

NORTH CAROLINA ASSOCIATION OF EMS ADMINISTRATORS

BYLAWS

SECTION I-NAME

The name of this organization shall be the North Carolina Association of Emergency Medical Service Administrators.

SECTION II - MISSION AND GOALS

To raise the professional standards and improve the practices used in emergency medical services management by providing guidance, coordination, a forum for the exchange of ideas, and an informational network for EMS Administrators. The goals of the association shall be:

- A. To develop professional standards for EMS Administrators.
- B. To identify and coordinate entry-level educational opportunities for EMS Administrators.
- C. To identify and coordinate continuing educational opportunities for EMS Administrators.
- D. To provide a forum for the exchange of information and development of possible resolutions to common problems regarding EMS administrative matters.
- E. To coordinate activities of the Association with State and Federal agencies to improve the standard of Emergency Medical services.

SECTION III - MEMBERSHIP

- A. Membership of the Association shall represent individuals within the State of North Carolina concerned with the management of emergency medical services, emergency medical programs, **or** emergency medical organizations and shall consist of three levels:
 - 1. Active Members - Active membership shall consist of one paid professional EMS Administrator per paid professional provider. This person shall serve as the active member for their organization and shall be appointed by the organization.
 - a. Active members may vote and hold office within the Association.
 - 2. Associate Members - Associate membership shall consist of one paid professional EMS personnel whose job description indicates they have administrative, management, and supervisory responsibilities to their EMS organization.
 - a. Associate members may vote and serve on committees. Associate members shall not hold office in the Association
 - 3. Affiliate Members - Affiliate membership shall be open to all paid (Active or Retired) Professional EMS personnel at the local, regional, or state level and community college personnel, who are interested in promoting the betterment of EMS in North Carolina.
 - a. Affiliate members may serve on committees. Affiliate members shall not vote nor hold office in the Association.

4. Lifetime Membership - Any NCAEMSA member upon retirement from an Emergency Medical Services administrative Position, in good standing with the Association, may maintain a Lifetime Membership in the Association, after Executive Board and membership approval.

- a. Lifetime Members will be exempt from NCAEMSA conference registration fees.

- B. All membership applications and renewals shall be subject to review and approval by the Membership Committee.
- C. All members must pay annual dues, as set forth by the Board of Directors.
- D. An Active or Associate member must have a current paid membership and be in good standing to be able to vote at meetings of the Association.
- E. Membership in the Association shall not be limited by any consideration of age, race, creed, sex, or national origin.
- F. The Association retains the right to refuse, revoke, or suspend membership of any individual, determined by the Membership Committee, to have acted in an unprofessional manner.

SECTION IV- MEETINGS

- A. A duly constituted meeting of the members shall be a meeting called by the chair.
- B. A process of credentialing Active and Associate members present will precede any duly constituted meeting.
- C. Only credentialed Active and Associate Members may vote and there shall be no voting by proxy.
- D. The Association shall hold, at a minimum, an annual conference consisting of a training seminar and an annual business meeting. When appropriate, election of officers will be held at the annual business meeting.
- E. A simple majority of those present and eligible to vote shall govern the meetings.

SECTION V- OFFICERS

- A. Executive Officers shall consist of the following:
 - 1. Chair**
 2. Vice-Chair/Chair Elect
 3. Treasurer
 4. Immediate Past Chair
- B. Election of Officers:
 1. Executive Officers shall be nominated from the Active Membership of the Association.
 2. Election shall be by simple majority vote of Active and Associate members in good standing present at the annual meeting of the Association.

- C. The duties of the Executive Officers shall be as follows:
1. **Chair:** The Chair shall preside at all meetings of the Association. The Chair will have such usual powers of supervision and management as may pertain to the Office of Chair.
 2. **Vice-Chair/Chair Elect:** Vice Chair/Chair Elect shall, in the event of absence, disability, resignation, removal, or death of the Chair possess all duties as may be designated by the **Chair**. The Vice Chair shall become the Chair Elect during their second term.
 3. **Treasurer:** The Treasurer shall collect, receive, and disburse all moneys of the Association. The Treasurer will maintain a \$ 100.00 petty cash fund for Association business/functions. The Treasurer will present a financial accounting of Association moneys at each official Association business meeting.
- D. **Terms of Office:** The term of office for all Executive Officers shall be two (2) years.
- E. Any Executive Officer may be removed from office by a two-thirds vote of the **Active and Associate** Membership for cause, particularly failure to perform duties and/or abuse of office.
- F. **Secretary:** The Secretary shall assure the minutes are kept of all meetings of the Association, and will present them as needed throughout the year. The Secretary shall sign, with the chair, all contracts and other instruments when so authorized to do so by the Association. The secretary shall keep current bylaws as developed and/or modified by the membership. The Secretary shall be responsible for the Association mailing list.
- G. The Board of Directors shall be composed of the Executive Officers and one active member elected by the membership for each of the three regions in the state (Eastern, Central, and Western). The purpose of the Board of Directors is to conduct the business of the Association. The term of the Regional Representatives shall be two (2) years.

