



**CONSTITUTION**  
REVISED MARCH 2003

**ORGANIZATION NAME**

The organization shall be known as the North Bay Professional Paramedics Association, hereinafter referred to as the NBPPA.

**PURPOSE**

The purpose of the NBPPA is to provide emergency medical services at community events where a regular size Ambulance is not accessible, practical or available. The NBPPA will also promote Emergency Medical Services throughout the community through participation in community events, public relations, sponsorship of local youth groups and events as well as charitable donations. The NBPPA is registered as a charitable organization, Registration # 887204725RR0001, registered on October 27, 1999.

**MEMBERSHIP**

A member must be an employee of the North Bay and District Ambulance Service, North Bay Central Ambulance Communications Centre, the Ambulance Fleet Services or be involved in the delivery of Emergency Medical Services in the District of Nipissing. There are no fees or dues associated with membership. All members are volunteers.

**OFFICERS**

The executive officers of the NBPPA shall be the Chairman, Vice Chairman, Past Chairman, Secretary and Treasurer.

**MEETINGS**

Regular meetings will be held when called by the Chairman or his/her designate.

Executive meetings will be held when called by the Chairman or his/her designate.

**QUORUM**

Half of the membership plus one member in good standing shall constitute a quorum for the transaction of business.

A quorum of the executive committee shall be 2/3 of the active executive positions.

## **AMENDMENTS**

This constitution may be amended at the annual meeting by a 2/3 vote of the members present and voting. Any proposed changes to the constitution must be in the hands of the secretary three weeks prior to the meeting. The secretary shall distribute the proposed changes to the members at least one week prior to the annual meeting.

## **COLOURS AND LOGO**

The colours of the NBPPA shall be white, orange and black. The logo shall consist of the words North Bay Professional on top, NBPPA (AlgerionD font) in the middle and Paramedics Association on the bottom. There shall be 2 orange lines separating the top and bottom text lines from the letters NBPPA in the center. If the logo is printed in colour, the NBPPA will be black outline with white fill. If the logo is printed in grayscale, the NBPPA shall be black outline and black fill.



## **EXPENDITURES**

Expenditures less than \$5000 may be authorized by the Executive Committee at any time, subject to notification of the membership at the next meeting. Expenditures greater than \$5000.00 must be approved by the general membership at a special or general meeting.

## **BY-LAWS**

### **DUTIES OF THE OFFICERS**

#### **CHAIRMAN**

The Chairman shall preside over all meetings in accordance with the By-Laws; shall act as signing officer together with one other officer on all contracts or other legal matters; shall appoint chairpersons and members for the special committees.

The Chairperson shall vote only to break a tie, but is not compelled to do so as a tied motion is lost unless the Chairman casts his/her vote to pass it. In cases requiring immediate decision, the Chairman shall be responsible for advising the members at the next meeting of any decisions made. The Chairman or his designate shall be the official spokesperson for the NBPPA; shall act as the liaison with the District of Nipissing EMS Manager, any ambulance service manager or group as required. The Chairman may serve indefinitely, or until a new Chairman is elected.

#### **VICE CHARIMAN**

The Vice-Chairman shall perform all the duties of the Chairman in the absence of the Chairman; shall preside over meetings when the Chairman wishes to participate in discussions on the floor. While he/she is serving as the Chairman, the decisions of the Vice-Chairman shall be accepted as final. The Vice-Chairman may serve indefinitely, or until a new Vice-Chairman is elected.

## **PAST CHAIRMAN**

The Past-Chairman (if available) shall act in an advisory capacity on the executive.

## **SECRETARY**

The Secretary shall keep the minutes of all general and executive meetings; shall have the minutes, record books and any books, papers or letters relative to business which may be transacted; shall be responsible for the correspondence of the NBPPA. The Secretary may serve indefinitely, or until a new Secretary is elected.

## **TREASURER**

The Treasurer shall maintain all necessary accounts and collect all monies; shall see that a financial statement is prepared annually (April 1<sup>st</sup> to March 31<sup>st</sup>) by a chartered accountant; shall report all previous financial receipts and expenditures; shall ensure that all financial transactions on any lottery trust account are completed in accordance with the regulations of the Ontario Lottery and Gaming Commission and the City of North Bay; shall ensure that any financial transactions in the General account are completed in accordance with the NBPPA By-Laws. The Treasurer may serve indefinitely, or until a new Treasurer is elected.

The Secretary and Treasurer positions may be filled by 1 member acting as the Secretary/Treasurer.

