
New Brunswick Paramedic Honour Guard

Bylaws

Executive and Membership

New Brunswick Paramedic Honour Guard

New Brunswick Paramedic Honour Guard West Region

Article One: Administration

Section One: Name

The name of the New Brunswick (NB) Paramedic Honour Guard (HG) herein after called the Guard.

Section Two: Terminology

- 1) In these bylaws, unless the content requires otherwise “the Guard” means the Paramedics and/or the NB Paramedic HG.
- 2) In these bylaws, the term “member” is defined as a Paramedic within the province of NB and a member of good standing of PANB.
- 3) In these bylaws, the term “good standing” is defined as a Paramedic who as paid their dues to the association, meeting the requirements of the commitment, has only good intentions for the Guard and maintains professionalism and integrity.
- 4) In these bylaws, the term “active” is defined as a member that has met all the commitments outlined within this document.
- 5) In these bylaws, the term “non-active” is defined as a member that has not met the commitments as outlined in this document.

Section Three: Authority

In accordance with the PANB bylaws, the Guard may provide within its bylaws for the Guard Administration, provided that no Guard bylaw shall supersede, or be inconsistent with PANB bylaws.

Section Four: Procedures

Except as herein provided otherwise, in all matters of procedure, the Guard shall be governed by “Robert’s Rules of Orders”, and PANB bylaws.

Section Five: Amendments

Amendments to these bylaws may be made at any Guard meeting by a 2/3 majority vote of the members present and voting.

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Section Six: Annual Update

It shall be the Guard's Director's responsibility to ensure that these bylaws are updated at a designated annual meeting, and the membership be notified of said meeting thirty (30) days before said meeting.

Article Two: Guard Executive

Section One: Executive

The Guard Executive shall consist of Director, Assistant Director, Communications Officer and Treasurer.

Section Two: Qualifications

In order to be an Executive of the Guard, said member must be in good standing and elected by the membership at the annual meeting.

Section Three: Duties

i) Director: Member that shall be presiding over Guard meetings. The main concern is to see over the day-to-day operations of the Guard. The Director will also be one of three signing persons for the Guard. The third signing person will be assigned by the Director, and will be selected from either the Assistant Director or Communications Officer.

ii) Assistant Director: Member shall assist the Director in the operations of the Guard. The Assistant Director may also be the third of three signing persons for the Guard.

iii) Treasurer: Member keeps track of the Guard's monies and books. He/she shall report this information to the Guard at its meetings. The Treasurer will also be one of three signing persons for the Guard. The Guard Treasurer will work in conjunction with the main office of PANB in all respects of his/her duties as Guard Treasurer.

iv) Communications Officer: Member that keeps record of the Guard's meetings and any other business Guard related. This person reports to the Guard membership at meetings. The Communications Officer will also receive/organize all correspondence and communications pertaining to Guard business. This person shall also act as the third person of three signing persons.

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v) **Trustees:** Duties that include but are not restricted to auditing the finances every six months and report findings to the membership at any meeting. Trustees will also oversee election of Executive. Trustees will report all information to membership via report at the Guard AGM, however if an item occurs that requires immediate consideration, this shall be reported to the Executive immediately without delay.

Section Four: Term of Office

Each Executive shall assume office for one year. The term will start one meeting before the Provincial Annual General Meeting (AGM) except for the initial term of office. The Executive shall remain in office until re-elected or replaced at the meeting before the next Provincial AGM. Trustees should serve for year-year terms.

NOTE: The first elected or appointed trustee will serve for one year. The second elected or appointed trustee will serve for two years. The third elected or appointed trustee will serve for three years. At the end of each of these first three trustees terms a new trustee will be elected or appointed and hold the trustee position for three years.

Section Five: Vacancies in Office

In the event of a vacancy in any of the Executive except Director, the vacancy may be filled by appointment from the Director for sixty (60) days pending an election. In the event the Director's position becomes vacant then the Assistant Director will assume the role of Director until an election can fill the Director's position.

Article Three: Regular, Special & Annual Meetings

Section One: Date of Meeting

- A) The regular meeting is to be held once a month on a day selected by the membership.
- B) The annual meeting shall be held the month before the Provincial AGM, with the official announcement of the annual meeting to be no less than thirty (30) days before the meeting.
- C) Special membership meetings may be ordered by the Executive or requested in writing by no fewer than 15% members to the Communications Officer.

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D) A quorum for the transaction of business at any regular or special meeting shall be 25% of members, including at least one (1) Executive.

Section Two: Proxy Voting

To encourage all members to attend meetings there will be no proxy voting. Members must be present in person in order to vote.

Section Three: Location

The location will be picked by the membership at the meeting as described in Article 3; Sect. 1 B. The regular meeting may be moved to any location in the Guard area, on a month-to-month basis as picked by the membership.

Article Four: Financial Responsibilities

Section One: Remuneration

Remuneration is not to exceed the levels set by the Province as set by the membership and referenced by the PANB bylaws.

Section Two: Fundraising

Fundraising efforts will be used to support Public Awareness and Education, Travel, Equipment, and Guard expenses. See Article 2 of the PANB bylaws. All fundraising must have reports done detailing man-hours, cost, and profit. It will also report on the public attitude towards the fundraising project. The fundraising report will be given to the membership within thirty (30) days.

Section Three: Voting of Funds

All expenses are to be voted on by members at a regular or special meeting.

Article Five: Elections

Section One: Method

All Guard Executive will be elected by secret ballot.

Section Two: Eligibility

In order to be eligible to vote or run for office, the member must be a member in good standing with PANB .Also must be considered an active

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member within the Guard. Nominees must be present in person at meeting to accept nomination.

Section Three: Auditing

The elections will be audited and overseen by the Trustees, and if necessary a committee to assist the Trustees will be formed. No member running for an office may serve on such committee.

Article Six: Commitment

Section One: Regular, Special & Annual Meeting

The Guard will conduct meetings as needed throughout the year. Each member is to attend 30% of the meetings.

Section Two: Drill Practices

The practices are to be held once a week decided by the membership as to where and when. Each practice will last at least one (1) hour. There will be several practices throughout the year. Each member is expected to attend at least 30%. Medical exceptions will be taken under advisement .If requested in writing by the member.

Section Four: Monetary Commitment

- i) Uniforms; will be provided after the probationary period and remain the property of the Guard. This depends on funding availability. Each member will also be expected to buy a HG T-shirt to be worn at drill practices and casual public venues.
- ii) Accessories will be purchased by the Guard. See Article 4; Sect. 3.
- iii) Travel expenses for approved functions will be reimbursed by the Guard within two (2) weeks from receiving receipts.

Section Five: Personal Commitment

In order to maintain active status the member must comply with Article six sections one and two. If non-compliment with Article six, section one and two the member will be considered non-active, and maybe asked to resign. We recruits will be expected to complete a 60hr probationary period.

Article Seven: Committees

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Section One: Appointment

Committees may be appointed or made up of volunteers in the membership. A fundraising committee will be made up but all members will be expected to assist in some way.

Section Two: Accountability

Committee chairs or reps. are to give written and verbal reports to the membership at regular meeting.

Article Eight: Conduct

Section One: Dismissal or Removal

No Executive, Trustee, or member shall be removed without just cause. All members are to conduct themselves in accordance with the PANB bylaws.

Section Two: Equipment/Uniforms

Upon no longer being a Guard member you will be asked to return anything purchased by the Guard on your behalf.

Article Nine: Conduct, SOP's and Dress Code to be attached when completed by membership or committee.