



# Norfolk Lions Club Ambulance By-Laws

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Adopted May 20, 2021

## **Article I. Name**

The name of the organization shall be Norfolk Lions Club Ambulance (Hereinafter referred to as the NLCA)

## **Article II. Mission**

The Mission of NLCA is as follows:

- (a) To provide efficient, high quality Emergency Medical Services to all persons within the boundaries of the Town of Norfolk.
- (b) To provide efficient, high quality Emergency Medical Services to all persons within the boundaries of the western region of the Town of Colebrook as defined by the State of Connecticut Primary Service Area assignment.
- (c) To assist neighboring communities by providing efficient, high quality Emergency Medical Services upon request for mutual aid.
- (d) To provide safe transportation of all patients to the area medical facilities.
- (e) To cooperate with local officials, specifically the Selectmen of the Town of Norfolk, and the Town of Colebrook, in providing Emergency Medical Services and disaster relief.

## **Article III    Membership**

### **Section 1    Eligibility for Membership**

To be eligible for membership in the NLCA, applicants must meet the following requirements:

- Shall be a resident of the Town of Norfolk, or a non-resident who is willing to respond to emergencies when within the limits of said town, or be employed in said town and be willing to respond to emergencies during the hours of said employment.
- Persons applying as medical technicians (i.e. EMR, EMT, AEMT and Paramedic) must meet age requirements set forth by the State of Connecticut OEMS Statutes and Regulations. (Must be 14 years of age for EMR certification, 16 years of age for EMT and 18 years of age for AEMT and Paramedic)
- Persons applying as drivers must have a minimum of four (4) years driving experience and must hold a valid license with a clean driving record.
- Applicants must be of good moral character.
- Applicants must be willing to sign an authorization for the release of information and records for exclusive use in the performance of a background investigation to be performed by or at the request of the NLCA.
- Applicants under the age of eighteen (18) must have a waiver signed by the applicant's parents or legal guardian and the Chief of Service.
- Applicants must complete and sign an application for membership
- All applications for membership shall be submitted to the Membership Committee within three days of receipt.

### **Section 2    Membership Types**

- Active Member
- Friends of NLCA
- Explorers
- New Member
- Probationary Member
- Honorary Lifetime Member
- Inactive Member

#### **Section 2.1    Active Members**

- Shall be a member who is on the duty roster, or is a first responder and is involved with both the business and on-scene emergency medical operations of the NLCA.
- All certifications must be current.
- Active members have voting privileges

**Section 2.2 Friends of NLCA**

- Shall be a member who wishes to be involved with the business of NLCA, but does not wish to be involved with the on-scene emergency medical operations or response aspect of NLCA
- Friends of NLCA shall not have voting privileges
- Friends of NLCA shall be limited to (5) five members.

**Section 2.3 Explorers**

- Shall be an individual who is between the ages of 14 and 21 years old and an active member of the Norfolk Lions Club Ambulance Explorer Post 456.
- These members shall be governed by the Norfolk Lions Club Ambulance Explorer Post 456 By-Laws and Operating Procedures.
- These members shall be covered by the Boy Scouts of America insurance until such time that they apply to become an Active Member or reach the age of 21 years old.
- Explorer members shall not have voting privileges

**Section 2.4 New Members**

- Shall be a resident of Norfolk, CT, or live in an abutting town.
- Shall be at least 14 years of age and of good moral character
- Shall meet the criteria set forth by the membership committee, i.e. Meets approved background check and interview process of the membership committee
- Shall be voted in as a Probationary Member by a majority vote of the NLCA Executive Officers in accordance with the membership committee criteria set forth in **Article X, Section 2**.
- Each new member is a Probationary Member for a period of no less than six (6) months.

**Section 2.5 Probationary Member**

- Probationary Member is a New Member or any member who was put on probation due to disciplinary action.
- Shall serve a probationary period of no less than six (6) months. During this time, the Executive Officers shall evaluate said member's performance. At the conclusion of said period, the Executive Officers shall either extend said member's probation, terminate said member in course of due process as provided in **Article VII, Section 5.6** or grant said member status as an Associate or Active Member.
- Probationary Members are not eligible for appointments on committees.
- Probationary Members shall have no voting privileges.

