

# Arkansas Fire/EMS Society

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Bylaws of the Arkansas Fire/EMS Society

of the

Arkansas EMT Association, Inc.

## ARTICLE I NAME

The name of this organization shall be the Arkansas Fire/EMS Society (AFEMSS) of the Arkansas Emergency Medical Technician Association, Inc.

## ARTICLE II PURPOSE

Section 1: To create an organization to recognize the skills and achievements of the EMS providers within the fire service who are members of the Arkansas EMT Association.

Section 2: To provide current information, training, continuing education and services and to promote professionalism and the current standards for persons concerned with Fire Emergency Medical Services.

Section 3: To assist in the development and improvement of Advanced Level Fire Department Emergency Medical Services in the state of Arkansas.

## ARTICLE III MEMBERSHIP

Section 1: All applications for membership shall be submitted in writing with proof of current membership in the Arkansas EMT Association to the AFEMSS Secretary/Treasurer.

Section 2: Each member shall be classified according to one of the following:

- a. Active member: Any person who is employed or volunteers full or part time as a Firefighter EMT, Firefighter Paramedic, Firefighter First Responder, and who subscribes to and practices the Code of Ethics of the NAEMT with a Fire Department.

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Fire Department shall be defined as: any certified AR Fire Department, Department of Defense Department, Subcontracted Department of Defense Department, or entity involved in the promotion, or sales of a product or service including training.

- b. Associate member: Any person not a Firefighter EMT, Firefighter First Responder or eligible for active membership, but who is interested in and supports the objectives and Code of Ethics of the AEMTA. This classification may include Corporate Members.
- c. Honorary Member: Any person of outstanding prominence who has made a significant contribution to the field of EMS in the Fire Service.
- d. Student Member: Any person currently enrolled in an accredited EMT program in Arkansas.

Section 3: Only active members shall have the right to vote and hold office in the Society. In order to be a member in good standing, members shall not be delinquent in their dues.

## ARTICLE IV MEETINGS

Section 1: The Officers/Board of the AFEMSS shall meet at least annually prior to the annual business meeting of the Arkansas EMT Association. The annual meeting of the AFEMSS shall take place during the annual EMT Association Conference.

Section 2: The AFEMSS shall meet bi-annually in conjunction with the EMT Association bi-annual meetings.

Section 3: All AFEMSS meetings are open meetings.

Section 4: Bi-annual meetings shall include a training workshop in which Continuing Education Units (CEUs) for AFEMSS members may be offered.

Section 5: Any Officer/Board Member who misses two (2) consecutive regularly scheduled meetings can, at the discretion of the membership, be removed from office.

Section 6: At any meeting of the membership, nine (9) members present shall constitute a quorum. Written proxies will be accepted at any meeting including the Board. Each member present or represented by proxy shall be entitled to one vote. With thirty (30) days' notice, a special meeting may be called at the discretion of the President or upon the written request of five (5) Active Members.

## ARTICLE V OFFICERS/BOARD OF DIRECTORS

Section 1: The officers of the AFEMSS shall be elected by and from the active members of the Society and shall be: President, Vice President and Secretary/Treasurer.

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Section 2: There shall be one Active Member elected by the Active Members from each region (as defined by the Arkansas EMT Association) to service that region on the Board of Directors (5 members) if Membership allows. At minimum, there shall be one Active Member elected to the North Region and one Active Member elected to the South Region with the Arkansas River dividing the State into North and South.

Section 3: The term of office for Officers/Board Members shall be for two (2) years, or until the successors are elected.

Section 4: Officers/Board Members shall not hold the same office for more than two (2) consecutive terms.

Section 5: Officers/Board Members of the AFEMSS shall be elected by a majority vote of the active members of the Society in attendance at the annual meeting. The new Officers/Board Members will then be introduced to the membership and will assume their duties at the annual meeting.

Section 6: With the exception of the first officers, elected Officers/Board Members must have been a member in good standing for a minimum of six (6) months prior to his/her election.

Section 7: The Board of Directors shall meet no less than bi-annually. Other meetings may be called by the President or upon written request of three (3) of the Board Members with two (2) weeks notice. At any meeting of the Board, five (5) members shall constitute a quorum. The Board of Directors shall have general supervision of the Society between annual meetings, including expenditures of funds of the Society.

Section 8: Elected Officers/Board Members of AFEMSS shall not hold an office in any affiliated chapter of the Society as set forth on article IX.

Section 9: Any Officer/Board Member may be removed from office with cause by the affirmative vote of the majority of the members of the Board of the AFEMSS at a meeting called for that purpose. Reasonable notice shall be provided such by the Officer/Board Member and he/she shall be provided an opportunity to be heard by the Board.

