



***Arkansas Emergency Medical
Technicians Association, Inc.***

By-Laws

***Revised
August 2018***

Disclaimer

The name and purpose of the association shall be as set forth in the articles or organization of these by-laws. These by-laws, the powers of the association, its directors and members, and all matters concerning the conduct and regulation of the affairs of the association shall be subject to the determined provisions within. These provisions and the articles of organization are periodically subject to amendment.

These by-laws shall not be limited by any consideration of race, creed, religion, gender, or national origin and in accordance with the Americans with Disabilities Act of 1972.

Any items not addressed in the Articles of Incorporation or bylaws of the Corporation must be approved by the Board of Directors.

I. Name

- A. The name of this association shall be the Arkansas Emergency Medical Technicians Association, Inc.
- B. It is established as a nonprofit, charitable corporation under Arkansas Statute Annotated Sections 64-1901 et seq. hereinafter to be referred to as the Association or AEMTA.

II. Purpose

- A. To represent and serve Emergency Medical Services (EMS) Professionals through advocacy and promotion of the profession
- B. To represent and serve EMS Professionals through educational programs

III. Objectives

- A. Promote the professional status and to encourage and facilitate education, training, and continuing education of EMS Professionals.
- B. Encourage and promote the career development and professional advancement of the EMS profession
- C. Encourage, promote, and support the establishment of EMS systems at the local and state level
- D. Promote public understanding of EMS
- E. Promote a professional code of ethical standards and practices
- F. Acknowledge, encourage, and promote the importance of EMS volunteers
- G. Promote communication and cooperation among EMS Professionals
- H. Promote research and development of evidence-based medicine.
- I. Work with other associations and governmental entities to promote and protect the emergency medical services profession.

IV. Members

- A. Membership is contingent upon payment of dues.
- B. Members must reside within the region to vote for the Region Representative elected for that Region.

- C. **Regular Membership:** Any resident of the State of Arkansas who has a license or certification as an Emergency Medical Technician, Advanced Emergency Medical Technician, or Paramedic from the Arkansas Department of Health and/or the National Registry of Emergency Medical Technicians is eligible for **Regular Membership**.
1. Any resident of the State of Arkansas who has completed an approved DOT Emergency Medical Responder course and recognized by the Board of Directors is eligible for regular membership.
 2. Any resident of the State of Arkansas who is employed by and/or affiliated with an EMS agency.
- D. **Honorary Membership:** Upon the signed recommendation of one (1) member, seconded by another member, and by two-thirds (2/3) vote by the Board of Directors, **Honorary Membership** may be conferred upon any person who shall have rendered notable services to the association. An Honorary Member shall be entitled to all privileges of the Association except those of making motions, voting, and election to an office within the association or any of its societies.
- E. **Affiliate Membership:** Any manufacturer or distributor actively engaged in the work related to emergency services may apply for **Affiliate Membership** in the Arkansas Emergency Medical Technicians Association, Inc. Said Affiliate Member will not be entitled to make motions, vote, or election to an office within the association or any of its committees or societies.
- F. **Associate Membership:** Any individual or organization (except for those coming under Affiliate Membership status described in ***Topic IV Subtopic D***) who is not an emergency medical professional may become and **Associate Member**. An Associate shall have none of the obligations of membership other than dues and shall not be entitled to make motions, vote, or be elected to an office within the association or any of its committees or societies.
- G. **Corporate Membership:** Corporations or businesses may join the Arkansas EMT Association as **Corporate Members**. The corporate member will have the following benefits:
1. A fifty percent (50%) discount on all advertising in the AEMTA Newsletter and the conference program.
 2. Officers or employees of the corporation may attend any AEMTA meeting but shall not be entitled to make motions, vote, or be elected to an office with the association or any of its committees or societies.
 3. Association media and EMS Conference Program will have a listing of all corporate members.