SECTION VI - COMMITTEES

The Chair may appoint such committees as are deemed necessary for the successful operation of the Association. Committee appointments shall be made with geographic diversity in mind. The following standing committees shall be established:

- A. **EXECUTIVE** - The Executive Committee shall consist of all current Executive Officers. The Chair of the Association shall chair the Executive Committee. The Executive Committee shall meet at least quarterly. Special meetings may be called by the Chair or any three members with two weeks notice.
- B. **MEMBERSHIP** - The Membership Committee shall consist of three regional representatives appointed by the Executive Committee and one Executive Committee member as designated by the Chair and the committee shall elect its own Chair. Its duty shall be to recruit and screen new members. The Membership Committee shall meet at least quarterly.
- C. **TRAINING AND EDUCATION** - The Training and Education Committee shall consist of members appointed by the Chair and approved by the Executive Committee and shall be chaired by the Vice Chair/Chair Elect. Its duties shall be to plan programs, arrange speakers, and training sessions for the association's regular meetings. The Training and Education Committee shall meet at least quarterly.
- D. **Other committees may** be appointed by the Chair, as needed, and approved by the Executive Committee.

SECTION VII - ORDER OF BUSINESS

The order of business and rules of conduct shall be such as determined by the Executive Committee. In cases not covered by such rules, Roberts Rules of Order shall govern.

SECTION VIII - IDENTIFICATION OF OFFICIAL BUSINESS YEAR

The official business-reporting period of the Association shall be a Fiscal Year - July 1 to June 30.

SECTION IX - AMENDMENTS

The Executive Committee may recommend changes or amendments to the Bylaws at any regular business meeting of the Membership.

SECTION X - DISSOLUTION

In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt in sections 509 (A) (2) and 501 (c) (3) of the Internal Revenue Code of 1954, or corresponding sections of any prior or future law, or to the Federal, State, or Local Governments for exclusive public purpose.

Notwithstanding any other provision of these activities, the Association will not carry on any other activities not permitted to be carried on by:

- (A) an Association exempt from Federal Income Tax under Section 509 (A) (2) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue law, or:
- (B) a corporation, contribution to which are deductible under 501 (C) (3) of the Internal Revenue Code of 1954 or any other corresponding provision of any future United States internal Revenue Law. Said corporation is organized exclusively for charitable religious, educational, and scientific purposes, including for such purposes as making of distributions to organizations that qualify as exempt organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954, or the corresponding provision of any future United States Internal Revenue Law.

**NORTH CAROLINA ASSOCIATION OF EMS
ADMINISTRATORS
CODE OF CONDUCT**

The Code of Standards of Conduct for members of the Association has been adopted to promote and maintain the highest standards of EMS systems management and personal conduct among its members. Adherence to these standards is required for membership in the Association and services to assure public confidence in the integrity and service of Professional EMS Administrators.

As a member of the North Carolina Association of EMS Administrators, I pledge myself to:

1. Maintain complete loyalty to the EMS system, that employs me and aggressively pursue the object of quality patient care, delivery, and service.
2. Neither engage in, nor countenance, any exploitation of my EMS system, the patients served, the industry, and my profession.
3. Recognize and discharge my responsibility and that of my EMS system to uphold all laws and regulations relating to my EMS activities.
4. Exercise and insist on sound management principles in the conduct of the affairs of my EMS organization.
5. Use only legal and ethical means if I should seek to influence legislation or regulation.
6. Issue no false or misleading statements to the public.
7. Refrain from dissemination of any malicious information concerning other EMS organizations or system, and/or other EMS Administrators.
8. Accept my responsibility for cooperating in every reasonable and proper way with other EMS Administrators and the general medical community.
9. Utilize every opportunity to improve public understanding of Emergency Medical Services.
10. Maintain high standards of personal conduct.

JOB DESCRIPTION
REGIONAL REPRESENTATIVES

The Regional Representative should be the focal point representing the NCAEMSA in each of the three regions (Western, Central, and Eastern). They should strive to establish a rapport with all members within their respective areas.

An information network between the Chairperson and the Regional Representative should be established. This network would assure that pertinent information is reaching the membership through the Regional Representative.

Each Regional Representative should strive to enhance the membership of the association by recruiting new members within their respective areas. They should strive to sell the Association to the EMS Organizations within their respective areas.

The Regional Representative shall be an extension of the Association Chairmen in their respective areas.

Revision voted on and approved by membership October 7, 2002

These Bylaws were Revised on: October 7, 2002

Witness: _____
George Winstead, Chairman

Witness: _____
Jeanette Jones, Secretary