

**Bylaws of the First Responder Society
of the
Arkansas EMT Association**

ARTICLE I NAME

The name of this society shall be the First Responder Society of the Arkansas EMT Association.

ARTICLE II OBJECT

The purpose of the First Responder Society is as follows:

- A. To recognize the skills and abilities achieved by the trained First Responder.
- B. To promote the professional status and encourage advanced education of the First Responder regardless of the organization in which he/she performs those skills.
- C. To provide information on current concepts of emergency care and on governmental policies related to First Responders.
- D. To promote public welfare and acknowledge the importance of trained First Responders, as volunteers, who give the initial care in the EMS system.

ARTICLE III MEMBERS

Section 1. Any resident of the state of Arkansas, who has completed an approved DOT First Responder course and/or has advanced training in the medical field and is a volunteer, recognized by his/her affiliation as a First Responder is eligible for regular membership.

Subsection A. Anyone outside of the State of Arkansas who meets the above requirements is also eligible.

Section 2. Any First Responder who is not a resident of the state of Arkansas may not hold office.

- Section 3. Membership will not be limited by any consideration of race, creed, religion, sex or national origin.
- Section 4. Membership is contingent on payment of dues to the AEMTA and the First Responder Society.
- Section 5. Membership dues may be paid as a group to the AEMTA, or individually, and to the society as an individual.
- Section 6. Dues shall accompany an application for membership.

ARTICLE IV. OFFICERS

- Section 1. The officers of the society shall be:
- a. President
 - b. Vice President
 - c. Secretary/Treasurer
 - d. Parliamentarian
- Section 2. The officers of the society shall be elected at a regular election and shall serve two (2) years, initially, and be elected each year thereafter. Officers may not serve two consecutive two year terms.
- Section 3. The officers shall serve from January 1 to December 31. The President shall appoint an election committee consisting of three (3) people. Any nominee may have a monitor on the election committee.
- Section 4. The President shall preside at all meeting of the society and the Board of Officers, and subject to the approval of the Board of Directors shall appoint standing committees, to carry out the purpose of the society. The President will keep all Board Members advised of the activities of the society, and shall, in writing, prepare a report, listing all of the business, financial activities, list of membership, and all activities, prior to the second quarterly meeting of the fiscal year.
- Section 5. The Vice President shall take the place of the President in his/her absence and shall perform such other duties as assigned by the President.

Section 6. The Secretary/Treasurer shall keep minutes of all meetings of the society and the Board of Directors and shall:

1. Attend to all correspondence in conjunction with the President's directives;
2. Send notice of regular and/or special meeting of the society and/or the Board of Directors as required by these bylaws.
3. Perform other duties as assigned by the President.
4. Keep a complete, concise record of all financial actions and all necessary documentation of said actions.

Section 7. The Parliamentarian shall act as an advisor to the President on all questions of parliamentary procedure and be alert for errors in procedure.

Section 8. The President and the Secretary/Treasurer will be authorized to sign checks for the society on a joint signature basis. In the event of the demise of one or the other the Vice President will replace the absent party until an emergency election be held to replace the absent member.

ARTICLE V. MEETINGS

Section 1. The annual meeting of the society will be at a time and place to be designated by the Board of Directors. Notice of said meetings will be sent 30 days prior to the meeting. Annual meetings will coincide with the annual meeting of the AEMTA.

Section 2. A special meeting of the society may be called by the President on request in writing of a least 30 days prior to the meeting. Special meetings may be called on request, in writing, by the Board of Directors, to the President.

Section 3. All committees shall meet as often as is necessary to conduct their business and the Board of Directors shall meet at least once each quarter or more often upon call of the President.

- Section 4. Committees shall meet as often as necessary to conduct their business. The Board of Directors shall meet at least once per quarter, or more often upon call of the President, or by a majority of the Board of Directors, notice being given at least seven (7) days of the meeting, in writing stating the date, the time, and purpose of said meeting.
- Section 5. A quorum shall be constituted as follows: The elected officers and at least five (5) board members, for any board activities. When in a meeting, including members, a quorum shall consist of a majority of members present.

ARTICLE VI. BOARD OF DIRECTORS

- Section 1. The Board of Directors shall be made of members of the society and shall be made up as follows: the society officers; Directors, one from each region; and one statewide director-at-large. The regions shall follow the same geographic guidelines as set forth by the AEMTA.
- Section 2. The Directors shall serve two (2) years initially, if possible, and shall be elected each year thereafter. No director may serve more than two consecutive two year terms.
- Section 3. The Board shall be responsible for the general supervision and management of the society. Including but not limited to the policies not covered by these bylaws.
- Section 4. The Board Member shall function as an active member of the society and shall be a member in good standing.
- Section 5. Qualifications:
- a. A member in good standing with the society.
 - b. Properly elected to the position by society members.
 - c. First Responder level of certification and anyone who qualifies in advanced training, who responds as a First Responder in his/her affiliated area.
- Section 6. The Board Member will be accountable to the President of the society to insure active representation of the society members within his/her area. They will provide information and assistance to the President to promote the goals and objectives of the society.