- H. **Department Membership:** Services or organizations may join the EMT Association as a **Department Member** which includes the first twenty (20) members. The members will have the same rights and privileges as regular members.
- I. **Lifetime Membership:** Individuals who qualify as active members and pay a one-time Lifetime membership dues as determined by the Board of Directors may become a **Lifetime Member**. Lifetime members are entitled to the privileges given to any active member as defined by the by-laws and policies set forth by the Association. Members who are elected to the office of President and who have completed their terms as President shall be granted lifetime membership in the Association without having to pay any membership dues.
- J. **Emeritus Membership:** A member, upon recommendation of the Board of Directors, who has a long history of service to the Association but may no longer be actively engaged in the EMS Profession, may be elected to **Emeritus Membership Status**. Such person shall have rendered outstanding service to the Association. He/She would be given the title Member Emeritus. A Member Emeritus, or an Officer Emeritus (using proper title, e.g. President Emeritus) shall have none of the obligations of office but shall be entitled to all the privileges and rights pertaining thereto.
- K. The Arkansas EMT Association will offer a one-time regular membership to newly licensed/certified EMS Professionals providing the membership application is returned to the association secretary within ninety (90) days of licensure or certification.
- L. Revocation of Membership:
 - 1. Membership may be revoked for appropriate cause, including but not limited to, conviction of a felony offense, notice of an official reprimand, sanction, or other negative action by a regulatory body, unprofessional conduct, or unethical or immoral behavior.
 - 2. Action taken to revoke membership status in the Association may be referred to the Membership Committee.
 - 3. For revocation of membership see ***Topic XII, Subtopic F***.

V. Dues

- A. Dues shall accompany any application for membership in the association. The membership year for all members will follow the fiscal year of the AEMTA.
- B. If dues are paid during EMS Conference Registration, a membership will expire December 31 of the following year.
- C. The dues collected shall be forwarded to the Association Treasurer.

D. Dues are as followed:

Regular Membership:	\$20.00 annually
Affiliate Membership:	\$125.00 annually
Associate Membership:	\$15.00 annually
Honorary Membership:	No Charge
Corporate Membership:	\$250.00 annually
Department Membership:	\$175.00 annually for the first 20 members \$8.00 annually for any additional members
Lifetime Member:	\$250.00 paid one time.

VI. Meetings

- A. The annual meetings of the Association will be at a time and place designated by the Board of Directors. Notice of the annual meeting shall be communicated by the secretary to each member appearing on the books of the Association as of the date of notice. Notice will be communicated at least thirty (**30**) days prior to the annual meeting.
- B. A special meeting of the Association may be called by the president or by request in writing of at least two-thirds (**2/3**) of the members of the Board of Directors. Notice of such meeting shall be given in the same manner as prescribed in **Topic VI Subtopic E**.
- C. All committees shall meet as often as is necessary to conduct their business. The Board of Directors shall meet at least once every odd month or more often as called upon by the president, or by a majority of the Board of Directors. A notice stating the date, time, and purpose of such a called meeting must be sent to all Directors of the Association at least seven (**7**) days prior to the called meeting; however, no notice of any meeting of the Board of Directors shall be required if a written waiver of notice filed with the record of the meetings is executed before or after the meeting of all the Directors and notice of a special meeting of the Board of Directors shall be waived by all members thereof, entitled to notice thereof.
- D. Any action required or permitted at a meeting of the Board of Director may be taken without written notification of a meeting if a written consent thereto is signed by all Directors entitled to vote at such meetings and such written consent is filed with the records of the meetings by the Board of Directors.
- E. Notice of meetings or special meetings of the Board of Directors or members shall be prepared by the secretary and communicated by him/her at proper times set out in these by-laws. All notices shall state the time, place, and purpose(s) of such meeting and will be communicated by mail, e-mail, and/or the aemta.org website under Announcements.

- F. A quorum shall be constituted as follows:
1. Association - twenty-five (**25**) of the “members” as determined from the books and records of the association
 2. Board of Directors - fifty percent (**50%**) of the Board of Directors. A quorum may transact business, unless otherwise stated herein, by a majority vote of those present at any such meeting.
- G. ***The Fiscal Year of the Association*** shall commence on the ***1st day of January*** and shall terminate on the ***31st day of December*** of the same year.

