

**KANSAS
EMERGENCY MEDICAL TECHNICIAN
ASSOCIATION, INC.
CONSTITUTION
AND
BYLAWS
June 25, 2008**

**CONSTITUTION
OF THE
KANSAS EMERGENCY MEDICAL TECHNICIANS ASSOCIATION, INC.
ARTICLE I
ORGANIZATION**

SECTION 1. NAME. The name of this organization shall be the **Kansas Emergency Medical Technicians Association, Inc.**, hereafter known as the "Association".

SECTION 2. CORPORATION. This Association shall be a corporation not for profit under the laws of the State of Kansas.

SECTION 3. GOVERNMENT. The Government of the Association shall be vested in a state membership and, in the interim between it's annual seminars, in a Board of Directors.

SECTION 4. OBJECTIVES AND PURPOSES. Subject to the specific, primary and general purposes stated in the Articles of Incorporation, and as a supplement thereto, the objectives and purposes of this Association are:

(a) To do all things appropriate to the advancement and maintenance of high standards in the art, science and skills of emergency medical care and to encourage, establish and maintain high standards of emergency medical care education and training for the attendant.

(b) To promote general awareness of the field of emergency medical care as an allied health profession.

©) To gather, publish and disseminate information via a periodic newsletter pertinent to growth, development and the improvement in the skills of the attendants of Kansas. To establish an efficient communication network throughout the State of Kansas for this purpose.

(d) To affiliate, cooperate and work with other health system agencies, professionals and associations of the health service field, and to cooperate, work with and obtain professional recognition from local, county and state medical societies by improving and maintaining high standards in the field of emergency care.

ARTICLE II

THE STATE ASSOCIATION

SECTION 1. NAME. The name of the Association shall be the Kansas Emergency Medical Technicians Association, Inc.

SECTION 2. WHO COMPOSE. The Association shall be composed of all active members and associate members.

SECTION 3. NAMES OF STATE OFFICERS. The State Officers shall be the: **President, Vice-President, Secretary** and/or **Treasurer, Legislative Liaison**, and not less than three (3) nor more than ten (10) **Directors**, and the immediate **Past President**.

SECTION 4. QUORUM. A quorum at the Seminar business meeting shall be those present.

SECTION 5. SEMINARS. The meetings of the Association shall be called Seminars and shall be held annually, at such times and places as the Board of Directors shall designate. In cases of extreme emergency such as a general war or very severe and long continued financial depression, which would make an Seminar impossible, the Board of Directors may postpone the holding of an Seminar until the emergency has terminated.

SECTION 6. AUTHORITY. The membership shall be the only source of authority, and shall exercise general and exclusive original jurisdiction over all subjects of Association legislation, except as hereinafter provided, and full appellate and supervisory jurisdiction over acts and decisions of the Board of Directors and Executive Director, and may adopt general and special laws, regulations and do whatever it may consider necessary to the well being and perpetuity of the Association, when not inconsistent with this Constitution.

ARTICLE III

BOARD OF DIRECTORS

SECTION 1. WHO COMPOSE. The state officers shall constitute the Board of Directors.

SECTION 2. TIME AND PLACE OF MEETING. The Board of Directors shall meet at such times, places and frequency as may be designated by a majority of the Board, but no less than four (4) times each year.

SECTION 3. AUTHORITY OVER LAWS. The Board of Directors shall have power to enact, amend or suspend laws, under the following conditions and limitations:

First: Such law, amendment or suspension shall continue in force only until the next Seminar of the state membership, when if not expressly confirmed, such law, amendment or suspension shall thereafter be null and void, and any such amended or suspended law shall again be in force in it's original form.

Second: No law shall be passed, amended or suspended except by unanimous vote, and then only in case of emergency, which emergency shall be stated in detail in the enacting clause of the act, amendment or suspension. Provided, however, that an unconstitutional law may, by two-thirds vote, be suspended or amended to conform to the constitution.

Third: No law shall be passed, amended, or suspended after the state membership has once refused to confirm such enactment, amendment or suspension, nor, except in the case of an unconstitutional law, within three (3) months next succeeding an annual Seminar.

