

BYLAWS
OF THE
KANSAS EMERGENCY MEDICAL SERVICES REGION III ADVISORY
COUNCIL, INC.

ARTICLE I
Name & Office

Section 1: Name

The name of the Corporation shall be the Kansas Emergency Medical Services Region III Advisory Council, Inc., hereafter referred to as the Council.

Section 2: Office

The principal office shall be located as established or designated by action of the Council.

Section 3: Auspices and Authority

The Council operates in compliance and cooperation with the Kansas Board of EMS, local organizations, agencies and individuals. In addition, the Council is incorporated, under the laws of the State of Kansas, as a non-profit Organization.

Section 4: Geographic Descriptions

The Council boundaries consist of the Kansas Emergency Medical Services Region III as designated by the Governor and shall be deemed to include the following 19 counties.

Barber	Harper	Pratt
Barton	Harvey	Reno
Butler	Kingman	Rice
Comanche	Kiowa	Sedgwick
Cowley	Marion	Stafford
Edwards	McPherson	Sumner
	Pawnee	

ARTICLE II
Mission & Legal

Section 1: Mission

The mission of the Kansas EMS Region III Advisory Council, Inc. is to assist agencies and attendants within the region in all aspects of EMS to include continuing education, day-to-day operations, mutual-aid, catastrophic event response, or any other areas deemed appropriate by the Council Board of Directors.

Section 2: Restrictions

No part of the assets of the Corporation shall insure *to* the benefit of, or be distributable to, its members, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in Article II hereof. No substantial part of the activities of the Corporation shall be the carrying of propaganda, or otherwise attempting to influence legislation, and the Corporation shall not participate in any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of these Articles, the Corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1954. (If the Articles of Incorporation of the Council are amended *in* the future, this paragraph shall be included in the restrictions.)

Section 4: Limits of Liability

The Corporation hereby expressly agrees to save harmless its members, the officers of the Corporation, the members of the Council, its employees and agents from all claims, suits, actions, damages, and costs of every name and description arising out of, or resulting from performances of their duties in accordance with the Corporation's policies and its Bylaws. In the absence of fraud, bad faith, or malfeasance, said member, officers, committee members, employees or agents shall not be personally liable for any obligation or claim arising out of their various activities in the Corporation.

ARTICLE III
Board of Directors

Section 1: General Powers

The Board of Directors shall be responsible for achieving the Mission of the Council.

Section 2: Specific Duties

The Council Board of Directors is responsible for setting policy, authorizing budgets, and grant application.

Section 3: Fiscal Agency

The Board of Directors shall be deemed to be the fiscal agent of all grant or other moneys that may be made available for the purposes as deemed appropriate by the Board of Directors.

Section 4: Membership

The Board of Directors shall be comprised of appointees from agency types listed below:

- Kansas licensed ambulance services based in Region III.
- EMS education programs affiliated with post-secondary education institutions based in Region III.

The Board of Directors Executive Committee shall maintain a list of agencies eligible to appoint Directors to the Council. Agencies may request to be added to the eligibility list by submitting a letter to the Council Chair. The request will be voted upon by the Board of Directors at the next scheduled Council meeting.

Section 5: Appointment of Directors

The Board of Directors for the Council shall be appointed by the Chief Executive Officer from eligible Region III agencies to represent the agency on the Council. Eligibility requirements are outlined in Section 4, membership. Eligible agency CEO's shall submit an official letter to the Council Chair, appointing their representative to the Council. The letter must state the appointee's qualifications and their willingness to serve as a Director for the entire term of the position. The appointment letter shall be presented to the full Council for consideration and vote at the next scheduled meeting. Each eligible agency may only appoint one Director to the Council. During the period of transition 2019-2019 existing terms for Directors will be accepted until their expiration date.

Section 6: Terms of Office for Directors

Appointments as a Director shall be for 3 years with no limit on the number of reappointments to the board. The Director's term will begin on the date the Board of Directors voted to accept the appointee.

Section 7: Resignations

Any Director may resign at any time by filing a resignation in writing with the Chair of the Council. The acceptance of such resignation shall not be necessary to make it effective. Additionally an appointment shall end once the Directors relationship with the appointing agency ends.

Section 9: Failure to Attend

If any Director fails to attend at least sixty percent (**60%**) of the Board meetings during any 12-month period, the Council Chair or his/her appointee will contact and notify the Director that if his/her attendance does not equal at least sixty percent (60%) during the next 12 months, the Director will be removed from the Council Board. If a Director is removed for lack of attendance they shall not be eligible for reappointment to the board for a period of 3 years.

ARTICLE IV

Meetings

Section 1: Annual Meetings

An Annual Meeting will occur in July of each year. The date, time and place will be determined by the Board of Directors and specified in the notice of the meeting. Officers shall be announced; annual reports shall be received; and action shall be taken which is necessary to conduct the affairs of the Council.

