

CONSTITUTION AND BY-LAWS of the INTERNATIONAL RESCUE AND EMERGENCY CARE ASSOCIATION

CONSTITUTION

ARTICLE I

The name of the organization shall be "**INTERNATIONAL RESCUE AND EMERGENCY CARE ASSOCIATION**" and hereinafter shall be referred to as the Association.

ARTICLE II

1. To promote organized rescue and emergency medical care throughout the world.
2. To serve as a competent source of guidance and information on rescue and emergency medical care.
3. To cooperate with and assist other organizations whose objectives are accident prevention, safety education, rescue, and emergency medical care.
4. To cooperate in, foster, and conduct research designed to advance the science and art of rescue and emergency medical care, and to encourage the desirable standardization of practice and equipment.
5. To provide a resource list of mutual assistance within the Association and with other organizations to be used in the event of a large-scale disaster.
6. To develop and maintain a code of high ethical standards among rescue and emergency medical care personnel.
7. To cooperate fully with the National Registry of Emergency Medical Technicians, and the International Association of Fire Chiefs to ensure the highest level of training and performance of all rescue and emergency medical care personnel.
8. To aid in achieving and maintaining world harmony by developing a spirit of kinship among those people devoted to saving lives and caring for the sick and injured.
9. To bring together, in a common association, all organizations and individuals who believe in and will promote these objectives.
10. The Association is organized exclusively for charitable, educational, religious, or scientific

purposes within the meaning of section 501(c)(3) of the Internal Revenue Code.

- a. **INUREMENT OF INCOME:** No part of the net earnings of the Association shall inure to the benefit of, or be distributable to, its members, trustees, officers, or other private persons except that the Association shall be authorized and empowered to pay reasonable compensation for services rendered.
- b. **LEGISLATIVE OR POLITICAL ACTIVITIES:** No substantial part of the activities of the Association shall be the carrying on of propaganda or otherwise attempting to influence legislation and the Association shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office.
- c. **OPERATIONAL LIMITATIONS:** Notwithstanding any other provision of these articles the Association shall not carry on any other activities not permitted to be carried on (a) by an Association exempt from federal Income Tax under 501 (c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law) or (b) by an Association, contributions to which are deductible under Section 170 (c)(2) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).
- d. **DISSOLUTION CLAUSE:** Upon the dissolution of the Association, the Board of Directors shall, after paying or making provisions for the payment of all of the liabilities of the Association, dispose of all the assets of the Association, exclusively for the purpose of the Association, in such manner, or to such organization or organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under section 501(c)(3) of the Internal Revenue code of 1954 (or the corresponding provision of any future United States Internal Revenue Law), as the Board of Directors shall determine. Any such assets not so disposed of shall be disposed of by the court of Common Pleas of the County in which the principal office of the Association is then located, exclusively for such purposes or to such organizations or organizations, as said Court shall determine, which are organized and operated exclusively for such purpose.
- e. **FINANCIAL RESPONSIBILITY:** No Officer, Trustee, Director or Member, either elected or appointed, who conducts business for the Association, shall be held personally responsible for those financial transactions, agreements or contracts arranged in the name of the Association. Those transactions, agreements, or contracts must be either an accepted part of the Association's business or have the prior approval of the Association.

ARTICLE III

- SECTION 1:** Membership in the Association shall be open to any organization or individual supporting and sustaining the objective set forth in Article II of the Constitution and conforming to the requirements hereinafter set forth in the by-laws.
- SECTION 2:** The classes of membership in the Association shall be as hereinafter set forth in the by-laws.
- SECTION 3:** Application for membership shall be made in writing on the official membership application form.

ARTICLE IV

SECTION 1: The Officers of the Association shall consist of:

- a. All elective Officers and,
- b. All committee and regional appointments, as shall be prescribed in the By-Laws.

SECTION 2: There shall be a Board of Directors composed of the President, President Elect, First Vice President, Second Vice President, Immediate Active Past President, all other Active Past Presidents, (who will have one collective vote), all Regional Vice Presidents and three (3) appointed members-at-large to include: a Medical Doctor, an Emergency Medical Services Representative, and a Rescuer representative. A quorum shall consist of seven (7) members.