SECTION 4. ADDITIONAL ORIGINAL JURISDICTION. In addition to the foregoing, the Board of Directors shall have original jurisdiction as follows:

First: To supervise the property of the Association, regulate the use and authorize or prohibit the sale or encumbrance thereof.

Second: To supervise the finances of the Association and adopt budgets and financial estimates.

Third: Over such other matters as the Seminar shall, from time to time, direct or authorize.

SECTION 5. STATE HEADQUARTERS. The Board of Directors shall establish a state headquarters for the keeping of the books, records, documents and other property of the Association in current use and for the performance of the administrative details of the Association.

SECTION 6. EXECUTIVE DIRECTOR. The Executive Director of the Association shall serve in this capacity under the direction of the Board of Directors. The State headquarters shall be in the charge of the Executive Director, appointed by the Board of Directors for such term, and at such compensation, and with such administrative assistants and budget for expenses that the Board of Directors may from time to time provide. As assigned by the Board of Directors, the Executive Director acts for the Board of Directors in meetings with a variety of public and private organizations, resolves broad administrative problems of the Association, provides active leadership in the implementation of Association policies and performs related work as required. The Executive Director shall prepare any and all reports to the Board of Directors in addition to regular periodic oral and written reports. The Executive Director shall perform the duties and responsibilities stated in the Executive Director job description. The Executive Director may be removed for cause by the Board of Directors at any time.

SECTION 7. QUORUM. Those officers present at a Board of Directors meeting shall constitute a quorum for the transaction of business.

ARTICLE IV

STATE OFFICERS

SECTION 1. ELIGIBILITY. A state officer at the time of his/her declaration of candidacy, nomination, name appearing on a ballot, election, appointment or succession to office must be a current active or associate member and must maintain that current membership during their term of office.

SECTION 2. The Association shall elect from its active and/or associate members, officers being a President, a Vice-President, a Secretary, a Treasurer, and a Legislative Liaison Officer. The office of Secretary and Treasurer may be held by one individual. Elected officers shall serve for two (2) years. The office of President is limited to two (2) terms. The President, Secretary and Treasurer shall be elected during odd years and the Vice-President and Legislative Liaison during even years.

SECTION 3. The President shall preside at all meetings of the Association. In the President's absence, the Vice-President shall preside.

SECTION 4. The Directors shall be elected by a popular vote of the Association members or appointed by the President with the approval of the Board. The membership of each Trauma Region of the State, as designated by the Kansas Trauma System Plan, effective January 2001, shall elect one director from those members residing or working in the region. The North West, South Central and South East regions shall elect in odd years and the South West, North Central and North East regions in even years. There shall be up to three Members-At-Large elected by the membership. Member-At-Large, Position One and Member-At-Large, Position Two shall be elected in odd years. Member-At-Large, Position Three shall be elected in even years. The Past President shall automatically be a Director. Directors shall serve for a two (2) year term.

SECTION 5. Elections of officers and directors shall be conducted by a ballot. The ballot shall be prepared by a nomination committee appointed by the president and approved by a majority vote of the Board. Nominations will be accepted by the committee until a time set by the Board. The Secretary of the Association shall be responsible for conducting and overseeing the election process. Results of the election shall be announced at a Seminar.

ARTICLE V

MEMBERSHIP

SECTION 1. The Association may accept into its activities any attendant, interested individual or entity as an Association member.

SECTION 2. ACTIVE MEMBER. An Active Member is any person who has completed an attendant course as approved by the United States Department of Transportation and/or the Department of Health, Education and Welfare, who is duly registered by the State of Kansas and/or by the National Registry of Emergency Medical Technicians, Inc., and who pays annual dues as determined by the membership.

SECTION 3. ASSOCIATE MEMBER. An Associate Member is any person or entity who has an interest in the purposes of the Association and wishes to further and support its endeavors in the emergency services delivery system, and who pays dues as determined by the membership.

SECTION 4. Membership shall not be limited by any consideration of race, creed, religion, sex, or national origin.

