



**MYRTLE  
BEACH  
VOLUNTEER  
RESCUE  
SQUAD**

---

**BY-LAWS  
RULES & REGULATIONS**

*Revised May 2006*

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## Article I – Objectives

- Objective I** To serve without monetary compensation at any time, any mission of mercy, to aid and assist in the case of accident or disaster where human life is or could be endangered.
- Objective II** To promote cooperation in all matters pertaining to health, safety, and the general welfare of Myrtle Beach and the surrounding areas.
- Objective III** To increase public awareness in regards to safety within the public interest.
- Objective IV** To do all things within the capabilities of this organization to aid its members in a time of need.
- Objective V** To provide services for monetary compensation, any situation not covered under Objectives I – IV of this section and any services rendered there to will be subject to monetary compensation in the form of a donation. This organization will not be held responsible for any damages incurred while rendering any services covered by this article.

## Article II – Membership

### Section I – Applicants

- A. Membership of this rescue squad shall consist of the following:
1. Resident of Horry County, eighteen (18) years of age or older.
  2. Persons who are eligible and have submitted a written application.
  3. Applicants who have been interviewed by the membership committee; have been presented to the general membership along with the committee's findings toward consideration; and have been accepted by the general membership by vote.

### Section II – Application Review, Voting and Probationary Period

#### A. Application Review

All applications for membership shall be referred to the Membership Committee for investigation and action.

1. Prior to a prospective member's application being presented to the Board, the membership committee will contact the applicant and schedule an interview.
2. During the interview the prospective member shall be advised of their responsibilities as a member of Myrtle Beach Volunteer Rescue Squad. The Membership committee will justify find all eligible applicants capable of meeting the following criteria prior to presentation before the Board for voting.
  - a. Applicant is able to lift a person or weight of approximate 200 lbs as a (2) member team and place on a stretcher
  - b. Applicant hold's a valid SC Drivers License and present a (10) year Drivers record.
  - c. Applicant sub
3. After the interview the committee shall contact at least one reference and complete the background check. A recommendation will be made for or against membership to the general membership.
4. The membership committee will review all applications and justly find all eligible applicants capable of meeting the following criteria prior to presentation before the general membership for voting.
  - a. Applicant is able to lift a person or weight of approx. two hundred (200) pounds placed on a stretcher.
  - b. Applicant holds a valid SC driver's license and presents a copy of their ten (10) year driver's record.
  - c. Applicant submits at least one (1) personal reference to be contacted by the membership committee.

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5. The membership committee shall complete the process within thirty (30) days upon receipt of the application. If the next meeting falls within the thirty (30) day time frame, then the presentation will be made at the following general membership meeting.

### B. Membership Vote

1. The application will be presented to the general membership following the above guidelines.
2. A vote to approve or disapprove the application will be held at the following general membership meeting.
  - a. If an application is rejected by vote by the general membership the applicant may re-apply after a period of six (6) months.

### C. Probationary Period

1. Once an applicant has been voted into the squad, the applicant is placed on a probationary period of two (2) months.
2. During the probationary period the probationary member can not vote on squad business, including but not limited to election of the officers.
3. During the probationary period, the member must complete a ride along with all officers within one (1) month of the general membership vote.
  - a. Each ride along shall be for a minimum of three (3) hours.
  - b. If at any time a probationary member willfully violates the by-laws, disobeys an officer of the squad, or commits a grievous act their probationary period will be suspended and the member will face termination by the Board.
4. Each probationary member must complete a CPR course if not already completed, and complete an approved EVOC course within three (3) months of the general membership vote.
5. At the end of the probationary period, a final vote will be held by the officers of the squad and the membership committee.
  - a. Once a probationary member has successfully completed the probationary period and has been voted to active status membership status they will be granted voting privileges.
  - b. The membership committee and the officers have the right to extend the probationary period for a term of one (1) month for necessary remediation of further monitoring by the officers, at which time their status will be voted on again.
  - c. If a probationary member is rejected by vote their probationary membership will be terminated and they will be asked to return all Rescue Squad property including but not limited to uniforms. **1 Year**
  - d. At the discretion of the committee they may re-apply to the rescue squad after a period of six (6) months.
  - e. If the termination of the probationary period or rejection by vote to active status was caused by a grievous action committed by said member the committee reserves the right to ban him/her from re-applying to the rescue squad for life.

