area for ambulance service involving accidents, illnesses, or other medical emergencies as outlined by OEMS, State of Connecticut, regulations.

Section 2: Provide Mutual Support
Respond with all possible haste to calls outside the Primary Service Area for ambulance service requested by police, fire, or medial officials and mutual aid dispatchers for emergencies as outlined by OEMS, State of Connecticut, regulations as NSAA deems itself capable of handling without endangering the ability to respond to calls detailed in ARTICLE II SECTION 1.

Section 3: PSA
The Primary Service Area is that geographic area as defined by the Office of Emergency Medical Service, Connecticut State Department of Health.
Section 4: Staffing
The Board of Directors shall have the authority to establish a per-diem pay response program, if the volunteer response system does not provide a twenty-four/seven response with one ambulance. The operation of the per-diem pay program will be covered by the NSAA Standard Operating Policies and Procedures.

Article III. Qualifications of Members

Section 1: Eligibility
Residents of the Town of North Stonington or the immediate surrounding area may become members of NSAA.

Article IV. Officers and Their Elections

Section 1: Titles
The officers shall consist of President, Vice President of Operations, Vice President of Administration, Secretary, Treasurer, Captain, and three Trustees.

Section 2: Elections
The officers shall be elected by ballot at the Annual Meeting by those members eligible to vote.

Article V. Meetings

Section 1: Meetings
Membership and Board of Directors meetings shall be held on a regular basis within any one calendar year.

Article VI. Amending the Constitution

Section 1: Amendments and Revisions
Any amendments or revisions to the Constitution must be submitted, in writing, at any Board of Directors Meeting, signed and dated by the sponsor. All amendments must be submitted by the Board of Directors to the membership to be voted on at the next regular membership meeting; provided the members are notified by mail no less than two weeks prior to voting on that particular amendment or revision.

Section 2: Amendment and Revision Postings
Any amendments or revisions made to the Constitution must be posted on the NSAA bulletin board two weeks prior to voting.
Article VII. Dissolution

Section 1: Dissolution
Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all the liabilities of the corporation, dispose of all the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954, or the corresponding provisions of any future United States Internal Revenue Law, as the Board of Directors shall determine.
By-Laws
By-Laws

Article I. Name of Organization

Section 1: Name
This organization shall be known as the North Stonington Ambulance Association, Incorporated, herein after referred to as the NSAA.

Article II. Objective

Section 1: Purpose

A. Respond with all possible haste to all calls originating within the Primary Service Area for ambulance service involving accidents, illnesses, or other medical emergencies as outlined by OEMS, State of Connecticut, regulations.

B. Respond with all possible haste to calls outside the Primary Service Area for ambulance service requested by police, fire, or medial officials and mutual aid dispatchers for emergencies as outlined by OEMS, State of Connecticut, regulations as NSAA deems itself capable of handling without endangering the ability to respond to calls detailed in ARTICLE II SECTION 1.

C. The Primary Service Area is that geographic area as defined by the Office of Emergency Medical Service, Connecticut State Department of Health.

Section 2: Incorporation
NSAA shall be incorporated as a non-stock, non-profit corporation in accordance with the General Statutes of the State of Connecticut.

Section 3: Tax-Exempt
NSAA shall operate in such a manner as to qualify as a tax-exempt organization under the IRS code Section 501(c)(3).

Section 4: Member Limit
The number of Active members shall be unlimited.

Section 5: Duration
The period for which the NSAA may continue is unlimited.
Section 6: Salaries
No salary shall be paid to any member of this organization unless so authorized by both the Board of Directors and the Membership.

Article III. Members

Section 1: Membership Class
NSAA shall consist of ACTIVE, HONORARY, and LIFE memberships as defined in the following sections;

A. Requirements
Any resident of the Town of North Stonington or the immediate surrounding area who meet the following requirements may become a member of NSAA:

1. Submits a properly completed application form.
2. Is recommended by a member in good standing.
3. Permits NSAA to run a personal character check.
4. Is acceptable to the Board of Directors and Membership.