SECTION 3: There shall be an Executive Committee composed of the President as Chairperson, President-Elect, First Vice President, Second Vice President, Immediate Active Past President. A quorum shall consist of three (3) members.

SECTION 4: The President, President-Elect, First Vice President, Second Vice President, and all Regional Vice Presidents shall be elected by ballot at the annual Conference. They shall assume the duties of their respective office on the first day following the conclusion of the annual Conference. They shall hold office for two (2) consecutive years, and can be re-elected at the annual Conference. The Executive Committee shall be authorized to fill vacancies in elective positions if such occur during interim between Conferences. In the event of the President's inability to continue in office, the Immediate Active Past President shall act as president for the unexpired term. No member shall be eligible to hold the office of President, President-Elect, First Vice President, Second Vice President, unless he or she has been a current active individual member of the Board of Directors for one (1) year in the last three (3) years.

SECTION 5: Additional appointive officers of committees may be appointed by the State or Provincial Director, to assist said director in furthering the work of the Association. Such appointments may be - Assistant Director, Membership Chairperson, etc. All such appointees in Article IV, Section 5 and 6 should be sent to the Executive Office and the President. All must be current individual members of the Association and serve the current year until re-appointed or replaced.

ARTICLE V

The association shall meet in Conference once each year, and in such place, and upon a date approved by the Board of Directors and presented to the membership at a previous Annual Conference. In the event an invitation is received to have the Annual Conference in some specific place, the Board of Directors shall direct the Board of Conference Managers to review that request to determine if that site is appropriate for the Associations requirements. The Board of Conference Managers shall present its findings and recommendations to the Board of Directors for consideration for the annual Conference.

ARTICLE VI

Proposed amendments to the constitution and by-laws shall be presented in writing to the Chairperson of the Constitution and by-laws Committee not less than one hundred and twenty (120) days prior to the Annual Conference or the mailing of the ballots. All proposed amendments to be considered shall be submitted to the membership not less than sixty (60) days in advance of the opening of the Annual Conference or the mailing of the ballots, if the vote is to be conducted by mail. Publication in the Association's magazine may constitute such notice to the membership or it may be brought to their attention by mail. A two-thirds (2/3) affirmative vote of returned ballots from the eligible voting membership shall be required for adoption through a mail ballot. Emergency amendments to the Constitution and by-laws may be presented at the first business meeting of the Annual Conference for consideration by the membership. Emergency shall be defined as those amendments necessary for smooth operation of the Association or to Sections that conflict with other sections of the Constitution or by-laws. These amendment(s) shall be voted on at the same time as all other amendment(s) being considered at the annual Conference. A two-thirds (2/3) affirmative vote of the eligible voting membership in attendance shall be required for the adoption of the amendment(s).

BY-LAWS

ARTICLE I

DUTIES OF OFFICERS:

SECTION 1: PRESIDENT: He/she shall preside at all meetings of the Association, the Board of Directors, and the Executive Committee. He/she shall appoint all committees not otherwise provided for and notify them in writing of their appointments. He/she shall also perform such other duties as may be required of him by the Association of the Board of Directors. He/she shall be ex-officio, a member of all committees.

SECTION 2: President-Elect: Will act as pro-tempore in the office of First and Second Vice President combined for a period of not more than sixty (60) days, during which time the Executive Committee shall elect a successor as provided under Article IV, Section 4 of the Constitution. The President-Elect shall be in charge of the membership, membership services, and serve as the chairperson of these committees.

SECTION 3: FIRST VICE PRESIDENT: He/she shall be in charge of the publicity, public relations, publications, and finance committees and serve as Chairperson of these committees.

SECTION 4: SECOND VICE PRESIDENT: He/she shall serve as Chairperson of the Educational Technical Committee and be responsible and for all research undertaken by the Association. He/she shall serve as liaison to the contest chairs for the board of directors.