## Section III – Size of Organization

- A. The number of active members shall be determined by the Board of Directors based on the fifty percent (50%) ratio approved by the South Carolina Department of Health and Environmental Control (SCDHEC).

## Section IV – Member Status

In order to maintain an active member status, members must serve fifteen (15) hours per month. Any service less than Fifteen (15) hours per month will result in the member being placed on an inactive status. Voting on squad matters will be suspended until the member regains active status.

- A. All members shall maintain high standards in all aspects concerning the squad.
- B. All members shall maintain harmony with other members and the community at all times. Any member may be dismissed at the discretion of the Board of Directors for not maintaining harmony within the rescue squad. Should a member be dismissed for this, at the discretion of the board

## Article III – Board of Directors

### Section I – Executive Power

- A. The executive power will be vested in the Board of Directors.

### Section II – Structure

- A. The Board of Directors shall consist of all Officers of the squad members, (Chief, Assistant Chief, Captain, and Lieutenant, Training Officer and Sectary/Treasurer) and four (4) community leaders and/or lifetime members.
- B. The four (4) community leaders and/or lifetime members will be chosen by the officers of the squad and voted on by the general membership. The term shall be the same as the officers; Serving for (2) years from January 1 to December 31.

### Section III – Guidelines

- A. Special meetings of the Board of Directors may be called at the request of three (3) members of the board.
- B. Two-thirds (2/3) of the board of directors must be present for all board meetings.
- C. All vacancies of the Board of Directors during the first nine (9) months of the year shall be filled by a majority vote of the general membership, and such directors shall hold office until their successors have been duly elected.
- D. The Board of Directors shall have the power to reinstate or dismiss any member suspended by an officer for infractions of the rules, regulations or guidelines of Myrtle Beach Volunteer Rescue Squad.
- E. The Board of Directors shall have the power to expel or suspend any member by vote for violation of the Articles of Incorporation, By-Laws or Rules and Regulations.
- F. The board members making a motion before the board will not vote on that motion. A simple majority vote will pass a motion with the chief being the tie breaker.
- G. If any decision of the Board of Directors is to be recalled for a discussion and/or vote, the request must be initiated by the next general membership meeting. This may be done a maximum of three (3) times per issue – all within a one (1) year's time.

## Article IV – Structure and Duties

### Section I – Structure

- A. There will be four (4) officers elected by the general membership. One of each of the following: Chief, Assistant Chief, Captain, and Lieutenant.

### Section II – Duties

- A. Chief –  
The chief's duties shall be to preside over all meetings of the squad and is chairman of the Board of Directors. The chief is the executive officer of the rescue squad and is the accredited representative of the squad unless an alternate representative has been appointed. Public relations shall be the prime responsibility of the chief. The chief shall promote safety within the squad. The chief shall sign, along with the assistant chief and captain, any contracts or obligations.
- B. Assistant Chief –  
The assistant chief's duties shall be to assume command of the squad in the absence of the chief. The assistant chief shall promote safety within the squad. The assistant chief shall sign, along with the chief and captain, any contracts and obligations.
- C. Captain –  
The captain's duties shall be to assume command of the squad in the absence of the chief and assistant chief. The captain shall promote safety within the squad. The captain shall sign, along with the chief and assistant chief, and contracts or obligations.

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- D. Lieutenant –  
The lieutenant's duties shall be to assume command in the absence of the chief, assistant chief and captain. The lieutenant shall promote safety within the squad.
- E. Duty Officer –  
The duty officer shall be shared equally among the chief, assistant chief, captain and lieutenant. The duty officer shall be on call per shift. The duty officer will be available advice, make decisions and can respond to the scene upon the request of the ambulance crew on the call. It will be the decision of the duty officer as to whether further consultation with the chief is necessary.
- F. Secretary / Treasurer  
Secretary / Treasurer will be responsible for recording minutes of all meetings and will be chosen by Board of Directors. The secretary / treasurer shall be a financial advisor to the squad. A financial report will be made available monthly.