Section 7. Responsibilities and Authority:

- a. The Board Member shall be responsible for active society membership recruitment within his/her area.
- b. The Board Member shall attend scheduled society meetings and those specifically called by the Board or President.
- c. The Board Member shall serve on committees appointed by the President.
- d. The Board Member shall work individually or in conjunction with other board members to provide input and assist on projects as assigned by the President.
- e. The Board Member shall maintain a professional attitude and shall strive to present to the Board of Directors the ideas and recommendations of the society members within his/her area of representation.

Section 8. Special Duties

- a. Participate in the planning and execution of the Annual State EMS Conference, especially in regards to the First Responder Society.
- b. Maintain a positive working relationship with Association societies.
- c. Any other services and promote a positive and professional image of the society.

Section 9. In the event that a Regional Board of Directors member should die, resign, be removed from office or vacate his/her office before their term expires the Board shall elect a member to fill out the remainder of the unexpired term, if applicable. The Board shall elect, by majority vote in the affirmative, from the region left without representation. Notice must be given that said action will take place at the next Board of Directors meeting.

Section 10. Any Director may resign at any time by delivering his/her resignation in writing to the society President or Secretary/Treasurer. Such resignation shall be effective upon its receipt, or the date specified in the written resignation.

Section 11. Any Director may be removed from the office with cause by the affirmative vote of 2/3 of the members of the Board of Directors then in office at a meeting called for that purpose. At least 30 days notice shall be given and he/she shall be given an opportunity to be heard by the Board of Directors.

Section 12. In the event that a Director cannot attend a Board of Directors meeting, a designated representative may attend and have all of the rights of the Director, if said representative presents a letter of authorization signed by the Director to represent him/her for a particular region and for a specific meeting.

ARTICLE VII. COMMITTEES AND LIASIONS

Section 1. Committees may be formed by the President, if approved and voted on by the Board of Directors. Said Board shall approve all committee appointments.

Section 2. The President shall appoint the Chairman of each committee.

Section 3. The President shall be an ex-officio member of all committees, and shall be notified by the chairman of all committee meetings.

Section 4. Standing committees shall be:

- a. Conference Program Committee
- b. Membership Committee
- c. Legislative Committee
- d. Finance Committee
- e. Awards Committee

Section 5. The Conference Program Committee shall consist of: a chairman, appointed by the Board of Directors, the President of the society, a member of the Board of Directors, and members-at-large as designated by the Board of Directors.

Section 6. The Membership Committee will be made of five members, one appointed from each region to be responsible for recruitment and retention of membership.

Section 7. The Legislative Committee shall be comprised of the Executive Committee and the Board of Directors of the Society. The committee may enlist help of any other members they deem necessary.

Section 8. 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 of the three members must come from the Board of Directors, excluding the President and Secretary/Treasurer. The Finance Committee shall be responsible for 1) auditing financial records of the society; (2) devising means to raise funds; and (3) approving expenditures in excess of \$200. Such approval may be made by phone.

Section 9. 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 make a selection of the award winner.

ARTICLE VIII. PARLIAMENTARY PROCEDURE

At all meetings of the society, Board of Directors, or committees, Robert's Rules of Order Revised shall be the standard for parliamentary procedure.

ARTICLE IX. AMENDMENT OF BYLAWS

Any voting Regular Member may propose that the bylaws be altered, amended, repealed, and new or revised bylaws may be adopted by two-thirds vote of the regular members as defined by Article III, Section 1, present and voting during any annual meeting of the society or in any special meeting of the society called for that purpose. Written notice of any proposed amendments shall be sent to all persons entitled to vote, by the Secretary/Treasurer not less than twenty days prior to the quarterly meeting or special meeting called for that purpose, such notice containing a copy of the proposed alteration, amendment, or revision of the bylaws.

ARTICLE X. AFFILIATION

Section 1. The President of the society will deliver in writing to the AEMTA President prior to the first quarterly meeting of the fiscal year, a full statement of financial and business matters of the society. The statement will include a list of officers, a list of members, list of membership dropped, funds, expenditures, liabilities, committees and members, and all current activities of the society.

Section 2. The minutes of all quarterly meetings will be delivered in writing to the AEMTA Secretary within ten (10) days of the meeting.