B. Active Membership
A member shall maintain active membership classification by participating regularly in the NSAA, supporting the purpose of NSAA by attending at least fifty percent of membership meetings per year. All active members should be willing to serve on a committee(s) or as an officer.

C. Honorary Membership
Any person may become an honorary member by vote of the Active Membership upon recommendation by the Board of Directors. As there shall be no application for this membership; each case shall be judged on its own merit. Eligibility for this membership shall be a privilege extended to an individual because of exceptional personal service made to NSAA. Honorary members shall have no voting privileges in the organization.

D. Life Membership
A member may become a life member by a vote of the Active Membership upon recommendation by the Board of Directors. The Board of Directors will recommend a yearly slate of qualified members for this membership during the month of June. As there shall be no application for this membership; eligibility for this membership shall be a privilege extended to an individual having served as an active member for at least twenty years. Life members shall have voting privileges in the organization regardless of annual requirements for meeting attendance.
Article IV. Officers

Section 1: Titles
The officers shall consist of President, Vice President of Administration, Vice President of Operations, Secretary, Treasurer, Captain, and three Trustees.

Section 2: Elections
Election of the officers shall be by secret ballot by the full Active Membership present and eligible to vote at the annual meeting. A simple majority of votes cast is sufficient for election.

A. Nominations
   Nominations may be made from both the nominating committee and from the floor. No member shall be nominated if not present at said meeting unless that member’s written consent had been obtained and present to the voting membership.

B. Moderator and Teller
   The President shall appoint two Tellers who shall oversee the distribution, collection, and counting of all ballots. Only the Tellers, if eligible, shall announce the winners.

C. One Nominee
   If there is only one nominee for any office, the Secretary shall cast one vote for that nominee.

D. Taking Office
   Officers shall assume their duties immediately following the elections, except the Treasurer, who shall assume his/her duty on July first. Each Officer shall hold office for a term of one year or until the election and qualification of their successor.

E. Qualification for Elective Office
   Any active member with a one year minimum service, in good standing, may hold office. No member can hold more than one office at any one time. All candidates must indicate a willingness to serve as an officer, and must be an active member not on probation, suspension, or leave of absence.

F. Trustees
   There will be three Trustees, each serving on a term of three years. The Trustees shall be organized on a rotating schedule so that one Trustee is elected at the annual meeting.

Section 3: Duties and Responsibilities
Each officer shall have the duties and responsibilities usually pertaining to the office including, but not limited to, those specified in these By-Laws.
Constitution and By-Laws of the
North Stonington Ambulance Association, Incorporated

A. President
1. Be responsible for the conduct of all NSAA affairs
2. Preside at all membership meetings, at all Board of Directors meetings, and at the annual meeting.
3. Appoint committees as needed.
4. Act as a member ex-officio of all committees.
5. Represent the NSAA in consultations with other EMS services and with civil bodies.
6. Sign checks and/or delegate this authority to another officer.
7. Has the authority to spend monies allocated by the budget.

B. Vice President of Administration
1. Undertake specific duties as assigned by the President.
2. Serve as a Parliamentarian.
3. Serve as a chairperson on the By-Law Committee.
4. Insure the association reports are kept current.
5. Assume the duties of the President in the latter’s absence.
6. Oversee the duties of the Secretary and Treasurer.

C. Vice President of Operations
1. Supervise and direct the ambulance services.
2. Purchase and supply the ambulance and First Responders with medical supplies.
3. Provide for maintenance and repairs to the ambulances and the communications equipment.
4. Make recommendations for the purchase of equipment.
5. Prepare and distribute day and night duty rosters to dispatchers and duty teams.
6. Supervise the training of drivers and aides.
7. Investigate the character and qualifications of all prospective drivers, aides, and R-1 responders and submit the names to the Board of Directors for approval before assigning duties in the ambulance service.
8. Promote further cooperation with hospital personnel.
9. Delegate responsibilities to the captain.
10. Provide a monthly report to the Board of Directors and the membership meetings.
11. Maintain status and custody records of runs and ambulance personnel.
D. Secretary

