

**Bylaws of the  
Arkansas Instructor/Coordinator Society  
of the  
Arkansas EMT Association, Inc.**

ARTICLE I            NAME

Section 1:    The name of this organization shall be the Arkansas Emergency Medical Technician Instructor/Coordinator Society. The organization may be referred to as the Arkansas EMT Instructor/Coordinator Society or, more simply the Instructor/Coordinator Society or the Arkansas EMT Instructor Society. The Society will be a division of the Arkansas Emergency Medical Technician Association.

ARTICLE II           PURPOSE

Section 1:    To enhance emergency medical care in the State of Arkansas.

Section 2:    To aid in establishing standards to insure that students develop proper skills and attitudes so that the best possible care may be delivered to the citizens of this state.

Section 3:    To promote competent training of EMT candidates by EMT Instructors through the use of equitable training manuals and practical skills program.

Section 4:    To provide a means for continuing education for Arkansas EMT Instructor/Coordinators.

ARTICLE III           MEMBERSHIP

Section 1:    Membership shall be for a period of one year and must be renewed annually. The membership time period will begin with the membership meeting that will be held in conjunction with the AEMTA's annual fall conference.

Section 2:    All members will be considered "Provisional" until such time that an appropriate application has been completed and returned to the Society.

Section 3: Each membership will be classified by the Executive Committee into one of the following categories:

- a. Active Member: Any person who is certified by the state of Arkansas as an EMT Instructor or any person who is authorized as an official coordinator of a state-approved EMS teaching site.
- b. Affiliate Member: Any person who is not eligible for Active Membership but participates in EMS training and who is supportive of the purpose and ideals of this Society.
- c. Honorary Member: Any person, of outstanding prominence, who has made a significant contribution to the field of EMS training in the state of Arkansas.
- d. Sustaining Member: Any person, firm, corporation, or group that believes in the purpose and ideals of the Society that makes a significant monetary contribution to this organization.

Section 4: Only Active Members shall have the right to vote and hold office in the Society.

Section 5: Any member may voluntarily withdraw from the Society and terminate his or her membership at any time, however, no refunds of membership dues will be made by the Society.

Section 6: Membership is contingent upon the person being a member in good standing of the Arkansas EMT Association.

#### ARTICLE IV DUES

Section 1: The dues for Active and Affiliate Memberships will be \$5.00 per year.

Section 2: Persons paying for new memberships six months after the fall meeting will only pay one-half the regular cost.

Section 3: Person delinquent in their dues must pay the full cost for reinstatement or shall be dropped from the roll.

Section 4: Honorary Members shall not pay dues and Sustaining Members shall be considered by their contributions.

Section 5: Each year at the fall membership meeting, the annual dues shall be reviewed by the members present at which time the amount of the dues may be adjusted by a vote of a simple majority.

Section 6: The Society dues will be in addition to the dues required for membership in the Arkansas EMT Association.

## ARTICLE V OFFICERS

Section 1: The officers shall be Active Members for at least one year.

Section 2: The officers shall consist of President, Vice President, Secretary and Treasurer.

Section 3: The officers shall serve a term from January 1 each year through December 31 of that year.

Section 4: The President shall:

- a. Be the official representative and spokesperson for the Society.
- b. Preside over the membership meetings of the Society.
- c. Appoint all committees required to conduct business for the Society as deemed necessary by the membership.
- d. Serve as Co-Chairperson with the AEMTA President at the annual fall education conference.
- e. Perform such other duties as deemed necessary by the membership.

Section 5: The Vice President shall:

- a. Assume the duties of the President in his or her absence or disability.
- b. Assist the President with his or her duties as directed.
- c. Assume a leading role in obtaining continuing education for the membership.
- d. Perform such other duties as deemed necessary by the membership.

Section 6: The Secretary shall:

- a. Keep a record of all the proceedings of meetings.
- b. Prepare and read the minutes of the preceding membership meeting.
- c. Keep a record of all members.
- d. Assume a leading role in the registration of participants at special events.
- e. Perform such other duties as deemed necessary by the membership or as may be assigned by the President.

Section 7: The Treasurer shall:

- a. Be responsible for all assets of the Society.
- b. Deposit and invest all monies of the Society in a chartered bank in the name of the Society.
- c. Supervise the collection of all funds concerning memberships or registrations.
- d. Disburse funds upon the order of a majority of the Executive Committee.
- e. Report the financial condition of the Society at all membership meetings.

Section 8: The Executive Committee shall consist of the elected officers and the immediate Past President.

## ARTICLE VI ELECTION OF OFFICERS

Section 1: The election of officers shall be held at the annual fall membership meeting.

Section 2: The election of officers shall proceed in the following order: President, Vice President, Secretary and Treasurer.

- Section 3: Nominations shall be made and seconded from the floor and a verbal acceptance shall be solicited from the nominee. All nominees must be Active Members.
- Section 4: Balloting for each office shall be by secret ballot.
- Section 5: Election to any office shall require a majority vote.
- Section 6: There shall be no voting by proxy.
- Section 7: A person shall not be nominated nor elected to the same office for more than two (2) consecutive terms.

## ARTICLE VII MEETINGS

- Section 1: The Society shall meet a minimum of four times each year.
- Section 2: The President may call a special meeting upon thirty days notice to the Active Membership.
- Section 3: A quorum shall consist of those Active Members in attendance at any regular or called meeting of the membership.

## ARTICLE VIII AMENDMENTS

- Section 1: Proposals for the amendment or repeal of any existing provision or the addition of any new provision to the bylaws shall be made only after the Active Membership has been notified at least sixty (60) days prior to the meeting the proposed change will be acted on by a quorum of the membership.
- Section 2: Notice of proposed changes to the bylaws published in the AEMTA Lifeline will satisfy the requirement of Article VIII, Section 1.

## ARTICLE IX AGENDA AND RULES OF ORDER

- Section 1: The order of agenda shall be determined by the President.
- Section 2: Any member can bring a topic before the membership after being recognized by the President.

Section 3: Roberts Rules of Order shall govern meetings of the Society to which they are applicable and in which they are not inconsistent with the bylaws or special rules of order of the Society.