SECTION 5: BOARD OF DIRECTORS: In the absence of the President, Immediate Past President, and Vice Presidents, the Board shall elect a member of the Board of Director to act as Chairperson of scheduled meetings. It shall be the duty of the Board of Directors to meet at least twice a year to conduct all business of the Association. Additional meetings can be held at the call of the President, or upon written request of a majority of Directors. Seven (7) directors shall constitute a quorum at a Board meetings. As soon as possible, following each meeting of the Board, the membership shall be given a brief report of their actions. The Association publication can be utilized in this respect. The Board of Directors shall have the power to create additional regions annually in areas of the world where, in their opinion, increased interest and activity in the Association indicated a need for closer liaison with the Board.

SECTION 6: EXECUTIVE COMMITTEE: This committee shall have the power to act in the name of the Board of Directors in all Association matters that cannot await a full meeting of the Board of Directors, or the Annual Conference. They shall perform such other duties as may be directed by the Board of Directors.

SECTION 7: REGIONAL VICE PRESIDENTS: Shall serve as coordinators and/or officers between their respective regions and the Board of Directors as follows:

- a. Attend all meetings of the Association. In the event he/she, due to unforeseen circumstances, is unable to attend, he/she may appoint an active member as their representative. Name of said representative must be submitted to the President, in writing, in advance, for President's approval.
- b. Appoint all State or Provincial Officers, such as Directors, Committee Chairpersons, and Medical Advisors - forwarding names and addresses of same to the President and Executive Office;

- c. Submit quarterly activity report and an Annual Report within thirty (30) days, following their current year of office to the President and Executive Office, as prescribed in Article III, Section 9 of these by-laws.
- d. Shall serve and represent a geographical area or affiliated State, Provincial, or Regional Association, or as may be directed by the Board of Directors.

SECTION 8: STATE, PROVINCIAL, AND/OR TERRITORIAL OFFICERS: These Officers (Directors) on being appointed by their Regional Vice Presidents, shall direct the Association's activities within their respective areas and act as liaison officers between said area and their Regional Vice President. They shall appoint other officers for assistance as deemed necessary, as stipulated in Article IV, Section 6 of the Constitution. They shall submit an Annual Report on behalf of their respective areas, within fifteen (15) days following their term in office, to their Regional Vice President.

SECTION 9: EXECUTIVE SECRETARY: There will be an Executive Secretary, who will carry out all correspondence relating to all activities and duties on behalf of the Associations as outlined below:

- a. Send out dues notices on or before due date each year;
- b. Send out membership cards and/or certificates for dues received;
- c. Keep accurate records of all members;
- d. Shall receive monies due the Association and deposit same in the name of the Association in a bank whose deposits are insured by FDIC or its equivalent;
- e. Shall report all receipts to the Treasurer by copy of the receipted bank slips showing source of such funds;
- f. Shall attend all Board of Directors meetings, but have no vote;
- g. Shall supply Credentials Committee with roster of all eligible voting members, fifty-nine (59) days prior to the voting of the Association;
- h. Shall be in charge of purchasing and sale of emblems and other supplies pertaining to the Association and maintain a perpetual inventory;
- i. Make ready all accounts for auditing as directed by the Board of Directors;
- j. Shall carry out all such other duties, including those relating to the Annual Conference as shall be assigned by the Board of Directors;
- k. Has no vote in the Association, unless holding individual membership;
- l. Prepare and distribute Annual Report, as outlined in Article III, Section 9 of the by-laws;
- m. Shall along with one other Executive Committee member or treasurer co-sign all checks issued against Association Funds, except those transactions related to the conduct of the Annual Conference.

- n. Shall keep a complete and accurate record of the proceedings of all meetings of the Association and Board of Directors; and furnish a copy of minutes to the Board of Directors within thirty (30) days of the meeting;

SECTION 10 TREASURER: There will be a treasurer, who will carry out all correspondence relating to all activities and duties on behalf of the Association as outlined below.

- a. Should attend all board of directors meetings but have no vote.
- b. Make ready all accounts for auditing as directed by the board of directors.
- c. Shall carry out all other duties, including those related to the annual conference as shall be assigned by the board of directors.
- d. Has no vote in the Association, unless holding individual membership.
- e. Shall prepare and distribute an annual financial report as outlined in Article III, Section 9 of the By Laws.
- f. Shall along with one (1) other executive committee member or executive-secretary, co-sign all checks against Association funds except those transactions related to the conduct of the annual conference.