1. Prepare correspondence as necessary for the functioning of NSAA
2. Record and maintain the minutes of all NSAA meetings as listed and defined in Article V Meetings. Record and maintain an accurate set of records as defined in Article XI Section 2.
3. Issue notices of special membership meetings to all active members.
4. Provide information requested by Board of Directors members, at a board meeting that may be required as a result of business transacted at Board of Directors meetings.
5. Act as a custodian of such NSAA records as may be directed by the board.
6. Keep an accurate record of all donations, and issue thank-you notes as appropriate.

E. Treasurer

1. Verify and sign off on all incoming monies to the association, either by reviewing a check register or by seeing actual copies of checks.
2. Verify and sign all checks as printed by the Department Manager. Paychecks will be accompanied by a time-clock report; other checks will be accompanied by the actual bill and be signed off by either the President or the Vice President of Operations.

F. Captain

1. Work under the direction of the Vice President of Operations.
2. Provide a monthly report, as necessary, at the Board of Directors and membership meetings.

G. Trustees

1. Serve as committee members on specific individual assignments by the President.
2. That Trustee who has completed two years of his/her current term, shall serve as Statutory Agent for the ambulance association.

Section 4: Resignations and Revocations

A. Resignations
   Resignations of elected officers shall be in writing to the NSAA at least two weeks prior to the date it is to become effective.

B. Property
   No resignations shall be accepted from an officer or member until all property in their possession belonging to the NSAA has been returned.
C. Officer Absenteeism
Any officer who is absent without plausible explanation for any three consecutive Board of Directors meetings shall be deemed to have resigned; a replacement shall be elected at the next membership meeting.

Article V. Meetings

Section 1: Membership Meetings
When deemed necessary by the President, Membership Meetings shall occur on the first Tuesday of the month at 1930 hours, and held at NSAA unless otherwise posted.

A. Voting
Each active member or life member eligible to vote has the power to cast one vote on all motions presented for consideration to the membership. The presiding officer shall vote only to break a tie.

B. Motions
Motions shall be carried by a simple majority vote of the members present and eligible to vote.

C. Quorum
A quorum for the transaction of business at the membership meeting shall consist of at least five active members.

D. Annual Meeting
The annual meeting shall be held on the first Tuesday of June each year at 1930 hours, and held at NSAA unless otherwise posted. The presentation of reports that may be required by the board and election of board members shall occur at this meeting. Members must attend at least fifty percent of membership meetings during the preceding twelve months to be eligible to vote. Constant second shift work, military duty and students away at school are acceptable excuses for non-attendance. Any member eligible to vote must do so in person. Proxies are not authorized at any meeting.

E. Regular or Special Meetings
Voting eligibility at meetings other than annual meetings the members eligible to vote must have attended at least fifty percent of membership meetings within the preceding twelve months.
Section 2: Board of Directors Meetings

Board of Directors Meetings shall occur at least once quarterly in any calendar year. Said meetings shall be held on the first Tuesday of the month at 1930 hours, or immediately following the Membership Meeting as appropriate. The President shall determine the date of said meeting and cause for notification to be made to all Board Members at least seven days prior to such meeting.

A. Quorum

Five members of the board shall constitute a quorum for the transaction of business at any meeting.

B. Voting

Each board member has the power to cast one vote for all motions presented for consideration to the board. The presiding officer shall vote only to break a tie. The Department Manager is a non-voting member of the Board of Directors.

C. Motions

Motions shall be carried by a simple majority vote of the members present and eligible to vote.

D. Regular Board of Directors Meetings

Board meetings shall be open to the membership. Those attending members shall have no active voice or participation in the meeting until recognized by the chairperson.