SECTION 5. TERMINATION. Any member may resign at any time by submitting a written resignation to the Board of Directors, but such resignation shall not become effective until accepted by the Board of Directors.

SECTION 6. EXPULSION. Any member who shall willfully violate the Bylaws of the Association or the standards of professional ethics may be expelled from membership by a two-thirds vote of the Board of Directors, after a hearing. Said member shall have been given a copy of the charges preferred together with sixty (60) days notice in writing of the time and place of the hearing.

SECTION 7. LIABILITY OF MEMBERS AND OFFICERS. No member or officer of this Association shall be personally liable for any of its debts, liabilities, or obligation, nor shall any member be subject to any assessment except such assessments as may be adopted in the manner set forth by the Board of Directors and membership.

ARTICLE VI

DUTIES OF OFFICERS AND DIRECTORS

SECTION 1. PRESIDENT. The President shall be an active member of the Association, an ex-officio member of all standing committees, and shall preside at all meeting of the Association. In the event of the death or resignation of the President during the term of office or if the President shall for any reason be unable or unqualified to serve, the Vice-President shall succeed to the office of President for the unexpired portion of the President's term. In the event of death, resignation or incapacity of both the President and Vice-President, the Board of Directors shall appoint a President until the next Seminar, at which time the membership shall elect a new President, who shall serve until the next election of officers occurs.

SECTION 2. VICE-PRESIDENT. The Vice-President shall succeed to the office of President and assume the President's duties for the unexpired term in the event of death, resignation or removal of the President.

SECTION 3. SECRETARY. The Secretary shall cause to be kept an adequate and proper file of the Association correspondence. The Secretary shall also transmit adequate announcements of all Association meetings and appropriate agenda material.

SECTION 4. TREASURER. The Treasurer shall cause to be kept adequate and proper accounts of the properties, funds and records of the Association and perform such other duties as prescribed by the membership. The Treasurer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the Association with such depositories as may be designated by the membership. The Treasurer shall disburse or cause to be disbursed the funds of the Association as may be directed by the membership, shall render to the membership, whenever it is requested, an account of all transactions as Treasurer and of the financial condition of the Association and shall have such other powers and perform such other duties as may be prescribed by the membership or the Bylaws. Any of the duties of the Treasurer may, by action of the membership, be assigned to the President.

SECTION 5. LEGISLATIVE LIAISON OFFICER. The Legislative Liaison Officer shall be responsible for maintaining adequate contact with the Legislature of the State of Kansas, and to uphold the policies, rights and responsibilities of the Association and its membership and its profession to the legislature in its deliberations. The Legislative Liaison Officer shall make known to the membership any pertinent action of the state legislature and recommend, to the membership, appropriate action.

SECTION 6. DIRECTORS. The Directors shall serve on the Board of Directors. They shall advise and consider for approval any fiscal proposals of the President or Executive Director. They shall assist in implementation of policy as directed by the membership. The Regional Directors shall serve as regional representatives of the Association in the Trauma region of Kansas from which they are elected or appointed. Member-At-Large Directors shall serve as representatives of the Association as directed by the Board.

SECTION 7. IMMEDIATE PAST PRESIDENT. The Immediate Past President shall function as the Chairperson Of The Board. Their duties shall be as set by the Board Of Directors. The Immediate Past President, as Chairperson Of The Board, may represent the Association as necessary.

SECTION 8. EXECUTIVE DIRECTOR. The Executive Director shall assume the duties and responsibilities as stated in Article III, Section 6. The Executive Director may be bonded at the expense of the Association in an amount specified by the Board.

SECTION 9. VACANCIES. In the event of the death, resignation or incapacity of the Vice-President, Secretary, Treasurer, Legislative Liaison Officer or a Director, the President shall appoint, with the approval of the Board Of Directors, a replacement from the membership to serve the unexpired term.

ARTICLE VII

FINANCE

SECTION 1. FEES AND DUES. The Board of Directors may assess and collect from any member such fees and dues as it shall see fit.