SECTION 11: All elected and appointed officers shall serve without remuneration, except for expenses that might be incurred in the performance of the duties of their respective office, including assistance they may employ. All such expenses, however, must be approved by the Board of Directors. Any and all expense accounts submitted for reimbursement shall be supported by receipts or vouchers covering all items of expense so incurred.

ARTICLE II

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SECTION 1: ACTIVE MEMBERSHIP: Active membership categories include those individuals, and organizations with dues duly paid and conforming to Article III, Section 1 of the Constitution.

- a. Individuals: They shall receive a membership card, the Association publication, and other Association benefits. They shall have one (1) vote in the organization.
- b. Youth: This category shall include those individuals who are (14) years of age or older but have not reached their nineteenth (19th) birthday as of the first day of the annual conference. Youth membership shall be granted a reduction of their membership dues. They shall receive all other individual Association member benefits.
- c. Organizations: (Squad, Crew, corps, units, patrol, squadron, fire department, hospital, police, ambulance service, city, county, regional, etc. whether volunteer or paid organizations). They shall receive a membership card, Association publication as published, and other Association benefits. They shall have five (5) votes in the Association.
- d. Senior Citizens: All members, upon reaching the age of sixty (60) shall be granted a

reduction of their membership dues. They shall receive all other individual Association benefits. They shall have one (1) vote in the Association.

- f. Life membership: Active members upon reaching the age of sixty (60) and having been an active member of the Association for twenty (20) or more consecutive years shall be granted a life membership. The President of the Association, upon completion of his term of office, shall be granted a life membership. Life members shall receive a permanent membership card, a reduction in their annual Conference registration fees and all other Association benefits. They shall have one (1) vote in the Association.
- g. A special, interest bearing, savings account shall be credited with the equivalent of ten (10) years of the life member's dues. Only the interest of this account may be used as necessary, to offset the usual expenses associated with the membership privileges afforded the Life Member. Life memberships can be awarded at the discretion of the board of directors.

SECTION 2: DUES: The Board of Directors shall set the amount of dues for each membership classification. The payment of dues are for the current calendar year only. Annual dues become payable on January first (1st) of each year. Dues notices shall be mailed by the Executive Office on or before the due date.

Non-payment of dues will result in the following:

- a. Executive Office will mail second or delinquent notices within three (3) months following the due date, with a copy to respective Regional Vice Presidents for follow-up. Membership privileges will be discontinued and names will be placed in delinquent files.
- b. Dues not paid within six (6) months following the due date will result in the member being dropped from membership in the Association and no further obligation of the Executive Office.
- c. Members shall have no vote at an election unless he/she is a current member in good standing with dues fully paid sixty (60) days prior to set date of voting.
- d. Former members may re-join the Association as new members or pay delinquent dues to maintain consecutive membership privileges.

ARTICLE III

COMMITTEES AND BOARDS

SECTION 1: MEMBERSHIP COMMITTEE: Shall consist of all Regional Vice Presidents with the President-Elect as Chairperson. Their duties shall be as follows:

- a. Plan, direct, and continuously recruit membership enrollment;
- b. Formulate requirements for membership not otherwise covered and submit their recommendations to the Board of Directors.

SECTION 2: NOMINATING COMMITTEE: This Committee shall consist of five (5) voting members appointed by the President. Three members of the Committee must be replaced every two years and no member is to serve over four (4) consecutive years. Members in office or seeking an office shall not be eligible to serve on this committee. All nominations must include a written resume of the qualifications of each nominee.

The Chairperson of the Committee shall:

- a. Receive all nominations forwarded by mail to this Committee for their consideration, no later than sixty (60) days prior to the annual election;
- b. Advise all members of this committee of all nominations received;
- c. Meet as a Committee prior to the annual election and review all qualifications of all candidates for office;
- d. Submit the Committee report to the membership at the Annual Conference as outlined in Article IV, Section 1, sub-paragraph (b) of the by-laws;
- e. Receive nominations from the floor, which must be in writing.