Section 2: Scheduled Meetings

The Board of Directors shall meet at least one (1) time quarterly, at a time and place designated by the Council Chair.

Section 3: Special Meetings

Special meetings of the Council may be called by the Council Chair at any time, or a request signed by at least twenty-five percent (25%) of the members of the Board of Directors. Such a request shall be delivered to the Chair. Notice of a special meeting must be sent in writing or via email to each member of the body involved at least seven (7) days prior to the meeting. No business other than that stated in the notice shall be transacted at such a meeting.

Section 4: Quorum

A quorum shall be considered the majority of those present.

Section 5: Voting

Each member of the Council Board present at any meeting shall have voice and vote. Proxy voting shall not be allowed. Any vote may be taken by voice or by show of hands, except when any member requests a written ballot on any vote. Electronic means of voting may be utilized as long as the identity of the Director can be verified in the voting process.

All matters shall be decided by a majority vote of the Directors present with the following exceptions:

- Removal of Directors or Officers requires a majority of the entire Board
- Revision of Bylaws (See Article X)

ARTICLE V

Officers

Section 1: Officers

The Council shall have a Chairperson, Vice-Chairperson, and Secretary. At each July meeting, nominations will be accepted from the floor for any open Officer positions and must be seconded. Any individual nominated for an open officer position shall identify their willingness to serve in the position for which they are nominated in order for the nomination to be valid. Election of Officers may be an oral vote or by show of hands if there is only one nominee for a position, but in the event there are two or more nominees for any position, election for that position shall require a vote by secret ballot.

Section 2: Terms of Office

New Officers shall begin their terms at the close of the annual meeting in which they are elected and serve a period of three (3) years. In the case of a special election, the term shall be three (3) years from the most recent annual meeting.

Section 3: Duties

The duties of the officers shall be as follows:

- A. Chairperson: The Chairperson shall be the Chief Executive Officer (CEO) of the Council and shall have the general supervision and direction of appropriate bodies. The Chairperson shall be responsible for calling all meetings of the appropriate bodies and shall preside over those meetings.
- B. Vice-Chairperson: The Vice-Chairperson shall perform all duties of the Chairperson in his/her absence.
- C. Secretary: The Secretary shall maintain a roster of Council members and applicable committee members. The Secretary shall record and maintain the minutes of the Council meetings and shall perform the usual duties assigned to a Secretary.

Section 4: Compensation

All officers shall serve without wage or salary remuneration. All Officers or Directors representing the Council at any approved function shall be eligible for reimbursement of expenses to include travel, lodging, and meals. All mileage, meals, and lodging will be reimbursed at the current year's Federal reimbursement rate. Any other expenses not identified above require a receipt and must be approved by the Executive Committee.

Section 5: Removal, Resignation, and Vacancy of Office

In the event of a resignation or removal of the Chairperson, the Vice-Chairperson shall automatically become Chairperson and assume the duties of the office. In the event of any other vacancies of office an election shall be held to fill the vacated

office(s).

ARTICLE VI
Committees

Section 1: Executive Committee

The Executive Committee shall consist of the Officers of the Association, and two members at large to be selected by the Chairperson from the Board of Directors. The immediate Past Chairperson may be an ex officio, nonvoting member of the Executive Committee. The Executive Committee shall meet at the call of the Chairperson to formulate recommendations to be presented to the Board of Directors and to advise the Chairperson. The secretary of the Council, or a substitute appointed by the Chairperson, shall keep minutes of each Executive Committee meeting. A copy of the minutes of each Executive committee meeting shall be made available to each director at the beginning of the next meeting of the Board of Directors.

Section 3: Ad Hoc Committees

Special Ad Hoc Committees shall be constituted so as to provide the broadest applicable representation for the task assigned. A quorum shall consist of fifty percent (50%) of the special Ad Hoc Committee.

ARTICLE VII
Staff

Section 1: Staff

The Council shall employ or contract staff members as are necessary to fulfill the responsibilities of the Council, subject to the following conditions:

- A. Personnel policies shall be developed and enacted by the Council to cover all expected personnel situations. The Council Officers shall be responsible for impartially administering these policies, and for ensuring that the Council is an “Equal Opportunity” employer.
- B. Staff member shall be furnished and instructional memorandum for the position they occupy.
- C. Staff members shall have a full opportunity to address or protest unfair actions against them through an internal grievance procedure.

Section 2: Treasurer

The Treasurer shall be responsible for the management of all finances of the Council and will provide quarterly financial statements of all fiscal activities during the current quarter.

Section 3: Accountability

The contract Treasurer is accountable to the Region III Board of Directors for the effective performance of all assigned responsibilities and subject to the restrictions, requirements and terms of council polices and instructions.

