



**Burlington Volunteer Reserve  
Corps (Medical Reserve Corps)  
Bylaws**

## Bylaws of the Burlington Volunteer Reserve Corps (Medical Reserve Corps)

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### DOCUMENT CONTROL SHEET

*The purpose of this form is to ensure that the bylaws are reviewed and approved prior to issue. The inclusion of the BVRC (MRC) Executive Committee and date in the 'Approval' field below indicates approval of this document or any amendments as recorded in the minutes of the Burlington Volunteer Reserve Corps (MRC) meetings. This form is to be included at the front of this document at every release.*

**Document Title** *Bylaws of the Burlington Volunteer Reserve Corps (MRC)*

**Document Owner** *Burlington Volunteer Reserve Corps (MRC) Executive Committee*

**VERSION No.** *3.0*  
(matches amendment number below)

<b>ORIGINAL 1.0</b>	<b>Purpose</b>	<b>Approved by</b>
Publication Date: May 22,2010	Initial Creation of BVRC (MRC) Bylaws	Approved by: Executive
		May 25,2010

### AMENDMENT CHART *(add additional as required)*

<b>Amendment 1.0</b>	<b>Description</b>	<b>Approvals:</b>
	Changes to initial version based on feedback of Unit Leader and Executive Committee	Approved by: EC: 6/17/2010
	Changes to Articles IV, VI, XIV and XV as recommended by EC	Approved by Membership: 8/19/2010

<b>Amendment 2.0</b>	<b>Description</b>	<b>Approvals:</b>
	Changes to Articles II, III, IV, and V	Approved by: EC: 11/17/2018
	Changes to Articles VI and VII	Approved by EC: 1/9/2019

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	Changes to Article IV and VIII	Approved by EC: 2/13/2019
	Changes to Articles V, IX, X, XI, XII, and XIII	Approved by EC: 2/27/2019
	Amend BVRC (MRC) Bylaws as Recommended by EC	Approved by: Membership 3/13/2019

<b>Amendment 3.0</b>	<b>Description</b>	<b>Approvals:</b>
	Change Article VI (B) to reflect a requirement that volunteers must be with the BVRC for one (1) year instead of two (2) years to run for the EC	Approved by: EC: 1/12/2022
	Amend BVRC (MRC) Bylaws as Recommended by EC	Approved by: Membership 1/25/2022

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**ARTICLE I- NAME**

The name of this organization shall be the Burlington Volunteer Reserve Corps (Medical Reserve Corps) or the BVRC (MRC) or familiarly, the BVRC.

**ARTICLE II- AFFILIATION AND LOCAL SPONSORING ORGANIZATION**

The BVRC (MRC) *is* affiliated with the Assistant Secretary for Preparedness and Response. The BVRC (MRC) *is* sponsored by the Burlington Massachusetts Board of Health. The designated Unit Leader of the BVRC (MRC) will be a member of the Burlington Board of Health or an agent of the Burlington Board of Health.

**ARTICLE III- PURPOSE AND GOALS**

- A. The purpose of the BVRC (MRC) *is* to enhance the town of Burlington, Massachusetts emergency preparedness and response by ensuring that a pre-identified trained and credentialed group of health professional and support volunteers are ready to respond to public health emergencies and community service activities.
- B. The organization has been formed to:
  - 1. Assist and support the public health initiatives of the Burlington, Massachusetts Board of Health and the US Surgeon General.
  - 2. Assist and support the Burlington Massachusetts Board of Health during declared and undeclared public health emergencies.
  - 3. Improve the community's ability to respond to public health emergencies.
  - 4. Recruit and train health care professionals and support volunteers to respond to the specific public health needs and wellbeing of the community.
  - 5. Recruit and train health care professionals and support volunteers to respond to public health emergencies.

