



Bylaws of the Iowa Emergency Medical Services Association

SECTION I – NAME

The name of the association is Iowa Emergency Medical Services Association.

SECTION II – PURPOSE & OBJECTIVES

1. To promote and advance the delivery of emergency medical care and to promote and advance those persons who provide emergency medical care throughout the State of Iowa.
2. To serve as a channel of communication with local, county, regional, state and national governmental agencies involved with the delivery of emergency medical care and with related professional and business organizations and groups concerned with the delivery of emergency medical care.
3. To promote and provide professional and public education and information related to emergency medical care.
4. To promote the development and maintenance of a high code of ethical standards among emergency medical care providers.
5. To promote the development of harmony and spirit of fellowship among persons who are dedicated to the cause of saving lives and aiding the sick and injured.

SECTION III – MEMBERSHIP

1. An individual who is a current licensed/certified medical provider in the State of Iowa and/or associated with emergency medical care within the State of Iowa and who pays annual dues as determined by the Board of Directors, may become an Active Member of the Association. Only Active Members may be elected to the Board of Directors.
2. A group, corporation or business interested in and/or involved with the manufacture, sale or delivery of equipment, supplies, apparatus or services such as might be used in the performance of the duties and responsibilities of emergency care, or a profit or non-profit entity or educational institution that supports emergency medical services and who pays annual dues shall be determined by the Board of Directors to be a Corporate Member of the Association but shall not be entitled to make motions, vote or hold office. However, they shall have the right of the floor at meetings upon the requests of one Director and may serve as members of the Association's Committees.

3. A resident of the State of Iowa and/or an individual who is no longer actively providing emergency medical care within the State of Iowa and who pays 50% of current annual dues as determined by the Board of Directors, shall become a “retired active” Member of the Association. Only Active Members may be elected to the Board of Directors. A “retired active” member will receive the newsletter and eNews but shall not be entitled to make motions, vote or hold office. A “retired active” Member shall have the right of the floor at meetings upon the requests of one Director and may serve as members of the Association’s Committees. Retired active members shall not receive AD & D insurance.
4. Any person who does not meet the aforementioned qualifications of membership, and who pays 100% of current annual dues, may become an “Auxiliary Member.” Auxiliary Members may not be elected to the Board of Directors. Auxiliary Members will receive: The Voice Newsletter, eNews, as well as Active Membership pricing for educational events. Auxiliary Members shall not be entitled to make motions, vote, or hold office. An Auxiliary Member shall have the right of the floor at meetings upon the request of one Director, and may serve as members of the Association’s Committees. Auxiliary Members shall not receive AD & D insurance benefit of membership.
5. An entity responsible for providing emergency medical care in the State of Iowa and who pays annual dues shall be determined by the Board of Directors to be an Affiliate Member of the Association, but shall be limited to the rights of an active membership to include making of a motion, and voting.
6. A resident of the State of Iowa and/or any individual who is currently associated in providing emergency medical care within the State of Iowa who is enrolled in emergency medical services training may become a Student Member of the Association at no charge. This first-time membership is good for one year only, and student members who fall under this membership provision shall not be eligible to receive AD & D Insurance.
7. Initial membership shall commence upon the receipt of annual dues, with annual renewals being on the date of membership application receipt.

SECTION IV – GOVERNING BODY

1. Officers –The Association shall have four officers elected before the December meeting of the Board of each year. New terms will commence with the first meeting of the Board in December following the election. These officers must be Active Members of the Association and current members of the Board of Directors of the Association. The Board of Directors Officers shall hold office for the term of two (2) years with no more than two (2) consecutive terms in the same office. The terms shall be staggered with the President and Secretary being elected one year and the Vice President and Treasurer being elected in the other. In addition to four (4) elected officers, the Immediate Past President will hold the remaining office on the Executive Committee. Officers shall be exempt from the regional and at-large election process during their current term in office.
2. These elections may take place through a secured electronic means and shall be completed before the December regular meeting of the Board. The electronic balloting must be kept for recount if necessary and be destroyed after motion at the December regular meeting of the Board.
 - a. President – The President shall preside at all meetings of the Association and the Board of Directors and vote only in the event of a tie. The President shall appoint members and a Chairperson and Vice Chairperson to all Standing Committees including such special