VII. Board of Directors

- A. **Definition:** The Board of Directors will be made up of members of the association and shall be made up as follows:
1. Officers
 2. One (1) regional representative from each region
 3. One (1) board member-at-large
 4. Presidents of each society
 5. Immediate Past President of the Association
- B. **Qualifications:**
1. A member in good standing with the Association
 2. Properly elected to the position by Association members
 3. The statewide Director at large shall be elected by mail before the annual conference as outlined in ***Topic X***
- C. **Responsibilities:**
1. The Board of Directors shall be responsible for the general supervision and management of the affairs of the Association including, but not limited to, the policies not covered by the by-laws and expenditures of funds necessary to carry out the purpose of the organization.
 2. Board Members shall attend scheduled Association meetings and those called by the Board President.
 3. Board Members shall serve on committees appointed by the President

4. Board Members shall have the autonomy to contact and recruit other Board members to provide input and assist on projects assigned to him/her by the President.
5. Board Members shall maintain a professional attitude and shall strive to present to the Board of Directors the ideas and recommendations of the Association members.
6. Board Members will be accountable to the President or the Association to insure active representation of Association Members within his/her area.
7. Board Members will provide information and assistance to the President with goals and objectives of the Association
8. Board Members shall function as an active member of the Association and shall strive to maintain positive relationships with the membership, State Office of EMS, the public, and with allied Emergency Services Personnel.
9. In the event a member of the Board of Directors cannot attend a board meeting, a designated representative may attend said meeting and have all rights of the Board Member at that meeting including the right to vote, provided such a person presents a letter signed by the Board of Directors or an electronic verification by the Board Member he/she is representing authorizing him/her to represent the Board Member for that specific meeting. All Board of Directors will be required to attend 50% of meetings per year in person or appropriate action up to removal from the Board.
10. All Board members are required to attend at least 50% of the scheduled Board meetings per year in person or appropriate action up to removal from the Board.

D. **Duties:**

1. Participate, as needed, in the planning and execution of the annual State EMS events.
2. Maintain a positive working relationship with Association Societies, ancillary services and promote a positive professional image of the Association.

E. **Vacancies:**

1. Any vacancy as a result of resignation, removal, or other cause of an officer or Director of the Association, unless otherwise provided for in these by-laws, shall be filled by the appointment by the President or by nominations from the floor during General Meeting.
2. All appointments are subject to the approval of the Board of Directors

F. Removal:

1. Any Director may resign at any time by delivering his resignation to the association at its principal office or to the President or Secretary of the Association. Such resignation shall be effective upon its receipt or the date specified in the written resignation, whichever is later.
2. Any Director may be, at any time be removed from office with cause, by the affirmative vote of two-thirds (**2/3**) of the members of the Board of Directors then in office at a meeting called for that purpose. At least thirty (**30**) days' notice shall be provided such Director and he/she shall be provided an opportunity to be heard by the Board of Directors.
3. In the event a Director should die, resign, be removed from office, or vacate his/her office for any other reason before the expiration of his/her term of office, the Board of Directors shall elect, by a majority vote in the affirmative, a member to fill the rest of the unexpired term, if any unexpired term exists.
4. In the event the provision of the section must be invoked, notice of a replacement Board Director will be elected at the next Board of Director meeting must be given..
5. Any vacancy as a result of resignation, removal, or other cause of a Board Director of the Association, unless otherwise provided in these bylaws, shall be filled by the appointment by the President. All appointments by the President are subject to the approval of the Board of Directors.

VIII. Officers

- A. The officers of the Arkansas Emergency Medical Technician Association, Inc. shall be as follows:
 1. President
 2. Vice President
 3. Secretary
 4. Treasurer
 5. Parliamentarian
- B. The officers of the association shall serve a term of two years. An officer may succeed themselves one time. The officers shall assume office the first day of January.