### Section IV – Experience

- A. Experience level for elected officers shall be as follows:
1. Chief Two (2) years of MB rescue squad experience
  2. Assistant Chief Two (2) years of MB rescue squad experience
  3. Captain One (1) years of MB rescue squad experience
  4. Lieutenant One (1) years of MB rescue squad experience

## Article V – Committees

### Section I – Committee Appointments

- A. The need for and areas of responsibility of a committee will be determined by the Board of Directors. Chairpersons for these committees will be selected by the general membership by a simple majority vote.
- B. Any committee shall report all information directly to the assistant chief who will then in turn take the information to the Board of Directors.

## Article VI – Voting

### Section I – Voting Process

- A. Standard voting process by active members.
1. Any issue may be voted on at a regular meeting of the general membership and carried by a simple majority vote of those present.
  2. Absentee ballots and/or votes will be accepted by any officer provided the member has a valid reason for being absent. They will be in a sealed envelope when presented.
  3. Any member wishing to propose amendments to the by-laws may present them in writing to any member of the Board of Directors. This proposal must then be presented at the next general membership meeting for a vote. The amendment will then be adopted into the by-laws following the third consecutive affirmative-passing vote (three (3) months in a row) by the general membership.

## Article VII – Meetings

### Section I – Process

- A. Meeting process
  - 1. Monthly meetings of the general membership of the rescue squad shall be on the second Sunday of every month beginning at 1500 hours (3:00 pm). If for any reason the meeting cannot be held on this day, the meeting will be held on the following Sunday.
    - a. All meetings will be held in a professional manner. Any disrespectful remarks or unacceptable actions on any member's part during the meeting will be automatic dismissal from the meeting and punitive actions for the member will be left with the board of directors to decide.
  - 2. The monthly meeting of the Board of Directors will be held within ten (10) days prior to the general membership meeting.
  - 3. Special meetings of the general membership may be called at the discretion of the Board of Directors at any time or place designated by the Board of Directors, provided an attempt was made to contact all members.

## Article VIII – Equipment

### Section I – Equipment Responsibilities

- A. Squad equipment shall be the responsibility of every squad member and shall be treated accordingly.
  - 1. Squad equipment shall be used only for squad activities, or with the approval of the chief or duty officer.
  - 2. Equipment costing one hundred dollar (\$100.00) or more shall be purchased with the authorization of a majority of the officers.
  - 3. Any expenditure of the squad exceeding one thousand dollars (\$1,000.00) shall be brought before the general membership for approval with the exception of an emergency situation (i.e. repairs or replacement of vehicle parts or equipment)
  - 4. The general membership shall be notified of any intended purchase of equipment.
  - 5. An officer will be allowed to use a radio at any time. A member shall only use a radio while on call or with the approval of the duty officer.

## Article IX – Selection of Officers

### Section I – Selection process

- A. In order to be eligible for an officer position, the member must be active for the six (6) month period prior to the election in December.
  - 1. The nomination for new officers shall be made at the **October** general membership meeting. Annual elections of officers shall be held at the **November** general membership meeting.
  - 2. Voting of new officers shall be by secret ballot.
  - 3. Newly elected officers shall assume office on January 1. The Chief and Assistant Chief shall serve for a period of two (2) years with the Chief being elected in even years and the Assistant Chief being elected in odd years. The Captain and Lieutenant shall serve for a period of one (1) year.
  - 4. Officers elected after elections in December shall hold office until the next year at which time newly elected officers shall assume office (i.e. an officer elected in mid year to fill a vacancy).
  - 5. All officers, except the chief, are to be certified South Carolina Emergency Medical Technicians (SCEMT's) or higher and shall maintain current certification to remain as an officer.
  - 6. The chief must have been a SCEMT or higher, while serving as a member of Myrtle Beach Volunteer Rescue Squad prior to becoming chief.