committees as needed with approval of the Board of Directors. The President shall perform such other duties as may be required by the membership of the Board of Directors and shall have general supervision over the business and the affairs of the Association. The President shall have such other duties and responsibilities as are generally recognized as to the office of the President.

b. Vice-President – The Vice-President shall assist the President with his/her duties and shall perform all duties of the office of the President when the President is absent or unable to carry out the duties. The Vice-President shall be responsible for evaluating all committees’ progression relation to the Association’s. Report shall be given to the President and Board of Directors as necessary.

c. Secretary – The Secretary shall be the custodian of records and archives of the Association and shall have the duties and responsibilities customarily assigned to the office of Secretary.

d. Treasurer – The Treasurer shall be the chief financial officer of the Association and shall cause all monies to be deposited in a bank approved by the Board of Directors. The Treasurer shall make of cause to be made all disbursements upon the receipt of warrants signed by the proper officer(s). The Treasurer shall keep or cause to be kept a detailed record of all funds received and disbursed by the Corporation. The Treasurer shall have all duties and responsibilities customarily assigned to the office of Treasurer.

e. Immediate Past President – Immediate Past President shall perform such duties as may be prescribed by the Board of Directors and/or as resembled by Roberts Rules of Order. In the absence or disability of the President and the Vice-President, the Immediate Past President shall perform the duties and exercise the powers of President.

3. Directors – It shall be the duty of the Board of Directors to conduct all business of the Association; to be guided by the decisions, actions, statements and positions of the Association. Three (3) Board of Directors members shall be elected by and from the active members of each of the following six regions outlined in the attached map.

NW Region	SW Region	NC Region	SC Region	NE Region	SE Region
Buena Vista	Adair	Butler	Appanoose	Allamakee	Cedar
Calhoun	Adams	Floyd	Boone	Black Hawk	Clinton
Cherokee	Audubon	Grundy	Clarke	Bremer	Davis
Clay	Carroll	Humboldt	Dallas	Buchanan	Des Moines
Dickinson	Cass	Kossuth	Decatur	Chickasaw	Henry
Emmet	Crawford	Mitchell	Jasper	Clayton	Iowa
Ida	Fremont	Webster	Lucas	Delaware	Jefferson
Lyon	Greene	Winnebago	Madison	Benton	Johnson
O'Brien	Guthrie	Worth	Marion	Dubuque	Keokuk
Osceola	Harrison	Franklin	Marshall	Fayette	Lee
Palo Alto	Mills	Cerro Gordo	Monroe	Howard	Louisa
Plymouth	Monona	Hamilton	Polk	Jackson	Mahaska
Pocahontas	Montgomery	Hancock	Ringgold	Jones	Muscatine
SAC	Page	Hardin	Story	Linn	Poweshiek
Sioux	Pottawattamie	Wright	Union	Tama	Scott
Woodbury	Shelby		Warren	Winneshiek	Van Buren
	Taylor		Wayne		Wapello
					Washington

4. Regional representatives on the Board of Directors must live or be associated with emergency care in their respective regions. Additionally, there will be two (2) Directors representing the EMS training programs to be elected by the Statewide EMS Training Program Committee, and three (3) Directors At-Large, to be elected from the membership of the Association. The term of the Directors begins with the December meeting of the Board and shall be for staggered two (2) year terms with no limit on the number of terms held. The Training Programs shall elect their board representatives. The term of the Directors begins with the December meeting of the Board, following the October election. The At-Large Board representatives shall be nominated through a nomination petition blank mailed to active members of the Association or secured electronic venue. Election will take place prior to the annual meeting through a secret vote by mail or secured electronic venue of active members of the Association.

