

# By-laws of the Sedgwick County Emergency Medical Service Employee Association (SCEMSEA)

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**Version 1.0**

**1/17/2014**

The operational guidelines of the Employee's Association of Sedgwick County Emergency Medical Services.

## By-laws of the Sedgwick County Emergency Medical Service Employee Association (SCEMSEA)

### **Article I – Name; imagery; etc.**

- Section 1. The official name of the organization shall be the Sedgwick County Emergency Medical Service Employee Association (SCEMSEA). Hereafter referred to as the SCEMSA.
- Section 2. The mission statement of the SCEMSEA is “To provide a unified voice and promote the physical, mental, professional and social wellbeing of the employees of Sedgwick County EMS.”
- Section 3. The official SCEMSEA logo shall be determined by the executive board pending a membership contest.

### **Article II – Objectives**

- Section 1. Offer membership and services on a non-discriminatory basis, without regard to race, color, national origin, religion, sex, age, marital status or handicap.
- Section 2. Uphold the by-laws of the SCEMSEA.
- Section 3. Encourage and promote the advancement of SCEMSEA members and SCEMS employee's through public awareness, and other avenues chosen by the Executive Board and/or membership and committees.
- Section 4. Improve and maintain the morale and unity of SCEMSEA members and SCEMS employee's through activities, recreation and other avenues chosen by the Executive Board and/or membership and committees.

### **Article III – Core Policies**

This article establishes the central governing principals of the SCEMSEA, and may only be added, amended or repealed by a two thirds majority vote of the membership at large.

- Section 1. At no time will the SCEMSEA, it's officers or representatives, enter into any collective bargaining activities.

### **Article IV – Membership and Dues**

- Section 1. Memberships shall be classified in the following categories: Member-at-large; Associate Member; Sponsored Auxiliary Member.
- Sub-Section 1.1 Member-at-large: Any full-time employee of Sedgwick County EMS (SCEMS); part-time employee or reserve-in-good-standing is eligible to become a member-at-large, this includes all non-uniformed (non-certified) employees. Members-at-large, in good standing, are allowed full voting rights, allowed full benefits, and may be elected to any position or committee.

### Sub-Section 1.2

Associate Member: Any retired or former SCEMS employee (in good standing), may choose to retain their membership in the association. Associate Members are allowed applicable benefits and may serve on committee's at the discretion of the Executive Board. However, Associate Members may not serve on the Executive Board (with the exception of as a past-president if applicable). Associate Memberships are at the discretion of the Executive Board and may be terminated at any time with or without cause.

### Sub-Section 1.3

Sponsored Auxiliary Member: Any person who desires membership in the SCEMSEA may petition the Executive Board for inclusion as an Auxiliary Member. The intent of the Auxiliary Member option is to allow spouses and other family members to join the association and reap the benefits of membership as applicable. Sponsored Auxiliary Members are allowed applicable benefits, and may serve on a committee at the discretion of the Executive Board, but may not vote, hold an Executive Board position, or office. Auxiliary Memberships are all at the discretion of the executive board and may be terminated at any time with or without cause.

## Section 2.

The Executive Board reserves the right to grant the following special memberships as needed: Allied Agency Membership; Temporary (Student) Membership.

### Sub-Section 2.1

Allied Agency Membership: At the discretion of the Executive Board, members of allied agencies may be offered or petition for an Allied Agency Membership. Allied Agency Membership allows the SCEMSEA to support the interests and projects of Allied Agencies who support the goals and interests of the SCEMSEA. The intent of Allied Agency Memberships is to allow cooperation with local EMS training facilities and colleges. Persons with an Allied Agency Membership may not vote in general elections or serve on the Executive Board, but may serve on committees at the discretion of the executive board.

### Sub-Section 2.2

Temporary (Student) Membership: Students currently in internship at SCEMS may petition for a Temporary (Student) Membership. Persons with a Temporary (Student) Membership may not vote or hold any position within the organization, but may attend events at membership costs. The intent of the Temporary (Student) Membership is the promotion and recruitment of promising new Paramedics to join SCEMS and the SCEMSEA.

## Section 3.

Membership Conditions:

### Sub-Section 3.1

All memberships are contingent on the payment of dues set by the Executive Board. Dues are considered late if more than 30 days past the due date (except dues paid by recurring payroll diversion). A late fee will be assessed on the 3<sup>rd</sup> day past the due date. Late fees will occur in the amount of \$12.00 for annual payment and \$1.00 for monthly payments. Members who have incurred a late penalty will be notified by e-mail of the late fee, and the new total amount due. On the 15<sup>th</sup> day of non-payment, the membership will be suspended until the

next Executive Board meeting. At that time, if payment has not been made, membership will be terminated. Sponsored Auxiliary Members whose sponsor loses or cancels their membership are automatically removed from the membership roll.