## Article X – Uniforms

### Section I – Standard Uniform

- A. A standard uniform shall be adopted to be worn at all times when members are on duty, unless emergency situations make it impossible or impractical to wear the uniform.
  - 1. Uniforms shall consist of a Myrtle Beach Rescue Squad shirt, dark blue trousers, and dark Steel Toe shoes or Boots approved by the Board of directors. Myrtle Beach Volunteer Rescue Squad will provide shirts to current members. Blue jeans and cords are not authorized. Socks should be dark when wearing shoes or low cut boots.
  - 2. A separate uniform may be used at stand-by or other public events (i.e. ballgames, cookouts, etc.).
  - 3. Should a dress shirt be worn, the following applies:
    - 1. Right shoulder: CPR, EMT, EMT-I, Paramedic or American Flag. No more than one (1) patch allowed.
    - 2. Left shoulder: Myrtle Beach Volunteer Rescue Squad patch only.
    - 3. Badge shall be worn above the left shirt pocket.
    - 4. Name plate will be worn above the right shirt pocket.
    - 5. Chaplains may wear their appropriate religious insignia.
    - 6. Any insignia issued by supply will be worn on the collar.
  - 4. A squad member shall not wear any part of the uniform except when on duty or with or on behalf of the rescue squad. Discretion should be used.
  - 5. All wearing apparel not issued by the squad must be approved by the membership prior to purchase.
  - 6. All parts of the uniform shall be worn and maintained in a neat orderly fashion. Any deviations of such shall be at the discretion of the duty officer.

## Article XI – Rules & Regulations

### Section I – Rules & Regulations

- A. Red lights and sirens are not to be used on private vehicles **while operating as a MB Rescue Squad Member in the city limits of Myrtle Beach or the surrounding area.**
- B. Squad members must obey the direction of the squad officers at all times or be subject to immediate disciplinary action by the officer in charge. Such disciplinary action will be discussed and acted on at the next meeting of the Board of Directors.
- C. Upon arriving on the scene of a call, there must be one person to assume command of the operation. It shall be the duty of the senior EMT present to take command of the mission until it becomes necessary to be relieved by a more qualified member.
- D. No member of the squad shall have the right to leave any meeting or mission unless first being dismissed by the ranking officer.
- E. All members are required to attend 75% of all meetings per calendar year. Any member who is working, is sick or has a family member sick is counted as excused. Those excuses shall count toward the persons 75%. Members shall notify an officer of their expected absence. All members must attend 50% of all mandatory training classes, stand-bys, and/or fundraisers per year.
- F. **Any member missing three (3) consecutive general membership meetings without an excuse shall be suspended until the next board meeting and then reviewed by the board.**
- G. Every member is expected to maintain a high degree of moral character.
- H. No alcoholic beverages or unlawful drugs shall be displayed or consumed during meeting or mission of the squad or on squad property. Nor shall any member attend a meeting or mission under the influence of said substances. Violation of this section shall be grounds for immediate suspension.
- I. Leave of Absence
  - a. Any member in good standing having to remove him/herself from squad activities and being unable to attend meetings shall come before the board of directors for a special leave of absence. This leave may not exceed one (1) year, after which time he/she may be reinstated by the board. The only exception to this being any member

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- who is military may be granted leave of absence for the length of their tour of duty. Probationary period for returning members will be left to the discretion of the board.
- J. Any member of the squad who hold's an officer's position will be first of all an officer of Myrtle Beach Volunteer Rescue Squad and will provide leadership for the squad at all emergency operations of the squad.
  - K. No officer of Myrtle Beach Volunteer Rescue Squad shall be an officer of any other volunteer emergency action organization.
  - L. All members will achieve the following within the first eighteen (18) months as a member:
    - a. An attempt at SC EMT certification (must complete all classroom hours and test if eligible)
    - b. Some degree of rescue training (i.e. weekend seminar, EVOG, and etc.).