SECTION 3: CREDENTIALS COMMITTEE: This Committee, appointed by the President shall consist of no less than three (3) voting members, excluding those members whose name may appear on a ballot, and shall be appointed no later than the Winter Board Meeting.

They shall:

- a. Receive from the Executive Office, a roster of all members entitled to vote as stated in Article II, Section 3, Sub-paragraph (c) of the by-laws, with paid date shown;
- b. Prepare all ballots showing names of the nominees and respective office;
- c. Examine all credentials of voting members and record number of votes each member is entitled to cast;
- d. Be in constant attendance at the voting polls if voting is held at the Annual Conference;
- e. Compile all results of voting, submitting their final report to the President, and Executive Office.

SECTION 4: EDUCATIONAL AND TECHNICAL COMMITTEE: The Second Vice President shall serve as Chairperson of this Committee composed of specialists from the field of Emergency Medical Care, Rescue, and Safety.

They shall:

- a. Provide continuing education and training programs in the fields of emergency medical care and Rescue;
- b. Study and endeavor to bring about standardization for use in these fields;

- c. Endeavor to enlighten the membership on standard equipment in use;
- d. Act as clearinghouse for problems of a technical nature arising among the membership of the Association.

SECTION 5: PUBLIC RELATIONS AND PUBLICITY: The First Vice President shall serve as Chairperson of this Committee which will include all Regional Vice Presidents.

The Chairperson shall:

- a. Serve in an advisory capacity to the Executive Office in Association publications to membership;
- b. Endeavor to enlighten the public of the objectives and activities of the Association, through avenues of communications and news media;
- c. Stress the importance of good Public Relations among all members of the Association, as the success of any organization is dependent on same.

SECTION 6: CONSTITUTION AND BY-LAWS: This Committee shall consist of at least three (3) members appointed by President and approved by the Board of Directors.

They shall:

- a. Receive all proposed changes to the Constitution and by-laws;
- b. Edit and re-phrase proposed changes for clarity and meaning, endeavoring to avoid conflict with other sections of the Constitution and by-laws;
- c. Cause to be published and circulated, all proposed amendments, at least sixty (60) days prior to the published voting date.

SECTION 7: COMPETITION COMMITTEES: There shall be committees to plan all functions relating to the conducting of the annual International Competition. They shall include but not be limited to the Basic Life Support contest, Advanced Life Support contest, Vehicle Extrication contest, and Rescue Contest Committees. They shall make and keep the Rules and Regulations for each contest up-to-date, making recommendations as may be necessary, for revisions. Additional Contest Committees shall be appointed for contests as deemed appropriate.

SECTION 8: RECORDS: It shall be the responsibility of each Committee Chairperson upon termination of their appointed term to forward all records relating to their respective committee, to the President or the Executive Office, who in turn will forward them to their successor.

SECTION 9: ANNUAL REPORT: There shall be an Annual Report covering the activities and functions of each elected officer, appointed committee, Treasurer and Executive Secretary. All reports are to be completed, mailed or delivered, to the Executive Office by the thirtieth (30th) day following the close of the Annual Conference. The Annual Report will be published in our Association publication to all members, with the exception of the report on the Annual Conference which will be submitted to the President, by December thirty-first (31st) of each year, for presentation at the next Winter Board of Directors meeting.

SECTION 10: ANNUAL CONFERENCE: The Conference shall be held in accordance with Article V of the Constitution. Ten percent (10%) of voting membership registered at the Conference shall be a quorum to conduct business.

SECTION 11: BOARD OF CONFERENCE MANAGERS: A Board of Conference Managers will plan, coordinate and implement the Association's Annual Conference, and any other Board of Director's approved conferences. This Board will consist of a Meeting Planner (chief manager) and six specialty coordinators. The Meeting Planner will be appointed and serve at the pleasure of the President. This appointment will be confirmed by the Board of Directors and report directly to the Association's Executive Committee. The Meeting Planner shall keep a complete and accurate record of the proceedings of all meetings of the Board of Conference Managers and furnish a copy of minutes to the Executive Secretary within thirty (30) days of the meeting.