## **ELECTION OF OFFICERS FOR EXECUTIVE AND STANDING COMMITTEES**

1. All officers and standing committee members shall be elected at a general meeting. Terms of service will coincide with the financial fiscal year of the NBPPA (April 1<sup>st</sup> to March 31<sup>st</sup>). All Officers may serve indefinitely, or until a new election is called by the Chairman or at the request of the membership.
2. Should an Officer resign during the year, the Chairman shall appoint a member to assume office temporarily and shall hold a special election at the next general meeting.

## **DUTIES OF THE STANDING COMMITTEE**

### Special Events Scheduling Co-ordinator

The Special Events Scheduling Co-ordinator shall ensure that MEDIC ONE is staffed and prepared to attend all scheduled events; shall ensure that any event participation conforms with the By-Laws and Policies of the NBPPA.

### Nevada Co-ordinators

The Nevada co-ordinators shall ensure that all financial transactions and licencing shall take place in accordance with the By-Laws of the NBPPA and the required regulations; shall liaise with the Nevada representative and the retailer when required. The Chairman and Treasurer shall act as the Nevada co-ordinators unless otherwise appointed by the Chairman.

### Maintenance Co-ordinator

The Maintenance Co-ordinator shall ensure that MEDIC ONE and the trailer are in operational conditions at all times; shall report any maintenance or operating concerns to the Chairman; shall notify the Special Events Scheduling Co-ordinator at any time when MEDIC ONE is not available due to scheduled or unanticipated maintenance.

## **SPECIAL COMMITTEES**

### Election Committee

The Chairman shall appoint an Election Committee, composed of three members, prior to the call of any elections. One member of the Election Committee shall preside over the elections. All votes, when counted, shall be scrutinized by two members drawn at random from all members present.

### Policy Committee

The Chairman shall appoint a policy committee composed of the Chairman and two members to review all policies and procedures and to present any recommended changes to the membership.

### Public Relations Committee

The Chairman shall appoint a public relations committee composed of the Chairman and up to five members to plan, co-ordinate and seek-out public relations opportunities on behalf of the membership. One member of the public relations committee shall be responsible for staffing events with volunteers from the NBPPA. Any planned expenditures from the public relations committee must be approved by the executive unless approved in an annual budget or allocated in a one time expenditure.

## **ORDER OF BUSINESS**

1. Call to order by presiding officer
2. Approval of minutes of previous meeting
3. Correspondence
4. Treasurers Report
5. Committee Reports
6. Old Business
7. New Business
8. Adjournment

## **MEMBERSHIP**

1. All members who meet the membership criteria shall be considered in good standing.
2. A new member acquires voting privileges immediately.

## **NBPPA POLICIES**

1. When deployed, MEDIC ONE shall ONLY be operated by a member of the NBPPA, who has sufficient knowledge to load, unload and operate MEDIC ONE in a safe manner. A second Paramedic may be selected from the host service to attend to the patients. For insurance purposes there are no exceptions to this policy.
2. MEDIC ONE will only be deployed to events approved by the Executive of the NBPPA.
3. MEDIC ONE will be loaned to any ambulance service that submits a formal request, in accordance with policy #1, current scheduling and at the discretion of the Executive. Nipissing District and any group or organization that made a significant donation to acquire MEDIC ONE will have precedents regardless of scheduling. Any scheduling conflict will be resolved by the Executive in consultation with the Special Events Scheduling Co-ordinator.
4. There is no fee schedule for the deployment of MEDIC ONE, however, a donation to the NBPPA to cover any traveling or accommodation expenses incurred by the NBPPA shall be accepted by cheque or money order payable to the NBPPA Gator Fund.
5. NBPPA members shall act in a manner that brings credit to the NBPPA at all events where the NBPPA is participating or represented.
6. Paramedic uniforms or NBPPA garments shall be worn when operating MEDIC ONE as required. Members of host ambulance services may wear paramedic uniforms or local association garments as required. All garments will be neat, clean and in good repair.
7. NBPPA members shall not consume alcoholic beverages at any event where they are representing the NBPPA in a medical capacity or acting as Emergency Medical Services for the event. When representing the NBPPA as an executive member at a licenced function, members shall adhere to policy #5.
8. Any garments, promotional items or advertisement purchased by the NBPPA shall prominently bear the NBPPA logo.
9. Any member of the NBPPA shall positively promote the NBPPA and Emergency Medical Services at all times.
10. The NBPPA shall be promoted through the financial support and participation in membership of local youth and sporting groups, charitable organizations and through sponsorship and donations to these groups.