**Section 2.6 Honorary Lifetime Member**

- Past members may be inducted as Honorary Lifetime Members by two-thirds (2/3) vote of the General Membership present

- Honorary Lifetime Members shall not have voting privileges

### **Section 2.7 Inactive Members**

- If, within a six month period, a member does not attend a regularly scheduled meeting or a training session, or is not scheduled for duty time, that member may be declared inactive by a vote of the officers. Said member shall be removed from the active duty roster and put on the inactive roster. This is not a disciplinary procedure.
- In the eventuality the Secretary shall attempt to contact the inactive member by delivery confirmation letter informing him/her that their membership with the NLCA is subject to change.
- If the inactive member becomes active again, no further action shall be taken
- The member will be removed from the NLCA membership roster if he/she does not respond within 30 days of receipt of the letter, if he/she responds but continues to remain inactive for the next 6 months, or if the letter is undeliverable.
- Any inactive member shall return all assigned NLCA equipment back to NLCA.
- Inactive members shall not have voting privileges.

## **Article IV Insurance**

Insurance coverage for the NLCA shall be provided, as agreed upon, by the Town of Norfolk and covers all Active, Friends of NLCA, Probationary and New Members while participating in any NLCA function.

## **Article V Finances**

The NLCA is sponsored by the Norfolk Lions Club and assisted by the Town of Norfolk.

- Contributions from the Town of Colebrook and private individuals shall be directed to the Norfolk Lions Club.
- It shall be the responsibility of the NLCA to maintain the Ambulance Headquarters and all appropriate equipment.
- The NLCA is responsible to submit an annual operating budget to the Norfolk Lions Club.

## **Article VI Operation**

- Section 1** The NLCA shall operate in accordance with the following:
- All laws and regulations established by the federal government (i.e. The Occupational Safety and Health Administration
  - All laws and regulations established by the State of Connecticut, Office of Emergency Medical Services within the Department of Public Health.
  - All regulations established by the Northwest Connecticut Emergency Medical Services Council
  - All laws and regulations established by successors of these agencies.
- Section 2** The NLCA shall operate under the medical oversight of its sponsor hospital, specifically, the Emergency Department Medical Director.
- Section 3** The NLCA shall provide emergency transportation for patients to the nearest hospital in accordance with the Connecticut State Trauma Regulations and/or local medical oversight.

## **Article VII Organizational Structure**

- Section 1** The NLCA shall have two divisions of officers. One division shall be Executive Officers and the other division shall be Operations Officers. There shall also be a Board of Directors.
- Each officer shall be elected for a two year term.
  - Each elected officer shall not hold the same elected position for more than ten (10) consecutive years.

**Section 2 Executive Officers**

The Executive Officers for NLCA shall consist of the following:

- Chief of Service
  - Deputy Chief of Service
  - Captain
  - Training Officer
  - Safety Officer
  - Communications Officer
  - Secretary
  - President
- Shall be elected to a two year term per **Article VIII** of the NLCA bylaws
  - Shall have the authority to perform all duties conferred upon such office under the bylaws of NLCA.
  - Shall abide by the Statutes and Regulations of the State of Connecticut and the Ordinances of the Town of Norfolk.

### **Section 2.1 Chief of Service**

- Shall set the agenda for and preside over all Officers and Board of Directors meetings
- Shall be responsible for the annual submittal of the State application to operate NLCA
- Shall be or may assign a spokesperson for the organization.
- Shall be an ex-officio non-voting member of all committees.
- Shall be or appoint a representative to the regional EMS meetings.
- Shall appoint a representative to the Emergency Services Committee of the Town of Norfolk.
- Shall be responsible for the day-to-day operations of the NLCA
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively

### **Section 2.2 Deputy Chief of Service**

- Shall assist the Chief of Service in the performance of his/her duties as requested.
- Shall assume all duties of the Chief of Service in his/her absence.
- Shall be responsible for all personnel issues.
- Shall be responsible for maintaining personnel records.
- Shall be responsible for maintaining compliance with local medical protocols.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively.

### **Section 2.3 Captain**

- Shall assist the Chief of Service and Deputy Chief of Service in the performance of their duties as requested.
- Shall assume all duties of the Chief and Deputy Chief in their absence.
- Shall be responsible for the maintenance of the ambulance.
- Shall be responsible for maintaining the supply cabinets.
- Shall maintain the log of ambulance incidents.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively.