SECTION 2. ENDOWMENT. The Association may provide for an endowment fund or funds, to be raised from such sources and in such manner as it may, by Bylaw, provide. If deemed desirable, a separate corporation may be formed to receive, hold and invest said endowment fund or funds.

SECTION 3. DUES, ETC., HOW LEVIED. Each member shall be responsible for all fees and dues and the same shall be assessed directly against each individual.

ARTICLE VIII

PUBLICATIONS

SECTION 1. MAGAZINE. The Association may publish an official magazine.

SECTION 2. GENERAL PUBLICATIONS. The Board of Directors shall authorize the publications necessary to the successful operation of the Association.

ARTICLE IX

HONORS AND AWARDS

SECTION 1. AUTHORITY TO ESTABLISH. The membership may, by Bylaw, establish honorary orders and awards, authorize the persons by who and those upon whom the same may be conferred, establish the form in which the same shall be memorialized, and ratify and confirm any such orders, honors and awards as have been established by the Board of Directors and the conferring thereof. The state headquarters shall keep a permanent record of all persons or groups upon which any such honors shall have been conferred.

ARTICLE X

AMENDMENTS

SECTION 1. HOW AMENDED. This Constitution may be amended only by a two-thirds vote of the quorum at the Seminar. The method of voting may be prescribed by Bylaw.

SECTION 2. EFFECTIVE DATE. This constitution, as amended, shall supersede all previous constitutions of this Association and shall have full force and effect from and after March 26, 2004.

KANSAS EMERGENCY MEDICAL TECHNICIANS ASSOCIATION, INC.

BYLAWS

DIVISION ONE

ORGANIZATION

CHAPTER I

ORGANIZATION OF THE STATE ASSOCIATION

SECTION 1. TIME OF MEETING. The Seminar shall convene annually, except in case of emergency, at such time and place as shall be designated by the Board of Directors.

SECTION 2. STANDING COMMITTEES. The Standing Committees of the Association shall be: Finance Committee, Education Committee, Publicity Committee and Ethics Committee. Appointment of the Standing Committees shall be at the discretion of the Board of Directors.

Finance. The Finance Committee shall be composed of the Treasurer of the Association as chairperson and three (3) or more members from the Association appointed by the President. This committee shall supervise the keeping of the accounts, and arrange for an audit of the books annually by an approved certified public accountant and formulate financial policies of the Association.

Education. The Education Committee shall be composed of the Secretary of the Association as chairperson and three (3) or more members from the Association appointed by the President. This committee shall:

1. Conduct, develop or assist in programs, lectures, courses or other means of education for the benefit of the members and the profession at large.
2. Create such funds as may be necessary to further the education of attendants.
3. Encourage and assist emergency medical services offices and hospitals in developing and maintaining adequate courses and facilities for the education and training of attendants.
4. Plan and conduct the programs for all education meetings of the Association.

Publicity. The Publicity Committee shall be composed of the Legislative Liaison Officer as chairperson and three (3) or more members from the Association appointed by the President. This committee shall:

1. Supervise or cause to be supervised all official publications of the Association.
2. Inform or recommend means by which the membership can be informed of news pertinent to emergency medical care.
3. Assist the President in any publicity regarding the Association for distribution to the news media and for magazines or pamphlets.

Ethics. The Ethics Committee shall be composed of the Vice-President as chairperson and three (3) or more members from the Association appointed by the President. This committee shall:

1. Promote an Emergency Medical Technician Code of Ethics as adopted by the Association.
2. Encourage all attendants to maintain a high degree of professionalism consistent with other health professionals.

SECTION 3. MINUTES. The minutes of each Seminar, and of all Board of Directors meetings in the interim, shall be printed and shall not be read at the succeeding Seminar, but approved as printed, with such corrections as may be necessary.

SECTION 4. REPORTS AND AGENDA. The Executive Director shall make available to each member at the Seminar, a copy of all current minutes of the Board of Directors, all reports of the Board of Directors, Executive Director, standing and interim committees and commissions and an agenda for the Seminar.