#### Sub-Section 3.2

SCEMSEA members whose conduct has represented the SCEMSEA in an improper manner may have their membership revoked through an executive session hearing of the Executive Board. SCEMS employee's whose employment with SCEMS has been terminated for misconduct, or under dishonorable circumstances, as confirmed by SCEMS administration, will have their membership suspended. Suspension will continue until such time as the Executive Board can meet in executive session to determine an appropriate course of action.

#### Section 4.

Membership dues shall be set to the following rates:

Member-At-Large

Option 1: \$3.00 per paycheck by automatic payroll diversion through Sedgwick County Payroll or by automatic draft or automatic PayPal payment.

Option 2: \$85.00 per year due annually on February 1<sup>st</sup>.

Associate Membership

Option 1: \$5.00 per month due on the 1<sup>st</sup> of each month by automatic draft or PayPal automatic payment.

Option 2: \$60.00 per year due annually on February 1<sup>st</sup>.

Sponsored Auxiliary Membership:

Option 1: \$1.00 per paycheck by payroll diversion from the sponsoring member's paycheck.

Option 2: \$30.00 per year due annually on February 1<sup>st</sup>.

Allied Agency Membership

Dues arranged on a case by case basis by the Executive Board.

Temporary (Student) Membership

Option 1: One-time payment of \$5.00 for a 3-month membership concurrent with Paramedic Field Internship.

#### Sub-Section 4.1

Dues are non-refundable except with special permission of the Executive Board.

### **Article V – Executive Board and Executive Officers**

#### Section 1.

The SCEMSEA shall be governed by an Executive Board consisting of 8 members elected from the membership. Members of the Executive Board will serve a two year term with no more than half of the Executive Board up for election in any given year. To be eligible for election to the Executive Board a candidate must be a member in good standing with the SCEMSEA, an employee in good standing with SCEMS, and must not have been removed from

any SCEMSEA committee or sub-committee for reasons of misconduct or attendance in the past 3 years.

## Section 2.

The Executive Board shall elect, on the first meeting following the Executive Board election, the Officers of the Board. The Officers of the Board shall be: President, Secretary and Treasurer. In the event that a sitting President is not re-elected to the Executive Board, he or she may be asked to remain as a non-voting advisor for a period of no more than 6 months, at the discretion of the sitting President. A sitting Treasurer or Secretary that is not re-elected will automatically remain on the Executive Board as a non-voting advisor for a minimum of 2 meetings to allow for seamless transitioning of the duties and functions of their positions.

### Sub-Section 2.1.

The President shall serve as the head of the SCEMSEA and shall be the representative of the SCEMSEA to SCEMS administration and other Sedgwick County entities. The President also approves the addition of new members and removal of members under "day-to-day" conditions; i.e. the payment or non-payment of dues. The President also casts the tie-breaking "ninth vote" in the event of a tie vote of the Executive Board. The President serves as the primary auditor for the Secretary and the secondary auditor for the Treasurer.

### Sub-Section 2.2

The Secretary shall be responsible for the official record-keeping of the SCEMSEA; this includes the creation and filing of minutes from Executive Board Meetings, preparation of the agenda, membership rosters and any other documents necessary. The Secretary shall serve as the Vice President in the absence of the President and will provide the Treasurer's report in the absence of the Treasurer. The Secretary serves as the primary auditor for the Treasurer's records.

### Sub-Section 2.3

The Treasurer is responsible for the maintenance of the financial records of the SCEMSEA. The Treasurer is required to report on the status of all accounts and transactions at all called meetings of the Executive Board. The Treasurer serves as the Secretary in their absence. The Treasurer shall maintain access to any bank or financial accounts maintained by the SCEMSEA Executive Board and shall ensure that the current President and Secretary have access to all SCEMSEA accounts. The Treasurer shall also ensure that persons designated to have access to any account by the Executive Board is granted access.

## Section 3.

Any Executive Board Member who is absent (unexcused) from 3 consecutive scheduled board meetings may be considered delinquent in their duties and may be removed from the Board by executive session vote. Executive Board members may also be removed for breaches of professional conduct or any other reason, by executive session vote of the Executive Board. Executive Board positions vacated more than 2 months prior to the next scheduled elections may be filled by one of three methods at the discretion of the Executive Board. 1. The highest runner-up from the previous Executive Board election may be asked to take the vacant position; this person will be automatically up for

election in the next general election regardless of the normal cycle of their seat.

2. An emergency nomination and election may be held to fill the vacant position. This election will be presided over by the president and will be open to the membership. If an open position is filled by this method, that person will assume the open position and will be up for re-election on the normal cycle of their seat.