### **Section 2.4 Training Officer**

- Shall be responsible for all in-service training.
- Shall plan and organize re-certification programs, community education programs, and other training forums for the NLCA.
- Shall be responsible for maintaining training records.
- This position may be combined/held by the Safety Officer.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively.

**Section 2.5 Safety Officer**

- Shall be responsible to determine if EMS personnel has had an exposure or injury in the field.
- Shall be responsible to notify the Operations Officers of NLCA of such injury or exposure.
- Shall maintain all Occupational Safety and Health Administration (OSHA) records and forms.
- Shall be responsible for the annual update of NLCA Exposure Control Plan.
- This position may be combined/held by the Training Officer
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively.

**Section 2.6 Communications Officer**

- Shall be responsible for the maintenance of all radios in the employ of the NLCA.
- Shall be responsible for maintaining records of all radios issued.
- Shall be responsible for researching the upgrade, improvement, and modification of current communication systems periodically.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- Shall not hold this office for more than ten (10) years consecutively.

**Section 2.7 Secretary**

- Shall record the minutes of all regular business meetings of the General Membership.
- Shall record the minutes of all Board of Directors meetings.
- Shall notify members of regular business meetings of the General Membership.
- Shall notify members of meetings of the Board of Directors.
- Shall be responsible for the correspondence of NLCA.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.

- The Secretary election shall be held at the mid-term point of the Operations Officers' terms of office.
- Shall not hold this office for more than ten (10) years consecutively

### **Section 2.8 President**

- Shall assist the Chief of Service and Deputy Chief of Service in the performance of their duties as requested.
- Shall be responsible for the day-to-day administrative business of the NLCA.
- Shall preside over the General Membership meetings.
- Shall establish committees and appoint committee members.
- Shall be a liaison to the Norfolk Lions Club when so requested by the Chief of Service.
- Shall be elected to a two-year term in accordance with **Article VIII** of the by-laws.
- The President election shall be held at the mid-term point of the Operations' Officers' terms of office.
- Shall not hold this office for more than ten (10) years consecutively.

### **Section 3 Operations Officers**

The Operations Officers shall consist of the Chief of Service, Deputy Chief of Service and the Captain.

- Duties of the Operations Officers shall be determined by the Board of Directors of NLCA
- The Operations Officers and the Board of Directors of NLCA shall establish the Chain of Command.

### **Section 3.1 Procedure for Filling Vacancies of Officers except Chief of Service**

- The following shall be the procedure for filling vacancies in the positions of Deputy Chief, Captain, Secretary, Communications Officer, Training Officer, Safety Officer, and President
- The Chief of service shall report the vacancy to the General Membership at the regular business meeting (meeting #1).
- Nominations shall be taken and an election held for the open positions at the next regular business meeting of the General Membership following the meeting at which the vacancy was reported (meeting #2).
- Should the vacancy occur three (3) or less months prior to the next general election of the NLCA, the vacancy shall not be filled until that election.
- In the interim prior to the election to fill a vacated position, the Chief of Service shall have the authority to appoint any eligible member to fill said position until the election is held.



- If an election is not held per the by-laws to fill an office, then a special election is to be held to fill the office at the next scheduled General Membership meeting. Nominations for the office may be taken from the floor with the election to follow.

### **Section 3.2 Procedure to fill a vacancy in the position of Chief of Service**

Should a vacancy arise in the position of Chief of Service, the Deputy Chief of Service shall become Chief of Service. The Deputy Chief of Service shall serve as the Chief of Service until said term expires. A special election shall be held for the position of the Deputy Chief of Service as outlined above.

### **Section 4 Representatives of Norfolk Lions Club Ambulance**

- Representatives of Norfolk Lions Club Ambulance shall consist of the following:
  - - EMT Representative serves as an advocate for the active medically trained personnel of NLCA
    - Driver Representative serves as an advocate for all of the Active Drivers of NLCA
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  - The above listed representatives shall be elected to a two-year term.

### **Section 5 Board of Directors**

The Board of Directors shall be an advisory committee to the Chief of Service and review matters appropriate to the NLCA.