C. **Duties**

1. **President:** The President shall preside at all meetings of the Association and of the Board of Directors. The president, subject to the approval of the Board of Directors, shall appoint the standing committees, herein after carrying out the purpose of the Association, and shall be the Chief Executive Officer of the Association. The President will, prior to the second quarterly meeting of the fiscal year and in conjunction with the Past President, will ensure deliverance in writing to the Board of Directors a full report of the Association's business and financial matters. This statement will include a list of the officers, funds, expenditures, liabilities, taxes, committees and their members, and all current activities of the Association. The report will contain the said information of all recognized societies and chapters. The President or Treasurer will be authorized to sign checks of the Association. In the event of the demise of either officer the Secretary will replace that officer. The President can spend a maximum of two hundred and fifty dollars (**\$250.00**) per month on needs considered to be of an urgent nature.
2. **Vice-President:** The Vice-President shall take the place of the President in his/her absence or incapacity and shall perform such other duties as may be assigned to him from time to time by the President.
3. **Secretary:** The Secretary shall keep minutes of all meetings of the Association and the Board of Directors and shall:
 - a. Attend to correspondence
 - b. Send such notice of regular and/or special meetings of the corporation and/or the Board of Directors as may be required by these by-laws
 - c. Perform such duties set forth in the Arkansas Statutes Annotated Section 64-1901
 - d. Coordinate all activities associated with membership records and correspondence
 - e. The Corresponding Secretary shall handle correspondence as directed by the president. This position may be appointed by the president and approved by the Board of Directors if needed and duties may include but are not limited to:
 - aa. Send such notice of regular and/or special meetings of the association and/or the Board of Directors as may be required by these by-laws
 - bb. Any correspondence deemed necessary by the President
 - cc. Handle receiving and delivering mail sent to the Association mailbox

- dd. Any other duties as deemed necessary by the President
- ee. If this position is not appointed by the President or approved by the Board of Directors, then the above-mentioned duties will fall upon the secretary.

4. **Treasurer:** The Treasurer shall:

- a. Keep full and accurate account of receipts and disbursements in book belonging to the Association
- b. Deposit all depository authorized by the Board of Directors, taking proper vouchers for such disbursements
- c. Promptly render to the president and to the Board of Directors such statements of transactions and accounts as the President and/or Board of Directors require
- d. If so directed by the Board of Directors, the treasurer shall provide a surety bond in favor of the Association in such amount as is directed by the Board of Directors with surety or bonding company licensed by the Commissioner of Insurance by the State of Arkansas to do business. The cost of such bond shall be paid by the Association.
- e. Perform such duties and have such other powers additional to the foregoing as the Board of Directors may designate
- f. The President or Treasurer will be authorized to sign checks of the Association. In the event of the demise of either officer the Secretary will replace that officer.

5. **Parliamentarian:** The Parliamentarian shall:

- a. Act as an advisor to the president on all questions of parliamentary procedure
- b. Be constantly alert for errors in procedure

IX. Regional Representatives

A. **Definition:** There shall be five (5) regional representatives, each representing fifteen (15) counties:

- 1. ***Region 1 – Northwest*** - will consist of Baxter, Benton, Boone, Carroll, Crawford, Franklin, Johnson, Logan, Madison, Marion, Newton, Pope, Sebastian, Searcy, and Washington counties

2. **Region 2 - Northeast** - will consist of Clay, Craighead, Crittenden, Cross, Fulton, Greene, Independence, Izard, Jackson, Lawrence, Mississippi, Poinsett, Randolph, Sharp, and Woodruff counties
3. **Region 3 – Central** - will consist of Cleburne, Conway, Faulkner, Garland, Grant, Hot Spring, Lonoke, Perry, Prairie, Pulaski, Saline, Stone, Van Buren, White, and Yell counties
4. **Region 4 – Southwest** - will consist of Clark, Columbia, Hempstead, Howard, Lafayette, Little River, Miller, Montgomery, Nevada, Ouachita, Pike, Polk, Scott, Sevier, and Union counties
5. **Region 5 – Southeast** - will consist of Arkansas, Ashley, Bradley, Calhoun, Chicot, Cleveland, Dallas, Desha, Drew, Jefferson, Lee, Lincoln, Monroe, Phillips, and St. Francis counties.

B. **Qualifications:**

1. The Regional Representative shall serve terms of two (2) years with the terms of three members expiring each year with the exception of the society president who will expire according to their society by-laws.
2. Representatives in Region 1, 3, and 5 must be elected or re-elected in the fall of even years.
3. Representatives in Regions 2, 4, and at-large shall be elected in the fall of odd numbered years.
4. Representatives must be properly elected to the position by Association members within his/her region.
5. Members must live within the region to be nominated and elected to represent that region or serve as proxy.

C. **Responsibilities:**

1. Each Regional Representative is encouraged to conduct at least one training workshop for CEU's annually for Association Members in geographical area.
2. AEMTA may assist in financing the workshop to a maximum of one thousand dollars (**\$1,000.00**) as funds are available pending board approval.