E. Closed Board of Directors Meetings

Closed Board of Directors meetings will not be open to the membership. Closed Board of Directors meetings will be scheduled for the purpose of reviewing board authority affairs when it is deemed appropriate in the best interest of NSAA. Notification and attendance at closed Board of Directors meetings will be limited to Board of Directors members and individuals requested to attend the scheduled meeting as deemed necessary by the Board of Directors. The items to be reviewed will be made known to Board of Directors members and requested individuals prior to the scheduled meeting. Only those items to be reviewed will be discussed at the scheduled meeting. The Board of Directors will report to the membership at the next regular membership meeting; the date the closed Board of Directors meeting was held and the general purpose of the meeting. No detailed information or minutes of the meeting will be reported.

F. Telephone Polling

In matters of urgency or requiring immediate action by the board, all available Board of Director members will be polled by telephone. The vote on any action taken shall be reported at the next regular meeting.
Article VI. Board of Directors

Section 1: Composition
The Board of Directors shall consist of nine association officers as listed in ARTICLE IV, SECTION 1. The Department Manager shall be a non-voting member of the Board of Directors.

Section 2: Board Authority
The board shall be in complete charge of the affairs of association funds and/or property. It shall have complete authority and its obligations are basically to devise, supervise, or administer policy and carry out the purpose of the association.

Section 3: Interpretation of the By-Laws
Question of interpretation of the By-Laws shall be decided by the majority of the board members present at the Board of Directors meeting and shall be recorded in the minutes of the meeting.

Section 4: Vacancies
Any vacancies occurring on the board shall be filled from the active membership. This shall be accomplished at the next membership meeting using the same voting eligibility as in the regular or special meetings, ARTICLE V.

A. Vacancies for Unexpired Terms
In the event of an unexpired term (resignation) of a member of the board that cannot be filled in accordance with ARTICLE VI, SECTION 4, the President shall have authority to appoint an active member to the unexpired term position on a temporary basis, until a member can be elected in accordance with ARTICLE VI, SECTION 4.

B. Vacancies for New Terms
In the event the membership is unable to elect a board member at the annual meeting, the President shall have the authority to appoint a member until a member can be elected in accordance with ARTICLE VI, SECTION 4.

Article VII. Committees

Section 1: General
The President may appoint such committees as are deemed necessary.

Section 2: Term of Office
Each committee member will serve until his/her successor has been appointed, unless the committee is terminated sooner.
Section 3: Chairperson
One member of each committee shall be appointed by a majority vote of the committee members. The chairperson will serve at the President’s pleasure.

Section 4: Vacancies
Vacancies in the membership of any committee shall be filled by appointment made in the same manner as provided in the case of the original appointment.

Section 5: Quorum
Unless otherwise provided, a majority of the whole committee shall constitute a quorum and the act of a majority present shall be an act of the committee. Fifty percent of the committee members shall constitute a quorum.

Section 6: Rules
Each committee may adopt rules for its’ own government consistent with the Bylaws.

Section 7: Reports
Committees shall present written reports of their activities at the board meeting and, at the discretion of the presiding officer, at regular membership meetings or at special meetings. After being acted upon, their reports, prepared in acceptable form, shall be turned over to the Secretary for filing.

Article VIII. Parliamentary Authority

Section 1: Robert’s Rules
Robert’s Rules of Order Revised, shall govern the organization in all cases in which they are applicable and in which they are not in conflict with these By-Laws or with special rules if order to this organization.

Article IX. Amendments and Revisions

Section 1: By-Laws Changes
Any amendments or revisions to these By-Laws must be submitted in writing, signed and dated by the sponsor at any board meeting and after being acted upon by the majority of the board, it then will be submitted to the active membership to be voted on at a regular meeting.

A. Amendments or revisions
Amendments or revisions shall be adopted provided at least twenty-five percent or five members, whichever larger, of the total membership casts votes, and the motion passes by a minimum two-thirds majority favorable vote.
B. Notification
All active members are to be notified by mail with a copy of changes no less than two weeks prior to any meeting that By-Law changes are to be voted upon. The change is also to be posted on the association bulletin board at the time of the mailing.

Article X. Contracts, Checks, Deposits, Funds.

