

**VILLAGE OF MELROSE
AMBULANCE SERVICE - CHAPTER 5**

5.01 CREATION: The Quad County Ambulance Service, a volunteer emergency medical service, is hereby created and recognized as the provider of emergency medical services within the Village of Melrose. Such service is created through delegation of authority by the Village of Melrose, Jackson County, Wisconsin, and no assumption shall be made based upon the name Quad County that any other such delegation of authority exists.

5.10 ORGANIZATION:

1. **OFFICERS:** The officers of the Quad County Ambulance Service shall consist of a president, recording secretary, and coordinator/treasurer.
2. **SELECTION/LIMITATIONS:**
 - a) **Selection:** The officers of the Quad County Ambulance Service shall be selected as follows:
 - 1) The President and Recording Secretary shall be elected by the membership of the Quad County Ambulance Service at the March annual meeting.
 - 2) The Coordinator/Treasurer shall be appointed by the Board of Directors of the Quad County Ambulance Service at the first meeting of said Board held in March of each year.
 - b) **Limitations:** Persons holding office for the Quad County Ambulance Service shall be subject to the following limitations:
 - 1) No person shall hold more than one elective or appointive position at any one time.
 - 2) No person shall be entitled to hold the same office for more than four (4) consecutive terms; however, this limitation shall not apply to the position of Coordinator/Treasurer.
3. **TERM:** All elected and appointed officers shall take office on the second Tuesday of April of each year and shall hold office for a term of one year, until the election or appointment for their successor according to the guidelines set forth herein.
4. **DUTIES:**
 - a) **President:** The duties of the President shall include, but not be limited to, the following:
 - 1) The President shall preside at all regular and special meetings of the Quad County Ambulance Service.

- 2) The president shall call special meetings of the organization upon written request of at least five (5) members of the Quad County Ambulance Service. Having received such a written request, the President shall schedule a special meeting within five (5) days of receipt of such request. Notice shall be provided to the membership which shall state the time, place, and objective of the special meeting scheduled to be held.
 - 3) The President shall have the authority and responsibility for appointing all Committees of the Quad County Ambulance Service and shall oversee the activities of each such committee, serving as an ex-officio member of each such committee.
- b) Recording Secretary: The duties of the Recording Secretary shall include, but not be limited to, the following:
- 1) Keeping of the minutes of all meetings, keeping of a register of names of all members of the organization, and notification of the membership of all special or regular meetings of the organization.
 - 2) Serving as presiding officer of all meetings of the organization in the absence of the President.
- c) Coordinator/Treasurer: The duties of the Coordinator/Treasurer shall include, but not be limited to, the following:
- 1) Receipt of all income due to the organization and payment of all bills approved by the membership.
 - 2) Upon termination of his position as Coordinator/Treasurer, the same shall relinquish control of all books, money, and equipment to the Quad County Ambulance Service.
 - 3) Maintain, inventory, purchase, and control of the use of all supplies and equipment of the Quad County Ambulance Service.
 - 4) Serving as finance officer for any fund-raising project initiated by the Quad County Ambulance Service and receipt of any monies from such projects and disbursement of the same according to the guidelines established by the membership.
 - 5) Submission of monthly and/or annual reports of the financial operations of the organization and submission of any other reports as required by the membership or Board of Directors.

- 6) Supervision and management of all contractual arrangements between the Quad County Ambulance Service and participating townships.

5.20 BOARD OF DIRECTORS:

1. **COMPOSITION:** The Board of Directors of the Quad County Ambulance Service shall be composed of the following members:
 - a) One member from each township having entered into a contractual relation with the Quad County Ambulance Service. Each such appointment shall be made by the Town Board of the participating township.
 - b) One trustee of the Village Board of the Village of Melrose to be appointed by the Village President.
 - c) The Fire Chief of the Melrose Volunteer Fire Department.
 - d) The President of the Quad County Ambulance Service.
 - e) One member-at-large from the membership of the Quad County Ambulance Service to be elected by the general membership at the March annual meeting of the organization.
2. **DUTIES:** The Board of Directors shall have the following duties:
 - a) Appoint and oversee the activities of the Coordinator/Treasurer.
 - b) Audit the Coordinator/Treasurer's accounts.
 - c) Negotiate and enter into contracts with participating townships within the vicinity of the Village of Melrose to provide ambulance services to such townships.
 - d) Oversee and regulate the general administration of the Quad County Ambulance Service.
3. **TERM:** Members of the Board of Directors shall hold office for a period of one (1) year commencing on April 1st of each year and continuing until their successors are duly installed.
4. **VACANCY:** A vacancy on the Board of Directors shall be filled by appointment by the remaining members of the Board and the person so appointed shall hold his position on said Board until his successor is appointed or elected on the following April as set forth above.

5.30 MEMBERSHIP:

1. **QUALIFICATIONS:** Membership of the Quad County Ambulance Service shall be open to all registered Emergency Medical Technicians who indicate their willingness to serve as active members of the organizations.
2. **OTHERS QUALIFIED:** Registered nurses, physicians, and other qualified persons may become active members of the Quad County Ambulance Service upon receiving approval of not less than two-thirds of the membership of the organization.
3. **TERMINATION:** Any member who engages in conduct which is detrimental or harmful to the ambulance service shall have this membership terminated upon a two-thirds vote of the membership. Termination of membership shall become effective thirty (30) days after receipt by such member of the written notice of termination. The member so terminated shall have the right to appeal the decision of the general membership to the Board of Directors of the Quad County Ambulance Service.

5.40 MEETINGS:

1. **ANNUAL MEETING:** The annual meeting of the Quad County Ambulance Service shall be held on the second Thursday in March of each year.
2. **REGULAR MEETING:** The regular meeting of the Quad County Ambulance Service shall be held on the second Thursday of each month.
3. **QUORUM REQUIRED:** No business shall be conducted at any meeting of the organization unless a quorum is present, which shall consist of a majority of the members of the organization.
4. **RULES OF ORDER:** Meetings of the organization shall be conducted in the manner set forth in the By-laws of the organization.

5.50 CONTRACTUAL AUTHORITY:

1. **CONTRACTS AUTHORIZED:** The Quad County Ambulance Service is hereby authorized to enter into any joint emergency medical service protection district that it deems to be in the best interest of the citizens of the Village of Melrose; said Service is further authorized to enter into contractual arrangements with surrounding villages and/or townships agreeing that the Village of Melrose and the Quad County Ambulance Service shall provide emergency medical services as required by such contracts.

2. **APPROVAL REQUIRED:** Any contacts and/or joint emergency medical service protection districts shall be subject to the approval of the Village Board of the Village of Melrose.