- The Board of Directors shall meet at the discretion of the Chief of Service, upon seven (7) days notice, a minimum of once each year.
- The Chief of Service shall be a member of and preside over the Board of Directors.
- The Chief of Service shall only have a vote in order to break a tie.
- In addition to the Chief of Service, the Board of Directors shall consist of the following members:
  - Deputy Chief of Service
  - Captain
  - Training Officer
  - Safety Officer
  - Communications Officer
  - Secretary
  - President
  - EMT Representative
  - Driver Representative

- One Representative from the Norfolk Lions Club who is not a member of NLCA

**Section 5.1** The Board of Directors shall not total more than eleven (11), nor less than five (5) members.

**Section 5.2** No member of the Board of Directors shall have more than one (1) vote on any single issue.

**Section 5.3** A simple majority vote of those members present and voting shall be required for the passage of motions before the Board of Directors.

**Section 5.4** A quorum of five (5) members of the Board of Directors shall be required for a meeting to be held.

**Section 5.5** The Board of Directors shall be permitted Executive Session at any time for any purpose, in which attendance shall be limited to the Board of Directors and invited persons.

- No votes shall be taken while in Executive Session

**Section 5.6** The Board of Directors shall have the following authority:

- To discipline, suspend, or terminate any member in course of due process as provided in **Article IX**
- To make executive decisions with regard to the general business management of the NLCA.
- To establish policy and protocol with regard to matters not covered by this document.

**Section 5.7** The Board of Directors shall be held responsible to the General Membership for their actions and are entrusted and obligated to act on behalf of an in the best interests of the NLCA.

**Section 5.8 Vacancies**

The Chief of Service shall report all vacancies on the Board of Directors to the General Membership at the next regular business meeting.

- Procedure for filling vacancies of Board of Director members shall follow the procedure under **Article VII, Section 3.1 Officers Vacancies** with the exception of the representative from the Norfolk Lions Club.
- The Chief of Service shall notify the President of Norfolk Lions Club when there is a vacancy of the representative of the Norfolk Lions Club and request a replacement be appointed.

**Section 5.9 Resignations**

- Any member of the Board of Directors may resign from the Board by submitting a letter of resignation to the Board of Directors.
- Verbal resignations may be accepted if necessary.
- Upon receipt of a Board Member's resignation, the Chief of Service shall notify the other Board Members of such resignation.
- Resignation of the board of Directors infers resignation from their elected position.

**Section 5.10** Members of the Board of Directors shall serve two-year terms concurrent with the terms of elected officers.

## **Article VIII Elections**

### **Section 1 Election of Officers and Representatives**

- Any Active Member may be nominated for office, if they meet the qualifications of article VII and article VIII sections 2.1-2.3.
- Any Active Member nominated for an office may decline such nomination.
- Nominations for office will be submitted to the Nominating Committee on the forms provided by the Committee.
- Completed nomination forms shall be placed in a locked box located at the NLCA headquarters.
- The Nominating Committee shall then determine the eligibility of candidates for each office and propose these names to the membership for election.
- Elections for all Officers shall be held by paper ballot as set forth in **Article VIII Section 1.1 and section 1.2.**

**Section 1.1** Elections for Officers listed below shall occur every odd year.

- Chief of Service
- Deputy Chief of Service
- Captain
- Training Officer
- Safety Officer
- Communications Officer

**Section 1.2:** Elections for Officers and Representatives listed below shall occur every even year.

- President
- Secretary
- EMT/EMR Representative
- Driver Representative

### **Section 2 Eligibility for Office**

Each nominee to be eligible for office must meet the requirements listed below.

**Section 2.1 Chief of Service and Deputy Chief of Service**

- The following requirements must be met in order to run for Chief of Service or Deputy Chief of Service
  - Must be a non-probationary member
  - Must be a member for no less than four years
  - Must hold a current State of Connecticut Emergency Medical Technician Certification
  - Must not be under suspension

**Section 2.2 Captain, Training and Safety Officer**

- The following requirements must be met in order to run for Captain, Training Officer and Safety Officer.
  - Must be a non-probationary member
  - Must be a member for no less than two years
  - Must hold a current State of Connecticut Emergency Medical Technician Certification
  - Must not be under suspension

**Section 2.3 Communication Officer, Secretary, President, EMT/EMR Representative and Driver Representative.**

- The following requirements must be met in order to run for Communications Officer, Secretary, President, EMT/EMR Representative or Driver Representative.
  - Must be a non-probationary member
  - Must be a member for no less than one year
  - Must not be under suspension

**Section 2.4** Members may only run for one office at a time with the exception of the Training Officer and Safety Officer. These two positions may be filled by one member. If already in office, a member may run for re-election or for election to a different office.