Section 1: Contracts
The Board of Directors may authorize any officer, agent, or agents of this association, in addition to the officers authorized by these By-Laws, to enter into any contract or execute and deliver any instrument in the name and in behalf of the association. Such authorized may be general or confined to specific instances.

Section 2: Checks, Drafts
All checks and/or drafts, or other orders for the payment of money, notes, or other forms of indebtedness issued in the name of the association, shall be signed by the President, Vice President of Administration, or Treasurer.

Section 3: Deposits
All funds of the association shall be deposited to the credit of the association in such banks, trust companies, or other depositories the Board of Directors may direct.

Section 4: Gifts
The Board of Directors may accept, on behalf of the association, any gifts, contributions, requests, or devices for the purpose of the association.

Section 5: Bonding
Bonding of the Treasurer and the President shall be for an amount sufficient to cover the monies handled.

Section 6: Remuneration
Remuneration of any purpose for services rendered shall be determined by the Board of Directors on a case by case basis.

Section 7: Expenditures
All expenditures shall be within the budgetary allowances as determined by the Board of Directors. Any expenditure outside of these budgetary allowances shall meet notification and subsequent approval of the Board of Directors.
Article XI. Books, Records, and Standard Operating Procedures

Section 1: Financial Books and Records
NSAA shall keep a correct and complete set of financial records. The federal non-profit income tax filling shall be signed by the President of NSAA and submitted annually.

Section 2: Records
NSAA shall keep an accurate set of minutes of its regular meetings as well as the proceedings of the Board of Directors meetings and special meetings. A record will be kept of the names and addresses of association members; also a record will be kept of those members who are eligible to vote.

Section 3: Standard Operating Policies
Policies supporting the daily operation of NSAA may be adopted. The collected policies will be known as the Standard Operating Policies and Procedures. The standard operating policies will be recognized as a supplement to NSAA’s constitution and By-Laws. The standard operating policies will not alter or change the NSAA constitution or By-Laws. The responsibility of establishing and maintaining the standard operating policies will be shared jointly by the President and the Vice President of Operations. The standard operating policies can be changed as deemed necessary in support of NSAA daily operations. Copies of the standard operating policies will be made available to the membership. The standard operating procedures will be signed by the President and Vice President of Operations and state the effective date. The standard operating policies can be cancelled when deemed that they alter or change the NSAA’s Constitution or By-laws, by a majority vote of Board of Directors members voting at a Board of Directors meeting.

Article XII. Fiscal Year

Section 1: Fiscal Year
The association fiscal year shall be from the first day of July until the last day of June of the following year.

Article XIII. Leave of Absence

Section 1: Absences
Students and service personnel shall maintain their current status during absences caused by active duty assignments or attendance at school.

Section 2: Leaves
Other persons may be granted leave of absence at the discretion of and with conditions established by the Board of Directors. Indefinite leaves of absences are not granted; maximum leave granted will be one year.
Article XIV. Uniforms and Equipment

Section 1: Care and Upkeep
Those members issued specific equipment and uniforms will be held responsible for the proper carte of said materials.

Section 2: Custody
Any equipment or uniforms issued to specific members shall be accurately identified and the member will sign for custody of said materials.

Section 3: Surrender
Any member, when requested by the Board of Directors, shall surrender any and all materials that are the property of NSAA to the Board of Directors.

Article XV. Dissolution

Section 1: Assets
In the event of dissolution of NSAA and assets of the corporation after settlement of all obligations and liabilities shall be distributed to one or more corporations, societies, or organizations engaged in activities substantially similar to those of NSAA holding valid tax exemption permit(s) issued by the Connecticut State Tax Commissioner.

Section 2: Distribution
A plan for distribution for these assets shall be prepared by the Board of Directors and approved by the voting membership at a duly announced membership meeting.

Section 3: Profits
No profits of NSAA shall proceed to any officer or member of the organization.
Appendices
Chain of Command

- Trustees
- Vice President Administration
  - Secretary
  - Treasurer
- Administrative Assistant
- Department Manager
- Vice President Operations
  - Captain
- President
- Employees