5. In accordance with the association's objective to promote and maintain a high code of ethical standards amongst emergency medical providers, a member of the association may not serve as a director having been convicted of a felony within the past 7 years or after having their EMS certification suspended or revoked by the Bureau of Emergency & Trauma Services within the past 7 years.

6. Meetings – Regular meeting of the Board of Directors shall be held. Special meetings may be called by the President and/or the request of one-third of the Board of Directors with at least three (3) days notice given. A simple majority of Directors in person or by proxy (more than half of the Directors) shall constitute a quorum. Only one (1) proxy may be held for each person in attendance.

7. Fees and Compensation – Directors and members of committees may not receive any compensation for their services as such, but may receive reasonable reimbursement of expenses incurred in the performance of their duties, including advances, as may be fixed or determined by resolution of the Board of Directors.

8. Committees – The President may establish or dissolve standing and Ad Hoc committees of the Association from time to time as may be necessary. The Chair of all committees shall be active members of the Association appointed by the President. A list of current standing committees can be found on the IEMSA website.

9. Vacancies – It is the responsibility of the Vice-President to ensure that replacement for the regional representatives and for the Educational representatives is made; however, the At-Large position (s) will remain vacant until the next annual election. The newly elected At-Large Director will fill the remainder of the vacancy term if not a full two (2) year term. An officer vacancy shall be filled by the Board of Directors at its next meeting.

SECTION V – MEETINGS

The Board of Directors will announce meeting dates for the calendar year in January of that year. There will be a minimum of six (6) Board meetings in addition to the annual meeting. The Board may call additional meetings as deemed appropriate.

The annual meeting of the Iowa EMS Association will be announced thirty (30) days prior to the meeting date.

A complete reading of these By-Laws shall be conducted during one Board meeting annually.

SECTION VI – FINANCES AND AUDITS

The Association shall prepare annual financial statements using generally accepted accounting principles. Such statements shall be reviewed monthly by the Executive Committee. Additionally, a Financial Review shall be performed every five years or when the Office Manager changes upon recommendation of the Executive Committee and Board approval.

SECTION VII – RULES OF ORDER

Meetings of the Association, Board of Directors, and Committees shall be conducted in a format resembling Robert's Rules of Order. The latest edition of Robert's Rules of Order should be used as a resource when procedural questions arise.

SECTION VIII – AMENDMENTS The Association Bylaws may be amended by two-thirds majority vote of the Board of Directors. All amendments made by the Board of Directors shall be ratified by no less than two-thirds majority of the active members present at the next annual meeting or special meeting of the Association. Notice of the proposed amendment(s) shall be published prior to the annual meeting or special meeting. If an amendment is not ratified at the annual meeting or special meeting it shall have been a valid amendment and have had a full force from the time of adoption by the Board of Directors until the annual meeting or special meeting.

Initially approved June 11, 1987, by the Board of Directors

Amended by the Board of Directors, August 18, 2001

Approved by the general membership, October 25, 2001

Amended by the Board of Directors, August 21, 2003

Approved by the general membership, November 13, 2003

Amended by the Board of Directors, June 21, 2007

Approved by the general membership, November 8, 2007

Amended by the Board of Directors, August 21, 2008

Approved by the general membership, November 13, 2008

Amended by the Board of Directors, October 21, 2010

Approved by the general membership, November 11, 2010

Amended by the Board of Directors, October 20, 2011

Approved by the general membership, November 10, 2011

Approved by the Board of Directors, March 22, 2013

Approved by the general membership, November 7, 2013

Approved by the Board of Directors, October 20, 2016

Approved by the Board of Directors, November 10, 2016

Approved by the Board of Directors, January 10, 2017

Approved by the general membership, February 8, 2017