**Section 2.5 Order of Vote for Odd Years**

The order of vote for odd years is as follows:

- Chief of Service
- Deputy Chief of Service
- Captain
- Training Officer
- Safety Officer
- Communications Officer

**Section 2.6 Order of Vote for Even Years**

The order of vote for even years is as follows:

- President
- Secretary
- EMT/EMR Representative
- Driver Representative

### **Section 2.7: Voting Procedures**

A simple majority vote of eligible members shall be required to determine election winners.

## **Article IX     Disciplinary Process**

### **Section 1     General Complaints**

All complaints or charges of misconduct against a member of NLCA shall be presented to the Chief of Service.

### **Section 2     Serious Complaints**

All allegations of misconduct or activities which jeopardize the health, safety, and/or welfare of crew members, patients, or general public, or which poorly represents the NLCA, shall be directed to the Operations Officers.

- If the Operations Officers deem it necessary to consider disciplining or terminating a member, a hearing with the accused member shall be scheduled. At said hearing, all concerned parties shall have the opportunity to present arguments.
- The Operations Officers shall render a decision within 10 days of the hearing and inform the Board of Directors of the decision.
- However, an Operations officer may, at any time, suspend a member until such time as a hearing before the Operations Officers can be convened, but, in any case, no later than five (5) days after suspension. Such action may be taken in the field and be effective immediately.

### **Section 3     Appeal Process**

If the member of complaint disputes the decision of the Operations Officers, he/she may appeal once to the Board of Directors.

- The Board of Directors, after hearing all sides of the issue, shall vote on the following two (2) questions:
  - Did the member demonstrate misconduct of the accusation(s) he/she faces?
  - If justified, is the recommended disciplinary action appropriate or inappropriate?

- The Board of Directors may call for an Executive Session to discuss the testimonies presented and deliberate a decision.
  - Action to be taken shall be determined at this time.
- The Board of Directors may concur with the decision of the Operations Officers in the aspect of misconduct, but not in the aspect of disciplinary action.
  - A vote of two-thirds (2/3) of the Board of Directors shall be required to change the disciplinary action taken.
- The Board of Directors shall render a decision within thirty (30) days of the hearing.

## **Article X      Committees**

The NLCA shall have standing and ad hoc committees. Standing committees shall be appointed by the President per **Article VII, Section 2.9**. The President shall appoint ad hoc committees as required. Each ad hoc committee shall be given a specific charge and a time in which to carry out that charge.

### **Section 1      Nominating Committee**

- The President shall appoint a Nominating Committee at the March membership meeting.
- Shall consist of a minimum of three members.
- Shall Serve a two year term.
- The Nominating Committee shall elect a chairperson. The chairperson shall report to the President
- The Nominating Committee will solicit nominations from members starting at the March membership meeting.
  - Members can place nominations in locked box at NLCA headquarters up to seven days prior to the April membership meeting.
- The Nominating Committee shall present the eligible slate of officers to the membership at the April meeting
- Absentee ballots will be made available May 1st
- The election shall be held at the May membership meeting
  - A member of the Nominating Committee shall solicit additional nominations from the floor
  - All eligible members are entitled to one vote per office
  - Members of the Nominating Committee shall collect and tally the ballots.
- Officers-elect shall take office at midnight (00:01 hours, 12:01 AM) on the first day of June

### **Section 2      Membership Committee**

- The President shall appoint the Membership Committee.
- Shall consist of minimum of two (2) members.
- Shall be appointed to a two (2) year term.
- The Chairperson reports to the President.
- Shall investigate the character and eligibility of all persons proposed for membership; verifying and contacting applicants' references.
- Shall verify certifications, medical oversight status in cases of medical personnel applicants.
- Shall verify potential applicant has a valid driver's license.
- Shall disseminate applicants' name(s) to the General Membership via email for comment.
- Shall interview potential candidate for membership and obtain a background check on the candidate for membership.
- The Committee shall recommend or not recommend said applicant for membership to the Executive Officers.
- If said applicant(s) are recommended, a majority vote of the Executive Officers is required for acceptance as a new member.