D. **Vacancies:**

1. Any vacancy as a result of resignation, removal, or other cause of any officer or director of the Association, unless otherwise provided for in these by-laws shall be filled by the appointment by the President or in such event nominations may be taken from the floor during General Meeting.

2. All appointments are subject to the approval of the Board of Directors

X. Elections

- A. The current president shall appoint a three-member election committee from the members of the association. The members of this election committee shall be posted in both written and electronic format at least **120** days prior to the annual meeting. Each nominee may have one person added to the election committee as a monitor.
- B. Each potential candidate shall file a letter of intent to run, by mail or electronically to the chairman of the election committee not earlier than **90** days and not later than **60** days prior to the annual meeting.
- C. Officers shall be elected by electronic ballot through a third party voting company that validates the voting process and outcome unless the office is uncontested, then election by acclamation is assumed.
- D. If the election is held by electronic ballot then the following procedures will be followed.
 1. The President in coordination with the election committee will appoint one individual to be the Administrator of the Election Ballot.
 2. Electronic Ballot will be secured with a reputable third-party voting company that validates the voting process and outcome of the election.
 3. Once the third-party voting company is secured then the Administrator will work with the Membership Chairperson and the third-party voting company to upload the current membership roster.
 4. The electronic ballot will be communicated to the membership, including the dates voting is open, the website to vote and any procedures to vote; via mail, e-mail and/or social media, whichever the Board of Directors deems appropriate.
 5. Once the electronic ballot voting is closed the Administrator will report the results to the President for further processing.
 6. Electronic ballots are kept on file for a period of one year and dependent upon the rules and regulations of the third-party voting company.
 7. Should a tie result, the election would be by show of hands from the members present at the general session.
- E. In the event that no nominations are filed for an office, nominations will be accepted from the floor at the annual meeting and elected by a majority hand vote.

XI. Committee and Liaisons

- A. Committees may be formed by the President. The Board shall approve all committee appointments.
- B. The president shall appoint the chairman of each committee.
- C. The president shall be a member ex-officio of all committees and shall be notified by the committee chairman of all committee meetings.
- D. Standing committees shall be:
 - 1. Conference Planning Committee
 - 2. Membership Committee
 - 3. Legislative Committee
 - 4. Finance Committee
 - 5. Awards Committee
 - 6. Advisory Committee
- E. The **Conference Planning Committee** responsible for the educational program for the annual EMS conference shall consist of:
 - 1. A chairperson appointed by the Board of Directors
 - 2. The President of each Society or a designated representative.
 - 3. A member of the Board of Directors
 - 4. Members at-large as designed by the Board of Directors
- F. **The Membership Committee** will be made of five members, one appointed from each region to be responsible for recruitment and retention of membership
 - 1. The Membership Committee has the authority to revoke a membership once a concern or complaint is received.
 - 2. After investigation by the Membership Committee, the committee chair will notify the member, by certified mail, of membership revocation. If the member chooses, this decision of the Membership Committee may be appealed to the Board of Directors, in writing, within thirty (30) days of receiving notice of membership revocation.
 - 3. Upon receipt of an appeal, the Board of Directors has thirty (30) days to meet and hear the appeal of the member. **The decision of the Board of Directors is final.**

- G. **The Legislative Committee** will be comprised of the Board of Directors of the EMT Association. The committee may enlist help from any other member deemed necessary.
- H. **The Finance Committee** shall be comprised of three (3) members appointed by the president and approved by the Board of Directors. No two (2) can be from the same region. At least two (2) of the three (3) members must come from the board, excluding the President, Secretary, and Treasurer. **The Finance Committee** shall be responsible for:
1. Auditing records of the Association
 2. Devising ways and means to raise funds
 3. Approving expenditures in excess of two hundred fifty dollars (**\$250.00**) with a maximum of one thousand dollars (**\$1,000.00**) per month on needs to be considered of an urgent nature. Such approval may be done by phone or any electronic device.
 4. Any expenditure in excess of one thousand dollars (**\$1,000.00**) per month must be approved by a majority of the Board of Directors. Such approval may be done by phone or any other such electronic device.
- I. **The Awards Committee** will be comprised of five (5) regional representatives. If any committee member is nominated for an award, he/she must resign from the committee. The purpose of this committee is to screen nominees and select an award winner for EMT of the Year, EMS Administrator of the Year, Medical Director of the Year and any other awards that are approved by the Board. If an instance arises that a society award winner cannot be selected, then the Awards Committee will review nominees and select the winner of that award.
- J. The **Advisory Committee** shall be made up of all past presidents with the immediate past president serving as chairman. They will advise the AEMTA as needed.
- K. Liaisons for the AEMTA may be any voting member of the Association that is nominated and elected by the Board of Directors of the AEMTA. The term of office and responsibilities for each liaison will be described in the liaison assignment. Any liaison may resign the position, with said resignation becoming effective immediately, by providing a letter of resignation as stated in **Topic XI**.
- L. Any Liaison may be removed from the position for cause under guidelines as for Directors in **Topic XI subtopic K** and a successor selected in accordance with **Topic XIII Subtopic I** where applicable.