**ARTICLE IV- MEMBERSHIP**

- A. All actively registered volunteers who meet the following criteria shall be members of the BVRC (MRC). Qualifications for membership include:
  - 1. Burlington, Massachusetts resident or non-Burlington resident with an expressed interest in joining the BVRC (MRC).
  - 2. Willingness to actively participate in BVRC (MRC) trainings and meetings.
  - 3. Willingness to actively participate when called upon to provide support during public health initiatives and public health emergencies.
  - 4. Acceptable CORI and VSOS results.
  - 5. Health care professionals must hold a current license to practice their specialty in the

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Commonwealth of Massachusetts.

6. Validation of qualification to operate equipment as required.
7. Complete and sign a confidentiality agreement.

**B. Membership expectations include:**

1. Completion of required Incident Command System training (ICS 100 and NIMS 700 courses) within one year of becoming a member of the BVRC (MRC).
2. Development of disaster plans for family and/or significant others.
3. Development of a care plan for family and/or pets in the event a member is deployed.
4. Professional conduct, the ability to meet the requirements of deployment, and adherence to chain of command is required of all volunteers. The Executive Committee and/or the Unit Leader, under their discretion, may review volunteer performance and may decide to revoke membership, if warranted.

**C. Non-Discrimination:**

A person who is a member in good standing in the BVRC (MRC) shall not be denied the opportunity to represent or be barred from holding any office or position in the BVRC (MRC) because of age, sex, gender identity, race, religion, ethnicity, sexual orientation, or national origin.

**ARTICLE V- ORGANIZATION**

- A. The Burlington Volunteer Reserve Corps (Medical Reserve Corps) shall be governed by these Bylaws, the rules and regulations of the Burlington Board of Health and the Town of Burlington, Massachusetts.
- B. An Executive Committee shall be established.
- C. The Executive Committee shall be vested with powers to manage the business and affairs of the BVRC (MRC).

**ARTICLE VI-EXECUTIVE COMMITTEE MEMBERSHIP**

- A. The Executive Committee shall consist of five (5) members.
- B. Executive Committee members must be actively registered members of the organization for a minimum of one (1) year. Executive Committee members must successfully complete Incident Command System level 100 and NIMS 700 courses.
- C. The five Executive Committee members shall be elected at the annual meeting by the members of the BVRC (MRC). Three members will be elected in odd numbered years and two members will be elected in even numbered years. At the first meeting after the election, the Executive Committee will choose the Chair and Vice Chair. The Chair must have served at least one year on the Executive Committee.

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- D. Executive Committee members shall be elected for two (2) years and may be reelected without term limitation.
- E. Executive Committee members serve without compensation.
- F. Executive Committee membership shall require participation in designated Executive Committee meetings. A member shall be removed from membership for missing three (3) meetings without submitting an acceptable explanation to the Vice Chair.
- G. Any Executive Committee member who can no longer serve may submit a letter of resignation to the Executive Committee.
- H. The Executive Committee will select a replacement from the general membership to serve until the next election. The Executive Committee, at its discretion, may post on the ballot a member position for a one year term at the next election.

**ARTICLE VII- EXECUTIVE COMMITTEE MEETINGS**

- A. A quorum of the Executive Committee shall consist of not less than 3 voting members for the purpose of conducting business . The vote of the majority of authorized voting members present is necessary for the adoption of all matters voted upon. Each member of the Executive Committee will be allowed one (1) vote. There will be no proxies.
- B. Meetings will be held at least every other month at a time and accessible location designated by the Executive Committee Chair with approval of the members of the Executive Committee.
- C. The Medical Reserve Corps Unit Leader shall be invited to attend all Executive Committee meetings.
- D. If unable to have a quorum for a meeting, the Chair shall assign a new meeting date.
- E. Special meetings may be called by the Executive Committee Chairperson or by any 3 Executive Committee members as needed provided all Executive Committee members are given a 7 day notice.
- F. Notice of meeting, agenda, and minutes of the previous meeting shall be provided to Executive Committee members in advance of the meeting date. Notice will be sent electronically.