## Article XII – Ambulance Operations

### Section I – Ambulance Operations

- a. Before operating any MB Rescue vehicle you are to notify a duty officer of your intent or business with that vehicle. No member of MB Rescue is to operate any MB Rescue vehicle without contacting the on call duty officer.
- b. An approved check sheet will be completed with all signatures prior to operating as a 911 unit. All vehicles will have the minimum DHEC required equipment available for review at any time. If there are any items missing that are required by DHEC, the items will be checked off as missing on the approved check sheet and the on call duty officer will be notified and guidance will be given. Prior to running 911 calls, log onto EMS Charts and fill out the daily roster with the proper crew running and the unit you are planning to operate.
- c. While traveling in any vehicle operating as a member of Myrtle Beach Rescue you are required to adhere to all traffic laws placed by SCDMV or in the city in which you are traveling in.
- d. All members operating an emergency vehicle must drive with “due regard” for the safety of others using the highways. State vehicle codes provide and give special [privileges](#) to the operators or emergency vehicles; however, this does not relieve the operator from the duty and responsibility to drive with “due regard” for the safety of others.”
- e. When approaching any traffic light that is red or yellow in your direction you must come to a complete stop and check for any oncoming traffic prior to proceeding with due regard. When a traffic light is green in your direction, proceed with due regard.
- f. Seatbelts WILL be worn by all occupants in a MB Rescue vehicle. NO EXCEPTIONS
- g. When responding to emergency calls under no circumstance are you the Driver Operator to exceed 10mph over the posted speed limits. The driver operator is never permitted to exceed 70mph regardless of the posted speed limit.
- h. While operating on or near a roadway outside the vehicle, day or night, an approved DOT safety vest must be worn by all members at all times regardless of the mission.
- i. Any BLS ambulance that responds to an ALS call will proceed with NO lights or sirens UNLESS they are the closest unit in that area and are able to effectively better the patient's condition prior to ALS arrival. The unit must notify dispatch and advise their intent to respond code 1 to assist the ALS unit.
- j. When operating on any ambulance regardless of level we are not to respond long distances for calls emergent. Long distances is described as over 5 miles or more, unless you are the closest unit, been request to respond emergent by dispatch or a chief officer of a career department or are responding as a second requested ambulance to assist in a large emergency.
- k. Under no circumstance is an ambulance that is operating as a BLS unit to respond to a structure fire emergent anywhere in the city limits or county. If and when you arrive on scene you are to report to command and advise him/her of your level and follow their commands. Due to the amount of county and city units on scene and the depleted resources in the area clear the call as soon as possible.
- l. If operating as a BLS or Intermediate unit under no circumstance will the LifePack 12 be placed on the unit unless prior approval from the on call duty officer is granted. The AED will be used for all BLS and intermediate units.
- m. Individuals not affiliated with MB Rescue will sign an approved waiver and the on call duty officer will be notified prior to riding in any MB Rescue vehicle.
- n. Any individual (Member or not) riding in the rear patient compartment with patients MUST have at the minimum a Blood Borne Pathogens class within the past year.
- o. All personnel operating as any level of EMT must have their State certifications in their possession at all times while operating as medical provider on a 911 dispatch unit.

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- p. While operating on an ambulance, wearing any Myrtle Beach Rescue uniform, and or out in public, on or off duty portraying yourself as a member of Myrtle Beach rescue you are to be professional and polite. Any misconduct will be properly and fairly assessed and implemented.
- q. All members will utilize the EMS Charts reporting system for all EMS/Fire calls that any MBVRS ambulance responds to whether they are cancelled or arrived on scene. ALL Calls will be reported. All calls ran by any member of MBVRS will be reported on EMS charts no later than 2 days from the original call date and time or the punitive actions stated below will be enforced regardless of title or position. All Offences will be filed in the members file for a period of one year in which the process starts over the following year.
  - 1<sup>st</sup> Offence: Written Reprimand
  - 2<sup>nd</sup> Offence: One month suspension from Rescue Squad functions or activities. (Excluding monthly meetings)
  - 3<sup>rd</sup> Offence: Two months suspension and or possible termination. (Excluding monthly meetings)
  - 4<sup>th</sup> Offence: Termination of being a rescue squad member.

## Article XIII – Reserve Program

### Section I – Purpose

- A. To allow those persons with valuable experience to take part in rescue squad activities on a flexible basis, when full-time status presents hardship

### Section II – Prerequisite

- A. Must be eighteen (18) years of age or older.
- B. Must have some valuable experience and/or knowledge that the squad can make us of (i.e., **EMT, EMT-I, Paramedic or** former active member, etc.)
- C. Must have a total of two (2) years previous Myrtle Beach Rescue membership.