XII. Parliamentary Procedure

- A. At all meetings, the AEMTA will follow the adopted Articles of the Corporation as well as the by-laws of the AEMTA.
- B. The most recent copy of **Robert's Rules of Order** will be used to help govern the organization.

XIII. Amendment of By-Laws

- A. Any voting regular member may propose that the by-laws be altered, amended, or repealed and new or revised by-laws may be adopted by two-thirds (**2/3**) vote of the regular members present. Voting shall take place during any annual meeting of the Association or in any special meeting of the Association called for that purpose.
- B. Written notice of any proposed amendments shall be sent to all persons entitled thereto by the secretary not less than twenty (**20**) days prior to the annual meeting or special meeting called for that purpose, such notice must contain a copy of the proposed alteration, amendment, or revision of the by-laws.

XIV. Corporate Seal

- A. The Association shall have an official seal which shall be imprinted on all documents requiring the same.
- B. The seal shall be round and not more than two (**2**) inches in diameter.
- C. The seal shall bear the complete name of the association, State of Arkansas, and year of incorporation.

XV. Corporate Logo

- A. The Association shall have an official logo.
- B. The logo shall be the outline of the State of Arkansas in red with a blue Star of Life in the center and will bear the letters AEMTA in block style and in red above the Star of Life.
- C. The Association logo can only be used with express permission from the President or their designee. If permission is granted, then the specifications in **Topic XV, Subtopic B** must be adhered to.
- D. The Association logo trademark shall be renewed every five (5) years through the Arkansas Secretary of State.

XVII. Affiliation

- A. The Association shall recognize societies of the Association. The president of such societies shall serve as a member of the Board of Directors.
- B. The Association upon written request and approval by a two third (**2/3**) vote of the Board of Directors shall charter any organization or association in the field of EMS as a society or chapter of the Association.
- C. Anyone wishing to become a regular member of any society or chapter of the Association must first become a regular member and be in good standing with the AEMTA.
- D. The minutes of all society and chapter meetings will be delivered in writing to the AEMTA Secretary within thirty (3) days following the meeting.
- E. In the event a society or chapter is not functioning in a manner consistent with the practices and procedures of the AEMTA, the Board of Directors may order a reorganization of the chapter or society of concern by re-election of officers, dissolution or any other manner deemed necessary to insure the activities and organization of said society or chapter is consistent with AEMTA.
- F. All funds, expenditures, and any other financial transactions of a society or chapter will be managed and dispersed by the Association treasure applicable to the society, chapter, or Association by-laws.
- G. All request for monies dispersed must be received by the Association Treasure in writing from the society or chapter president or treasurer.
- H. In the event dissolution of a society or chapter should occur, all funds of said society or chapter will be added to the AEMTA treasure account.
- I. In the event dissolution of society or chapter should occur, all tangible items will revert to the AEMTA.

XVIII. Endorsements

- A. Endorsements of any nature must be on behalf of the Arkansas EMT Association.
- B. All endorsements of any nature on behalf of the Arkansas EMT Association must have the approval of the Board of Directors.

XIX. Dissolution

- A. No profit of the association shall ensure to any individual member of the Association.
- B. Upon dissolution of the Association, the net assets available for disbursements shall be distributed in accordance with Arkansas Statutes Annotated Section 64-1901 et seq. as same may be amended from time to time, so long as the provisions of said statutes are not in conflict with Chapter 501 © of the internal Revenue Code of 1954 as amended.

Revised: August 3, 2018