### ARTICLE VI DUTIES OF THE OFFICERS

Section 1: The President shall preside over all of the meetings of the Society, appoint all committees, unless otherwise provided for, and together with the other officers, have supervision of all affairs of the Society. All Presidential appointments must be approved by the other officers.

Section 2: The Vice President shall be in charge of finances in cooperation with the Treasurer, shall assist the President in the discharge of his/her duties, and shall preside on the President's absence. In the event the office of the President becomes vacant, the Vice President shall become the President. The Vice President will be responsible for the continuing education to be presented at the bi-annual meetings.

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Section 3: The Secretary/Treasurer shall be responsible for the minutes of all Society meetings and will keep an adequate and proper file of Society correspondence. He/she will transmit to the members adequate announcements of all Society meetings not less than fifteen (15) days prior to the meeting, shall be the chair of the Membership, Newsletter, and Finance committees and shall keep membership files current. The AEMTA Treasurer shall be responsible for the custody of all assets of the Society and shall deposit all monies of the Society on a chartered bank in the name of the Society. The AEMTA Treasurer shall supervise the collections of all funds in accordance with the Bylaws and will disburse funds upon the order of the Officers/Board (full majority). The AEMTA Treasurer will report at the annual meeting on the financial condition of the Society.

## ARTICLE VII COMMITTEES

Section 1: The following are standing committees of the Society, some with designated chairs:

- a. Membership-Secretary/Treasurer is Chairperson
- b. Education/Program-Vice President is Chairperson
- c. Finance-Secretary/Treasurer is Chairperson
- d. Awards
- e. Newsletter-Secretary/Treasurer is Chairperson
- f. Legislative
- g. Conference

Section 2: The President may appoint other committees as he/she deems necessary.

## ARTICLE VIII DUES

Section 1: The setting of the annual dues shall be the obligation of the Membership (majority vote of a quorum) at the annual meeting as would be appropriate to cover publications, reproductions, mailings, etc. Currently, dues are:

Active members: \$10.00

Associate Member: \$10.00 (Minimum)

Student Member: \$5.00

Honorary Member: \$0.00

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Section 2: Failure to pay dues annually by September 15 will result in the expiration of membership. Persons whose membership had expired may be reinstated by payment of dues for the current year. Honorary members shall not pay dues.

Section 3: Any member whose dues are unpaid at the time of the annual meeting shall be ineligible to vote or hold office.

Section 4: Honorary membership shall be in accordance with the Arkansas EMT Association's Bylaws and policies and shall be determined by the membership of the Society with these guidelines in mind.

### ARTICLE IX STATE AFFILIATE CHAPTERS

Section 1: Upon petition of five (5) or more AFEMSS members and after verification of such membership, the Officers/Board may grant a Chapter Affiliation of the AFEMSS to such a group. Such a petition shall be accompanied by the proposed bylaws of the chapter along with a roster of the officers and initial membership. These must conform to the constitution and bylaws of the AFEMSS and the Arkansas EMT Association.

Section 2: The members of such chapters shall be members in good standing in the AFEMSS as outlined in article III.

Section 3: Amendments to the bylaws of a Chapter shall be submitted in writing to the AFEMSS Officers/Board for approval prior to the implementation of such amendments. The AFEMSS Officers/Board must respond in writing to the Chapter concerning the amendment within ten (10) days after the next bi-annual meeting.

Section 4: Any Chapter that fails to maintain an active membership status for more than one (1) year will have its charter revoked.

### ARTICLE X MISCELLANEOUS

Section 1: The minutes of the AFEMSS meetings and the membership records will be open for inspection upon written request to the Secretary/Treasurer by any active of the Society.

Section 2: The fiscal year shall run concurrently with the fiscal year of the AEMTA, January 1<sup>st</sup> through December 31<sup>st</sup>.

Section 3: These bylaws may be amended by a two-thirds (2/3) majority vote of the members present at the annual meeting, provided a copy of the proposed amendments have been made available together with a notice of the time and place of such meeting at least sixty (60) days prior to such a meeting.

Section 4: Notice of adopted changes in the bylaws shall be sent to all members no later than sixty (60) days after their adoption.

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Section 5: Robert's Rules of Order, Newly Revised, except when in conflict with these bylaws, and shall control all parliamentary proceedings of the assembly and all committees.

## ARTICLE XI ORDER OF BUSINESS

Section 1: The Order of Business for the meetings of the Society shall be as follows:

- a. Call to Order
- b. Minutes
- c. Secretary/Treasurer's Report
- d. President's Report
- e. Committee Reports
- f. Unfinished Business
- g. New Business
- h. Nomination Report
- i. Recess for Purpose of Caucus
- j. Election of Officers
- k. Announcements
- l. Adjournment

Section 2: The President shall determine the order of business at special meetings. Agenda items must be submitted seven (7) days prior to a meeting to be considered at the meeting. No action can be taken on non-agenda items at a special meeting without the unanimous consent of the members present.