### Section III – Privileges and Obligations

- A. Must attend 50% of the general membership meetings.
- B. Must run eight (8) calls per month, or stand-by ten (10) hours per month at the station (or a suitable combination of both)
- C. Must attend 50% of all mandatory training classes given per year.
- D. May hold position of representative on Board of Directors or committee.
- E. May vote on all squad matters.
- F. Status will be approved by the general membership.

## Article XIV – Associate Program

### Section I – Purpose

- A. To allow seasonal and regular visitors a form of participation with the rescue squad, so that they may actively take part in calls, training, stand-bys, etc. This category also includes those people whom the squad would like to have as honorary members.

### Section II – Prerequisite

- A. Must be eighteen (18) years of age or older.
- B. Must have documented experience with an emergency action organization or school.
- C. Must reside outside Horry County.
- D. Current members who move away may transfer to this status.
- E. In the event of a new member, an application to the squad outlining experience and references must be completed.

### Section III – Privileges and Obligations

- A. May not vote on squad matters
- B. May ride on **911** responses, but will not be in charge **at any time unless he or she holds higher medical certification than the member riding with him or her and is registered in the state of SC .**
- C. Must coordinate with a squad officer before starting to ride so that they may be brought up to date on any new policy or procedure.
- D. A file on associate members will be kept outlining qualifications, when they participated with the squad, etc.

## Article XV – Cadet Program

### Article XVI – Resignations

#### Section I – Procedure

- A. All resignations are to be in writing. No verbal resignation will be accepted.
- B. After a twenty-four (24) hour “cooling-off” period, the resignation will be considered permanent.
- C. Any “walk out” while on duty will be an automatic dismissal from the squad.

### Article XVII – EMT Probation

#### Section I – Purpose

- A. EMT probation consist of qualified member of Myrtle Beach Volunteer Rescue Squad acting as senior EMT on a call under the direct supervision of a more senior non-probationary EMT.

#### Section II – Qualifications

- A. No person shall operate under this program without having first completed the third state test of the SC EMT course or having shown proof of current EMT level certification by some other agency and a copy of a written request for reciprocity sent to SC DHEC (to include date sent and reply, if any).

#### Section III – Rules & Regulations

- A. The length of time that a person must stay on probation is at the discretion of the **officers.**
- B. All calls must be properly documented in a logbook kept at the station for this purpose.
- C. New EMT’s who feel that they are being unjustly kept on probation may make a written complaint to the board or it’s appointees that the situation is unfair. The duty officer may be overruled.
- D. If a non-probationary EMT’s field conduct or level of quality patient care are called into question in writing by anyone directly involved with a call, that EMT may be placed on probation after review of the case by the Board of Directors or its appointees.
- E. If a person enrolls in and fails the SC EMT course twice, it is the responsibility of the Board of Directors or its appointees to confer with the course instructor on this matter. If, in the opinion of the instructor, the failure was due to negligence, and if proof of scheduling or other difficulties, his/her membership shall be terminated by the board.

**Article XVIII – QRV/Training Vehicle Protocols**

**We can probably remove this, saying we don't own one anymore.**

**Section I – Purpose**

- A. To identify the reason and needs of a Quick Response/Training Vehicle and when it is to be used.

**Section II – Qualifications For Use As QRV**

- A. Unit is only to be used as a Quick Response Vehicle when all ambulances are in use. This vehicle will not be used as a QRV first responder unit staffed with only one member.
- B. In order to use the vehicle as a Quick Response Unit, there must be at minimum one (1) certified EMT or higher on the vehicle.
- C. Minimum equipment on the vehicle shall consist of, but not limited to the following:
  - a. 2 LSB
  - b. 2 each size c-collar
  - c. 2 head beds
  - d. 6 QCS
  - e. Fully stocked jump bag
  - f. Lifepac or AED
  - g. Full set of arm/leg splints
  - h. 1 KED
  - i. Oxygen bottle with appropriate airway management supplies including, but not limited to an intubation kit.

**Section III – Qualifications For Use As Training Unit**

- A. This vehicle should be used in the event of a class being taught by MBVRS when the class is being held off-site.
- B. Members of MBVRS may use this vehicle if they are taking a class on behalf of MBVRS at another facility other than MBVRS with the prior approval of the Chief and/or Assistant Chief.