**Bylaws of the**

**Air Medical Society of the**

**Arkansas EMT Association, Inc.**

Article I. NAME

A. The name of this organization shall be the Air Medical Society of the Arkansas EMT Association (AEMTA).

B. The Society will be a division of the Arkansas Emergency Medical Technicians Association.

Article II. PURPOSE

A. To provide recognition to Arkansas Air EMS services and personnel within the state who are members of the Arkansas EMT Association;

B. To enhance emergency medical care and training provided to and by air services within the state of Arkansas;

C. To provide current information on training, continuing education and other educational offerings relevant to air EMS within the state; by providing biannual publications announcing training or CE.

D. To promote professionalism and to aid in establishing standards for person(s) employed or wishing to be employed in air EMS within the state, so that the best possible care may be delivered to the citizens of Arkansas;

E. To assist in developing standards of operation and performance of air medical services operating within the state; through continual review of rules and regulations and assistance with regulatory support to ensure those standards are met. To be done every year by July and submitted to Air Medical Committee.

F. To promote the professional status and encourage advanced education of Arkansas air EMS crews regardless of the organization in which he/she performs those skills;

G. To assist in the development and improvement of a means for advanced level, critical care certification continuing education for air EMS crews within the state of Arkansas,

Article III. MEMBERSHIP

Section I. Eligibility of Membership

A. Membership in the Air Medical Society shall be open to individuals having an interest in air medical transportation of critically ill or injured patients within the state of Arkansas.

B. Membership shall NOT be limited by any consideration of race, creed, religion, sex or national origin.

C. Membership in the Air Medical Society is contingent upon payment of dues to the AEMTA and the Air Medical Society.

Section II. Terms of Membership

A. Membership shall be for a period of one year and must be renewed annually;

B. Any member may voluntarily withdraw from the Society and terminate his or her membership at any time. (No refunds of society dues will be made by the Society for early withdrawal);

C. Only Regular and Legacy Members shall have the right to vote and hold office within the Society.

Section III. Membership Classes – Each Member shall be classified as one of the following:

a. Regular

b. Associate

c. Legacy

A. Regular Member: Any person who is employed full or part-time by an air EMS service licensed within the state of Arkansas and in good standing.

1. Regular Members MAY attend society meetings;

2. MAY participate in active discussions pertaining to society business and objectives;

3. MAY Bring business/topics of discussion before the society;

4. MAY participate in Society elections;

5. MAY make motions and vote on all matters requiring a vote by the membership;

6. MAY nominate and vote for officers;

7. MAY hold office in the Air Medical Society.

B. Associate Member: Any person not actively employed with an Arkansas licensed air medical service or not otherwise eligible for Regular Membership but who is interested in and supports the objectives of the Air Medical Society.

1. Associate Members MAY attend Society meetings;

2. MAY Participate in active discussion pertaining to society business and objectives;

3. MAY Bring business/topics of discussion before the society;

4. May NOT participate in Society elections;

5. May NOT make motions or vote on any matter requiring a vote by the membership;

6. May NOT hold office in the Air Medical Society.

C. Air Medical Legacy Member: Any person of outstanding prominence, who has made a significant contribution to the field of Air EMS within the state of Arkansas.

(Legacy Membership is an extraordinary class limited to individuals who have rendered notable service or who have distinguished themselves to a significant degree through efforts directed toward the advancement or improvement of the air medical transport industry in Arkansas or the Air Medical Society. Nominations for Legacy Membership shall be presented to the Society President who shall submit the nominations to the Society Leadership for approval. Nominees are awarded Legacy Membership status upon unanimous approval by the Society Leadership, and are then entitled to free lifetime membership in the Society. The Air Medical Society shall exercise the greatest discretion in granting such approval and shall not approve any nominees without insuring that substantial justification exists for the award of the honor. No more than two (2) Legacy Memberships may be awarded per year.)

1. Legacy Members MAY attend Society Meetings;

2. MAY participate in active discussions pertaining to society business and objectives;

3. MAY Bring business/topics of discussion before the society;

4. May participate in Society elections.

5. May make motions or vote on any matter requiring a vote by the membership.

6. May hold office in the society.

Section IV Dues:

A. Society dues shall be in addition to membership dues required by the Arkansas EMT Association.

B. Society Dues shall be $10 for Regular and Associate members;

C. Honorary Members shall not pay dues;

D. Dues shall accompany any application for membership;

E. Members delinquent in their dues shall not be considered in good standing;

G. Members delinquent in their dues shall be dropped from the member rolls;

H. Dues shall accompany any application for membership.

I. Any member whose dues are unpaid at the time of the annual conference meeting shall be ineligible to vote or hold office.

J. Each year during the conference membership meeting annual dues shall be reviewed by the members present. Dues may then be adjusted by a vote of simple majority.

Article IV. Meetings, Rules of Order, and Amendments

Section I. Meetings

A. The Air Medical Society shall meet, at minimum, twice a year in conjunction with the Arkansas EMT Association meetings;

B. Officers of the Air Medical Society shall meet at least once annually prior to the annual business meeting of the AEMTA.

C. All regular Air Medical Society meetings will be open meetings; And those meetings will be announced no later than 1 month prior to all current members via email and social media through AEMTA approved sites. The Secretary is responsible for management of the Air Medical Society Facebook page and will obtain approval from AEMTA President and access from the IT Coordinator.

D. At any regularly scheduled meeting of the membership, those present shall constitute a quorum.

E. Each Regular member present shall be entitled one vote;

F. With thirty (30) days’ notice, a special meeting may be called at the discretion of the President, majority of the Executive Committee or upon written request of at least five (5) Active members stating the date, the time, and the purpose of the special meeting.