### **Section 3      House Committee**

- The President shall appoint the House Committee.
- Shall consist of minimum of (2) members.
- Shall be appointed to a two (2) year term.
- Shall report to the President.
- Shall post rules of the building and assure members adhere to the rules.
- Shall oversee the general appearance of the interior of the building.
- Responsible to monitor the oil and propane use of the building and notify the President when fuel needs to be ordered to prevent depletion of fuel.
- Responsible to maintain house equipment, for example, stove washer/dryer, generator, etc.; shall make needed arrangements for repairs on house equipment.
- Responsible for lending out tables, chairs, coffee pit, tents, etc.; assuring that such items are returned in good working condition.
- Shall maintain written usage guidelines for all facilities and equipment owned by NLCA.
- Shall be responsible that kitchen and bathrooms are stocked with needed paper goods.
- Responsible for ordering cleaning supplies and submitting an expense requisition form for such supplies.

## **Article XI      Duties of Members**

### **Section 1      General Information**

- All members in good standing shall be issued a code to access the NLCA headquarters.
- Every member shall be required to subscribe to the By-Laws and Operating Policies and Procedures of NLCA
- A copy will be provided for that purpose.
- Pleading ignorance of By-Laws and/or Operating Policies and Procedures of NLCA shall be no excuse for neglect of any of the duties prescribed therein.
- Every member shall be strictly responsible and accountable for all articles of equipment issued to them by NLCA.
- All active members will meet NLCA Standard Operating Procedures.
- Smoking is prohibited inside the NLCA headquarters.

## **Section 2 Incident Scene**

- Each on-duty member at any dispatch notification shall report immediately to NLCA headquarters or to the scene.
- Members shall wear the appropriate safety equipment at scenes or training sessions. No member shall be on scene unless appropriately dressed.
- All members shall wear their NLCA identification tags, and place them in the appropriate place while on duty.
- No member shall give information to the news media, post to a social network such as Facebook and My Space unless that information has been approved by the spokesperson to the media for NLCA.

## **Section 3 Illegal Substances**

- There are to be no alcoholic beverages or illegal substances consumed on the premises of NLCA. Alcohol may be allowed at the discretion of the Chief of Service for special events (i.e. Annual Christmas Party).
- No member shall respond to an incident while under the influence of alcoholic beverages or illegal substances.
- Members shall behave in a manner so as to reflect good moral character and represent the Town of Norfolk and NLCA in a positive manner.
- Any member while under suspension shall forfeit all privileges of membership in NLCA and shall return all property of the NLCA.
- It shall be the responsibility of the Chief of Service's to make sure all NLCA property is returned.

## **Section 4 Injury or Illness**

- Any member receiving an injury, having an accident or becoming ill while on duty for NLCA shall immediately inform the Safety Officer.
- If an accident has occurred, an accident report shall be filled out within twenty-four (24) hours by the member and submitted to the Safety Officer.



- Any member collecting Workmen's Compensation or similar payments through another organization, not NLCA, must notify the Safety Officer as soon as possible. Said member must immediately suspend themselves from on-duty shifts and training sessions where physical activity is required. Such members must then submit to the Safety Officer, a statement giving notice that they are on Workmen's Compensation. The Safety Officer may then set limitations of the duty upon the member.
- Any member, who sustains an injury that requires medical attention outside of NLCA, must notify the Safety Officer as soon as possible. Said member must immediately suspend themselves from on-duty shifts and training sessions where physical activity is required. Such member must submit a note from a physician stating their clearance or limitations to return back to active duty. The Safety Officer may then set limitation of the duty upon the member.
- Safety Officer shall give notification of any injury/illness to the Chief of Service.

## **Article XII    Email Privacy Statement**

The NLCA shall not use information about members without their permission. The NLCA shall not transmit e-mail addresses to any third parties; although they may use the e-mail addresses provided to respond to any communication made to NLCA. The NLCA e-mail makes articles and/or news available to its members. Please remember that any information disclosed becomes public information and members should exercise caution when deciding to disclose any personal information. The NLCA does not and will not sell any information to any third parties

### **Section 1        Social Networking Websites**

Any member of NLCA shall not post anything, i.e., pictures, comments on Facebook, My Space, etc. that reflect poorly on NLCA.

### **Section 2        Media**

No member shall give information to the news media, except the approved media spokesperson for NLCA.

## **Article XIII    Amendments**

Amendments to these By-Laws shall be presented in writing at any regular business meeting of the General Membership and posted until the next scheduled General Membership meeting. A vote shall then be taken at the next regular business meeting to either adopt or reject the proposed amendment.