CHAPTER II

RULES OF SEMINAR

SECTION 1. ORDER OF BUSINESS. The order of business shall be as follows:

1. Welcome
2. Roll Call (May be done by utilizing a sign-in sheet)
3. Corrections, if any, of minutes of previous Seminar
4. Corrections, if any, of minutes of Board of Directors meeting
5. General report on the status of the Association, by the President
6. Reports of professional staff
7. Committee reports
8. Unfinished business
9. New business
10. Adjournment

SECTION 2. RULES OF ORDER. Except as otherwise herein provided, Robert's Rules of Order (Revised) shall govern the proceedings of the Seminar.

SECTION 3. VOTING. Voting on all business shall be by voice vote. Voting may be by a show of hands at the discretion of the President.

CHAPTER III

INTERIM ORGANIZATION

SECTION 1. INTERIM STANDING COMMITTEES. Between Seminars, there shall be such interim committees and commissions as the President or Board of Directors shall authorize.

SECTION 2. BOARD OF DIRECTORS MEETINGS. The Board of Directors shall meet at such times and places as the President or a majority of the Board shall designate. Each Board member missing more than two Board meetings per year shall be subject to dismissal by a majority vote of the Board, subject to a hearing conducted by the Board.

SECTION 3. EXPENSES OF THE BOARD OF DIRECTORS. The members of the Board of Directors may be allowed actual transportation and living expenses for attendance at any meeting of the Board of Directors, Seminar, or when engaged in authorized travel on behalf of the Association. Except for meetings of the Board of Directors or Seminars, all travel by members of the Board of Directors for which reimbursement is made shall be authorized by the President, within the Association's budget authorizations.

CHAPTER IV

RECORDS

SECTION 1. MEMBERSHIP ROLL. The Executive Director shall keep a complete official Association membership roll, containing the name, address and occupation of each member. Included shall be the date of birth, membership date and such additional details as he/she may deem advisable. The official roll shall also reflect the status of the membership held.

SECTION 2. OTHER RECORDS. All other records shall be preserved in the state headquarters.

CHAPTER V

ASSOCIATION POLICY

SECTION 1. POLICY AND PROCEDURES. The Board of Directors shall adopt such policy and procedures as they may deem necessary to accomplish the business of the Association.

**DIVISION TWO
PUBLICATIONS
CHAPTER I
PUBLICATIONS**

SECTION 1. SUPERVISION. The Board of Directors shall exercise general policy supervision over any Association magazine and over all printed matter issued by the Association.

SECTION 2. BUSINESS MANAGER. The Executive Director shall be the business manager for any magazine and publications and shall keep all accounts and pay all bills for their publication and circulation, under the signature of the Treasurer.

SECTION 3. OTHER PUBLICATIONS. The Board of Directors shall authorize, in the Association budget, the issuance of whatever manuals, books and other publications which may be deemed necessary.

KANSAS EMERGENCY MEDICAL TECHNICIANS ASSOCIATION, INC.

BY-LAWS

DIVISION THREE

AWARDS AND HONORS

CHAPTER I

AWARDS AND HONORS

SECTION 1. AWARDS COMMITTEE. An Awards Committee of at least three (3) members shall be appointed by the President. A member of the Board of Directors shall be chairperson and other members may be appointed from the Board and/or the membership.

SECTION 2. NOMINATIONS. Any person may nominate a deserving person or entity for an award. Nominations for all awards, with accompanying support material, shall be forwarded to the awards committee chairperson and are due prior to the Seminar.

SECTION 3. INDIVIDUAL AWARDS. The individual awards shall be:

Bob Orth Award. To be presented to any person with Kansas EMS certification or higher, that has displayed a lasting impression and selfless commitment to the KEMTA organization. Recipient must be a KEMTA member.

Lyle E. Eckhart Award. This award shall be presented to a person who the awards committee feels has made one of the highest and overall most substantial contributions to emergency medical services during the award recipient's career in emergency medical services.

Norman E. Mc Swain Award. This award shall be presented to a person who the awards committee feels has made the most outstanding contribution to emergency medical services in his or her community.

Outstanding Attendant Award. This award shall be presented to a person who the awards committee feels has best exemplified the excellence of pre-hospital care in Kansas.

