

**Bylaws of the Arkansas Paramedic Society
of the
Arkansas EMT Association, Inc.**

ARTICLE I NAME

Section 1: The name of this organization shall be the Arkansas Paramedic Society, a division of the Arkansas Emergency Medical Technician Association.

ARTICLE II PURPOSE

Section 1: To create an organization to recognize the skills and achievements of the Emergency Medical Technician – Paramedic that are members of the Arkansas EMT Association.

Section 2: To provide current information, training, continuing education and services and promote professionalism and the current standards for person concerned with emergency medical services.

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

ARTICLE III MEMBERSHIP

Section 1: All application for membership shall be submitted in writing with proof of current membership in the Arkansas EMT Association to the Paramedic Society secretary.

Section 2: At any regularly schedule meeting of the membership, those present shall constitute a quorum. Each member so present shall be entitled one vote. With thirty (30) days notice, special meeting may be called at the discretion of the President.

Section 3: Each member shall be classified according to of the following:

- a. Active Member: Any member who is employed or volunteers full or part-time as an EMT-Paramedic, and who subscribes to and practices the code of ethics of the NAEMT.

- b. Associate Member: Any person not an EMT-Paramedic or eligible for active membership, but who is interested in and supports the objectives and code ethics of the association.
- c. Honorary Member: Any person of outstanding prominence who has made a significant contribution to the field of EMS at the paramedic level.
- d. Student Member: Any person currently enrolled in an accredited paramedic program in Arkansas.

Section 4: Only active members shall have the right to vote and hold office in the division. In order to be a member in good standing, members shall not be delinquent in their dues.

ARTICLE IV MEETINGS OF THE PARAMEDIC SOCIETY

Section 1: The officers of the Arkansas Paramedic Society shall meet at least annually prior to the annual business meeting of the Arkansas EMT Association. The annual meeting of the Arkansas Paramedic Society shall take place during the annual EMT Association Conference.

Section 2: The Arkansas Paramedic Society shall meet quarterly in conjunction with the EMT Association meetings.

Section 3: All Arkansas Paramedic Society meetings are open meetings.

Section 4: Each meeting shall be a workshop in which continuing education for Society members may be offered.

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

ARTICLE V OFFICERS

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

- Section 2: The term of office for the elected officers shall be two (2) years, or until their successors are elected in case of a vacated position.
- Section 3: The elected officers will be members of the Executive Committee of the Arkansas EMT Association.
- Section 4: Officers shall not hold the same office for more than two (2) consecutive terms.
- Section 5: Officers of the Arkansas Paramedic Society shall be elected by a majority vote of the members of the Society in attendance at the annual meeting. The new officers will then be introduced to the membership and assume duties at that meeting.
- Section 6: Elected officers must have been a member in good standing for a minimum of six (6) months prior to his/her election.
- Section 7: Elected officers of the Arkansas Paramedic Society shall not hold an office in any affiliated chapter of the Society, as set forth in Article IX.
- Section 8: Any officer may be removed from office with cause by the affirmative vote of a majority of the members of the Board of Directors of the Arkansas EMT Association at a meeting called for that purpose. Reasonable notice shall be provided such officer and he/she shall be provided an opportunity to be heard by the Board of Directors.

ARTICLE VI DUTIES OF THE OFFICERS

- Section 1: The President shall preside over all 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 in the President's absence. In the event of the office of 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 quarterly meetings.

Section 3: The Secretary 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 Committee and shall also keep membership files current.

Section 4: The Treasurer shall be responsible for the custody of all assets of the society, shall deposit all monies of the Society in a chartered bank in the name of the Society. The Treasurer shall supervise the collection of all funds in accordance with the bylaws and will disburse funds upon order of the officers (full majority). He/she will report at the annual meeting 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 is Chairperson
- b. Education/Program - Vice President is Chairperson
- c. Finance - Treasurer is Chairperson
- d. Awards
- e. Newsletter - Secretary 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 Member	\$5.00
Associate Member	\$10.00 (Minimum)
Student Member	\$2.50
Honorary Members	\$0.00

Section 2: Failure to pay dues annually by September 15 will result in expiration of membership. Expired members 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 CHARTERS

Section 1: Upon petition of five (5) or more paramedic members of the Arkansas EMT Association, and upon verification of eligibility of membership in the Society, The President may grant a Chapter Affiliation of the Arkansas Paramedic Society to this organized group of paramedics. Such a petition shall be accompanied by the proposed bylaws of the chapter along with a roster of the officers and membership and must conform to the constitution and bylaws of the Arkansas Paramedic Society and the Arkansas EMT Association.

Section 2: The members of such chapters shall be the persons meeting the qualification from membership as outlined in Article III of the bylaws and whose Society dues are current.

Section 3: Amendments to the bylaws of a Chapter shall be submitted, in writing to the Arkansas Paramedic Society Officers for approval prior to adopting such amendments. No amendment will take effect until it has received the approval of the Officers. The President must respond, in writing to the Chapter concerning the amendment within ten (10) days after the next quarterly meeting.

Section 4: Chapters 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 Arkansas Paramedic 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 President of the Society.
- Section 2: The fiscal year shall run concurrently with the fiscal year of the AEMTA, September 15 through September 14.
- 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: 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.
- Section 5: Notice of adopted changes in the bylaws shall be sent to all members no later than sixty (60) days after a meeting.
- Section 6: Robert's Rules of Order, Revised, except when the same are in conflict with the Society, shall control all parliamentary proceedings of the meetings of the assembly and the committees.

ARTICLE XI ORDER OF BUSINESS

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

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