3. If there is less than 1 year remaining until a general election, the Executive Board by choose to fill an open seat with a person of their choosing, this person shall automatically be up for re-election at the next general election.

No Executive Board seat shall remain open for longer than 5 months.

Section 4.

If the membership at large loses confidence in the ability of the current Executive Board to act in their best interests, they may raise a petition for a vote of no confidence in the current Board. If a signed petition is presented with 20% of the membership represented and a member in good standing named as a representative of the aggrieved. The Executive Board must hold a general vote of no confidence, if more than 2/3 of the membership votes no confidence the entire Executive Board will be replaced by general election within 30 days of the vote of no confidence. The member named in the petition will oversee the count of the vote and the transition of the Executive Board following the vote of no confidence. Petitions for a vote of no confidence may not be presented less than 3 months from a scheduled general election. The membership may only petition for the replacement of the entire board, a single member may not be removed by any means other than an executive session vote.

## **Article VI – Meetings**

Section 1.

The Executive Board will meet for a called scheduled session a minimum of 6 times per year with the meeting dates set at the end of the preceding meeting. The meetings of the Executive Board are open to the membership and the date, time and location will be published no later than two weeks prior to the upcoming meeting.

Section 2.

Executive Board meeting will be conducted according to parliamentary procedure. An agenda will be developed and published by the Secretary two days prior to the start of the meeting. Minutes from each meeting will be published upon their preliminary approval.

Section 3.

Any member may make a presentation to the Executive board during a scheduled meeting by sending a topic and outline of their presentation to the Secretary a minimum of 3 days prior to the meeting at which they want to present. Presentations are limited to a maximum of 15 minutes. After the allotted time the Executive Board may ask questions of the presenter and may discuss the presentation amongst themselves. However, due to rules that are binding to official meetings, open discussion with attendee's is not permitted. Persons wishing to provide feedback about presentations or other topics may do so through the appropriate written channels. At the request of the Executive Board, a petitioning presenter may be asked to present their topic to an Executive Work Session to allow for further interaction and clarification of the topic. A petitioning

presenter is not required to accept this invitation and may choose to move forward with presenting their topic at a general meeting.

Section 4.

A topic that has been voted on will be considered final and no further discussion or presentations will be permitted for a period of six months. If a vote is controversial a petition may be raised for an appeal, if a petition is presented to the Executive Board with 20% of the membership signing, a topic may be reopened for debate. A second vote on any one topic is final and further appeals will not be allowed for six months.

Section 5.

If a topic that was discussed at an open meeting requires a vote to be delayed for any reason, or in the event of an Executive Session or Emergency Session items that needs to be voted on. The Executive Board may choose to use an "absentee" or remote voting system to conduct this vote. All voting rules apply to remote voting and all Executive Board Members must be notified of any upcoming remote vote and given equal opportunity to participate. The President shall be responsible for ensuring that this system is not used to conduct business that should be conducted at a public meeting.

## **Article VII – Committees**

Section 1.

The Executive Board shall delegate certain responsibilities and tasks to Committees. The creation of a committee requires the vote of the Executive Board. The creation of a committee also requires the creation of a charter. A charter shall include a gross objective, permissions, funding allotments and the identification of a member of the Executive Board who will serve as the chairperson or as an advisor to the committee. All committees will have an Executive Board member assigned to ensure that the committee functions to further the goals of the Executive Board and the serves the interests of the membership.

Section 2.

All committee chairs, or their designee, will prepare a written summary of their activities to be presented at every Executive Board meeting. A copy of this summary shall be provided to each Board member, either electronically or in hard copy form; an electronic copy shall be sent to the Secretary to be included in the official records.

Section 3.

Committees with an independent budget or a revenue source will report their finances to the Treasurer a minimum of seven days prior to an Executive Board meeting. This report will also be provided by the committee chair, or their designee during the committee report at the meeting.

Section 4.

Committees will be reviewed annually to ensure that the SCEMSEA is operating efficiently and appropriately.

Section 5.

The Executive Board reserves the right to change, adjust, add or subtract, responsibilities, authorities, funding or any other aspect of a committee at any time.

Section 6.

The Secretary shall maintain a current list of each committee, it's charter, chairperson, Executive representative, and membership list at all times.

### **Article VIII – Amendments**

#### **Article IX – Dissolution**

Section 1. If the total membership of the SCEMSEA is below 20 members for a period of more than six months, the remaining membership will vote to retain or dissolve the SCEMSEA.

Section 2. Upon the dissolution of the SCEMSEA, any funds in any accounts held in SCEMSEA controlled accounts shall be donated to a charity of the choice of the final Executive Board, any remaining physical assets shall be distributed to the membership or donated at the discretion of the Executive Board.