Outstanding Service Director. This award shall be presented to a person who the awards committee feels has created or continued the most outstanding emergency medical service in Kansas.

Outstanding Instructor/Coordinator. This award shall be presented to a person who the awards committee feels has demonstrated the best commitment to the highest ideals of EMS education in Kansas.

Outstanding Training Officer. This award shall be presented to a person who the awards committee feels has demonstrated the best commitment to the highest ideals of continuing education in their service.

Outstanding Medical Director. This award shall be presented to the person that has demonstrated the best commitment to excellence in pre-hospital care.

Outstanding Elected Official. This award shall be presented to the elected official that has contributed the most to emergency medical services.

Outstanding Emergency Service. This award shall be presented to the emergency service that has delivered the best in pre-hospital care in their community.

Outstanding Civilian. This award shall be presented to a non-certified person who the awards committee feels has demonstrated the best commitment to the highest ideals of pre-hospital care in their community.

Kansas EMS Hall of Fame. This award shall be presented to the individual that has made a lasting impression on Kansas EMS during their lifetime. This award can only be given to a person that is no longer active in EMS.

SECTION 4. OTHER AWARDS. These awards shall be:

Special Recognition. These awards shall be presented to any individual, organization or business that has substantially contributed their talents to the benefit of KEMTA.

Certificates Of Appreciation. These awards shall be presented to the persons and organizations aiding KEMTA during the year.

SECTION 5. If no deserving nominations are received by the awards committee, the awards committee may elect not to award one or more awards at any Seminar. The decisions of the awards committee are considered final.

SECTION 6. FORM OF AWARDS. There shall be two (2) forms of awards given at a Seminar:

Individual Plaque. Individual plaques shall be given to the recipient of the Lyle E. Eckhart Award, the Norman E. Mc Swain award, the Outstanding Attendant award, the Outstanding Service Director award, the Outstanding Instructor/Coordinator award, the Outstanding Training Officer award, the Outstanding Medical Director award, the Outstanding Emergency Service award, the Outstanding Elected Official award, the Outstanding Civilian award, the Bob Orth Award and Kansas EMS Hall of Fame inductees.

Certificates. Certificates shall be presented to those receiving either Special Recognition awards or Certificates of Appreciation.

SECTION 8. No other award may be given in the name of KEMTA unless such an award has the approval of the Board of Directors prior to the award's presentation.

DIVISION FOUR

SERVICE MEMBERSHIPS

CHAPTER I

DUES

SECTION 1. SERVICE DUES. Those services desiring to establish Service Membership status shall pay yearly dues as set by the Board.

SECTION 2. MEMBER DUES. The dues for the members of the Service Membership shall be ten dollars (\$10.00) less, per member, than the regular dues of the Association in effect at the time the Service Membership is submitted.

DIVISION FIVE

SUSTAINING MEMBERSHIP

CHAPTER 1

SUSTAINING MEMBERSHIP

SECTION 1. MEMBER. Any person, organization or business desiring to support the Kansas Emergency Medical Technicians Association may become a Sustaining Member.

SECTION 2. LEVELS. Three levels of participation shall be available:

Gold Level - \$500.00 per year

Silver Level - \$250.00 per year

Bronze Level - \$150.00 per year

SECTION 3. LENGTH OF MEMBERSHIP. A sustaining membership shall be on a calendar year basis.

SECTION 4. RECOGNITION. Plaques shall be presented each year and suitable recognition shall be made in publications of the Kansas Emergency Medical Technicians Association.

SECTION 5. IN-KIND CONTRIBUTIONS. The Board may recognize individuals or entities that have made in-kind contributions to the Association and award them a Sustaining Membership

DIVISION SIX

AMENDMENTS

CHAPTER I

BYLAWS

SECTION 1. HOW AMENDED. These bylaws may be amended only by majority vote of the membership attending the Seminar, according to the method(s) prescribed by these bylaws.

SECTION 2. EFFECTIVE DATE. These bylaws, as amended, shall be in effect from and after June 25, 2008 and shall repeal and supersede all existing bylaws heretofore enacted by the Association.