G. Any Officer who misses two (2) consecutive regularly scheduled meetings can, at the discretion of membership, be removed from office.

Section II. Rules of Order

A. The order of agenda shall be determined by the President.

B. Any member may bring a topic before the membership after being recognized by the President.

C. The current edition of Roberts Rules of Order shall be used for all Society and Society Committee meetings.

Section III. Amendments

A. Any voting REGULAR member may propose that the bylaws be altered, amended, repealed and/or new or revised bylaws be adopted.

B. Written notice of proposed changes to the Society bylaws must be given thirty (30) days in advance. (Notification published in AEMTA Lifeline will suffice)

C. Bylaw changes must be submitted to the Society Officers for recommendation prior to consideration by the membership. Such submission shall be made to the President by mail ten (10) days prior to the quarterly meeting in which changes are to be considered for recommendation.

D. Amendments may be approved with a two-thirds (2/3) vote of the attending voting members.

Article V. Officer Elections, Terms and Duties

Section I. Officer Elections:

A. The officers of the Air Medical Society shall be elected by and from the Regular members of the Society and positions shall be;

1. President;

2. Vice President;

3. Secretary

4. Parliamentarian

B. The election of officers shall be held at the annual conference membership meeting.

C. The election of officers shall proceed in the following order: President, Vice President, Secretary, Parliamentarian

D. Nominations shall be made and seconded from the floor and a verbal acceptance shall be solicited from the nominee.



E. ALL nominees must be classified as Regular or Legacy members.

F. With the exception of the first officers, Regular Members shall be a member in good standing of the Air Medical Society for a minimum of six (6) months before they may run for an officer position.

G. Election to any office shall require a majority vote.

Section II. Officer Terms:

A. The term of office for Officers/Board Members shall be for two (2) years.

B. Terms of office will begin January 1st of the next year after elections of the regular AEMTA and Air Medical Society conference meetings of each odd year.

C. Officers/Board Members shall not hold the same office for more than two (2) consecutive terms.

D. The President of the Air Medical Society shall not hold the office of President in any other affiliated chapter or society of the AEMTA concurrently.

E. The President will be a member of the Board of Directors of the Arkansas EMT Association. And will be allowed to select a Proxy to ensure the Air Medical Society has representation. It is the responsibility to ensure the Air Medical Society is represented at each vote. All Proxies must be reported to the society’s Secretary and added into the minutes for record keeping, as well as, submitted to the AEMTA President prior to the start of the meeting that the proxy will be attending.

Section III. Officer Duties:

A. The President shall:

1. Be the official representative and spokesperson for the Society;

2. Preside over membership and Executive Committee meetings of the Society;

3. Appoint and monitor all committees required to achieve the goals of the society;



4. Perform other such duties as deemed necessary by the Society membership, AEMTA President and/or Board of Directors.

B. The Vice President shall:

1. Assume the duties of the President in his or her absence;

2. Perform such other duties as assigned by the President;

3. Serve as the Chairperson for Standing Committees.

4. In the event the office of the President becomes vacant, assume the duties and office of the President.

C. The Secretary shall:

1. Keep a record of all meetings;

2. Prepare and read the minutes or forward by email of the preceding membership meeting;

3. Keep a record of all members; obtain from AEMTA Membership Coordinator yearly

4. Assume a leading role in the registration of participants at special events;

5. Keep a proper file of all Society correspondence;

6. Transmit with thirty (30) day notice to the members a meeting announcement;

7. Be in charge of membership files and keep them current;

D. The AEMTA Treasurer shall serve as the Treasurer for the society.

E. Parliamentarian:

1. Works in conjunction with the AEMTA Treasurer to keep a

running account of funds available at all times.

2. Ensure the meetings are orderly and in compliance with bylaws.

3. Assist with urgent announcements.

Article VI. Committees

Section I. Standing Committees –

A. The following are standing committees of the Society, some with designated chairs:

1. Executive Committee – Consists of the President, Vice President, Secretary and immediate Past President. Parliamentarian

2. Education Committee – The Vice President is Chairperson and responsible for ensuring biannual progressive education is offered. The chairperson may form a committee or utilize the officers.

3. Competition Committee – The committee will propose scenario and judges for each year’s Critical Care Competition and encourage competitors through outreach and advertisement. This may be sent separately to providers, members, services and/or in minutes.

4. Awards Committee - The Air Medical Society should take part in Flight Provider and Flight Service of The Year Award. This is delegated to the President. The President will convene a special board meeting to decide winners based on merit from the nomination packets submitted. The President will present award at the annual AEMTA EMS Conference.

B. The President may appoint other committees as he/she deems necessary.

Article VII. Miscellaneous

Section I. The minutes of the Air Medical Society meetings and the membership records are to be open for inspection upon written request by any active member at any reasonable time, for any purpose reasonably related to the member’s interest as a member, requests for inspection shall be in writing to the Secretary/Treasurer of the Society. Will be published to members after every meeting.

Section II. The fiscal year shall run concurrently with the fiscal year of the AEMTA, January 1 through December 31.

These Amendments were drafted 1/9/2023 and signed by:

Francis Lewis – Proxy for Justin Dearing

Steven Perry

Shannon Hillis

Latricia Maynard

These Amendments were ratified in open meeting 3/2/2023 by the following quorum:

Justin Dearing

Steven Perry

Shannon Hillis

Latricia Maynard

Francis Lewis

Joi Baker

Carrie Reynolds

Doug Baker

Monica Knight

Bobby Pemberton

Lacey Blasdel-Robb