SECTION 12: CONFERENCE COORDINATORS: The Conference Coordinators will be appointed by the President, with recommendations from the Meeting Planner, for a period of three years. Two appointments will be made each year.

The Coordinators specialty areas shall consist of, but not limited to:

- a. Hotel and site coordination;
- b. Education and seminar coordination;
- c. Competition coordination;
- d. Publicity and Marketing;
- e. Financial Coordinator;
- f. Program Management and Host Coordination.

SECTION 13: SCHOLARSHIP COMMITTEE: There shall be a committee to plan all functions relating to the awarding of the annual "Past President's Scholarships". They shall make and keep the Rules and Regulations for awarding of the scholarships, make recommendations as may be necessary for revisions. The Committee shall be composed of the Immediate Past President, who will be the Chairperson, the Association Medical Advisor, and all active Past Presidents. Funds for the scholarship program will be maintained as a subsidiary account of the Association and governed by the regular business practices of the Association. The deposits, withdrawals and investments in this account will be only at the direction of the board of directors. Minutes of all meetings and other documents will be forwarded to the Central Office by the end of the annual conference.

ARTICLE IV

SECTION 1: NOMINATION AND ELECTION OF OFFICERS: Election of Officers shall be held after the general business meeting at the annual conference. The election of Officers shall not be held on the same day as the Nominating Committee report to the Association

Procedure:

- a. The Chairperson, on behalf of the Nominating Committee, shall announce their recommendations for President, President-Elect, First Vice President and Second Vice President, giving a review of each person's qualifications. He will then accept nominations

from the floor, in writing, which will include a resume of their qualifications. Following the nominations for each office, he will entertain a motion for nominations to be closed.

- b. The Chairperson shall then announce the Committee's recommendations for Regional Vice Presidents, giving a review of each person's qualifications. He will then accept nominations from the floor, in writing, which will include a resume of their qualifications. Such nominations can only be presented by members residing within the respective region. Following the nominations for each office, the Chairperson will entertain a motion for nominations to be closed. These regional vice presidents will be elected ONLY by eligible voting members residing within each respective region. In the event two (2) or more names appear on a ballot for regions not represented by voting members, the Board of Directors shall have the authority to elect that Regional Vice President.
- c. Proxy Votes: An organizational member in good standing can authorize a member of their unit or association to vote on their behalf for the purpose of electing officers of the Association and/or amendments to the Constitution and By-laws. Proper validation shall consist of the current membership card of the Unit or Association and a letter of authorization from the ranking officer of that unit or association. NO INDIVIDUAL PROXY VOTE WILL BE SANCTIONED.
- d. The Credentials Committee shall act as Judges at such elections, and issue the appropriate prepared ballot(s) to each eligible voting delegate in accordance with the number of votes the delegate is entitled to cast and verify member's region. This Committee may add others to assist with the approval of the President.

ARTICLE V

GENERAL PROVISIONS:

SECTION 1: MILITARY SERVICE: Members actively engaged in the military of their respective countries shall be excused from current dues during the term of such active service, providing that these dues were paid for the year in which they entered the Service. Career members, however, shall not be excused from current dues.

SECTION 2: LEGAL ADVISORS: The President shall be empowered to appoint a legal counselor with whom to work in all legal matters pertaining to the Association. He/she shall be Chairperson of any Legal Advisory Committee that may be established because of the various differences in law respective to the Regions of the Association.

SECTION 3: DISCIPLINE: Any individual member of the Association found guilty of any malicious damage in or about any of the premises hosting the Conference will be dealt with by the local authorities as deemed necessary. The Association may assist in the prosecution upon presentation of facts to the Board of Directors. The Board of Directors will expel or revoke the membership of any individual or group of individuals for misconduct or just cause.

SECTION 4: ROBERTS RULES: All business functions, voting, and any other activities pertaining to operating procedures of the Association not covered in these constitution and by-laws shall be governed by "Roberts Rules of Order".

Revised and Approved August, 2000