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**ARTICLE VIII-EXECUTIVE COMMITTEE MEMBERS AND DUTIES**

- A. The members of the Executive Committee shall consist of at least:
  - 1. Chair
  - 2. Vice Chair
  - 3. Three (3) Members-at-Large
- B. The Chair will create the agenda, shall preside at all meetings of the Executive Committee, and be the official spokesperson for the Committee.
- C. The Vice Chair shall preside at meetings and fill in for other duties when requested by the Chair or when the Chair is not available.
- D. The Executive Committee shall take and maintain minutes of all meetings, present minutes at each meeting, maintain the bylaws and make available any and all non-confidential reports or records upon request. .
- E. The Executive Committee will also maintain and promote the BVRC (MRC) at every opportunity. It will identify training to maintain the effectiveness of the general membership.
- F. With input from the Executive Committee, the Unit Leader will develop and maintain the annual budget in accordance with set guidelines.

**ARTICLE IX - COMMITTEES**

- A. The BVRC Executive Committee shall oversee two types of committees: ad hoc and standing committees. Ad hoc committees shall be convened by the Chair of the Executive Committee to address specific concerns or issues as necessary or required. Standing Committees shall include:
  - 1. Special Events
  - 2. Training
  - 3. Public Education and Outreach
  - 4. Recruitment and Retention
- B. The Executive Committee Chair will appoint one Executive Committee member as a liaison to each ad hoc committee and will appoint one Executive Committee member as a Committee Chair to each Standing Committee.
- C. Ad hoc committees will elect their own Chair from the members of the committee.
- D. The Committee Chair is responsible for ensuring minutes of each committee meeting are recorded and a copy provided to the members of the Executive Committee.
- E. The Executive Committee liaison or Executive Committee Chair to a committee will request that the Executive Committee Chair place on the Executive Committee agenda any

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business items from a committee requiring Executive Committee approval or budgetary action.

- F. Committee meetings will be called by the Committee Chair as required.
- G. Any member of the organization can join a committee.

**ARTICLE X- ANNUAL MEETING**

- A. A general meeting of all credentialed members of the BVRC (MRC) will be held annually. The Executive Committee Chair will act as moderator.
- B. A quorum must be present to conduct a valid meeting. A quorum will consist of 10% of the current credentialed membership being present at the meeting.
- C. The purpose of the annual meeting is to:
  - 1. Approve Bylaw Amendments if any are proposed.
  - 2. Elect the Executive Committee members for positions whose terms expire that year.
  - 3. Present Status Reports of the previous year's activities by the:
    - i. Unit Leader
    - ii. Executive Committee Chair
    - iii. Ad hoc and Standing Committee Chairs
  - 4. Outline future plans and activities.
  - 5. Address other business as determined by the Unit Leader, the Executive Committee, or the general membership.

**ARTICLE XI -AMENDMENTS**

- A. These bylaws may be amended by a simple majority vote of the credentialed membership present at any meeting of the general membership provided a quorum is obtained. A quorum will be declared if 10% of the credentialed membership is present at the meeting. Written notice of any proposed bylaws change(s) and the intent to amend bylaws at the meeting must be provided to all members of the BVRC (MRC) at least seven (7) days prior to the meeting. Electronic notification is acceptable.
- B. All proposed bylaw changes shall be proposed to the Executive Committee who will review, recommend, and report on the changes to the general membership. If appropriate, a special committee will be appointed by the Executive Committee to study the changes.



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**ARTICLE XII- FINANCES**

The Burlington Board of Health will receive and account for all funding and equipment received by the BVRC (MRC). The Unit Leader will prepare and present a Budget Report to the Executive Committee at least quarterly.

**ARTICLE XIII- CONTACT WITH EXTERNAL AUTHORITIES**

The BVRC (MRC) Unit Leader shall represent the organization and be responsible for overseeing organization reporting and financial requirements and shall serve as organizational liaison and signature authority.