Section 4: Qualifications

The individual must have good organization and financial skills. Must have a demonstrated history of fiscal responsibility and have an overall ability to coordinate the financial accounting needs of the Council.

Section 5: Specific Duties

- A. Manage the Council's bank and credit card accounts.
- B. Establishes appropriate systems for book-keeping and payments.
- C. Prepare and presents regular reports on the Councils financial position.
- D. Ensure everyone handling money keeps proper records and documentation.
- E. Prepare accounts for audit and liaising with auditors as required.
- F. Prepare and presents budgets for each fiscal year.

ARTICLE VIII

Fiscal Year

The Fiscal Year shall end June 30th.

ARTICLE IX

Robert's Rules of Order

The current version of Robert's Rules of Order shall be the rules of procedure for the conduct of business at all meetings of the Council and its Committees, except as otherwise provided herein.

ARTICLE X

Amending the Bylaws

Theses BYLAWS may be amended by a two-thirds vote of Directors present at any regularly scheduled meeting, or special meeting called for that purpose, provided that proper notice of said meeting has been given. Bylaws shall be reviewed at a minimum of once every five (5) years.

Adopted May 1986
(Revised July 1993)
(Second Revision September 1999)
(Third Revision, October 2002)
(Fourth Revision January 2007)
(Fifth Revision July 19 2018)

Appendix I - Agency List

Eligible Agencies	Agency Type	Service County
AIRMD LLC./DBA LIFETEAM	EMS Transport Agency	Sedgwick
ARKANSAS CITY FIRE EMS DEPT	EMS Transport Agency	Cowley
BARBER COUNTY AMBULANCE SERVICE	EMS Transport Agency	Barber
BARTON COUNTY COMMUNITY COLLEGE	EMS Education Program	Barton
BARTON COUNTY TRANSFER SERVICE	EMS Transport Agency	Barton
BURDETT EMS CITY OF	EMS Transport Agency	Pawnee
BURRTON CONSOLIDATED FIRE DIST #5	EMS Transport Agency	Harvey
BUTLER COUNTY COMMUNITY COLLEGE	EMS Education Agency	Butler
BUTLER COUNTY EMS	EMS Transport Agency	Butler
CALDWELL EMS	EMS Transport Agency	Sumner
CANTON AMBULANCE SERVICE	EMS Transport Agency	McPherson
CLAFLIN AMBULANCE SERVICE ASSOC	EMS Transport Agency	Barton
CLEARWATER EMERGENCY MED SERVICE	EMS Transport Agency	Sedgwick
COMANCHE COUNTY AMBULANCE SERVICE	EMS Transport Agency	Comanche
CONWAY SPRINGS VOLUNTEER EMS	EMS Transport Agency	Sumner
COWLEY COUNTY COMMUNITY COLLEGE	EMS Education Program	Cowley
EAGLEMED LLC	EMS Transport Agency	Sedgwick
EDWARDS COUNTY AMBULANCE	EMS Transport Agency	Edwards
ELLINWOOD EMS	EMS Transport Agency	Barton
GREAT BEND FIRE EMS DEPT CITY OF	EMS Transport Agency	Barton
HALSTEAD FIRE/EMS	EMS Transport Agency	Harvey
HARPER COUNTY EMS	EMS Transport Agency	Harper
HAVEN COMMUNITY EMS	EMS Transport Agency	Reno
HESSTON AMBULANCE DEPARTMENT	EMS Transport Agency	Harvey
HOISINGTON AMBULANCE SERVICE	EMS Transport Agency	Barton
HUTCHINGSON COMMUNITY COLLEGE	EMS Education Program	Reno
HUTCHINSON REG MED CTR/RENO CO EMS	EMS Transport Agency	Reno
KINGMAN EMS	EMS Transport Agency	Kingman
KIOWA COUNTY EMS	EMS Transport Agency	Kiowa
LARNED EMERGENCY MED SERV (CITY OF)	EMS Transport Agency	Pawnee
LIFEWATCH (WESLEY)	EMS Transport Agency	Sedgwick
LINDSBORG EMS	EMS Transport Agency	McPherson
MARION COUNTY EMS	EMS Transport Agency	Marion
MARQUETTE AMBULANCE SERVICE	EMS Transport Agency	McPherson
MCPHERSON EMS	EMS Transport Agency	McPherson
MEDICINE LODGE MEMORIAL HOSP AMB	EMS Transport Agency	Barber
MED-TRANS CORPORATION	EMS Transport Agency	Sedgwick
MOUNDRIDGE EMS	EMS Transport Agency	McPherson
MT HOPE COMMUNITY AMB SERV INC	EMS Transport Agency	Sedgwick
MULVANE EMS	EMS Transport Agency	Sumner
NEWTON KS FIRE EMS DEPT	EMS Transport Agency	Harvey
NORWICH AMBULANCE SERVICE	EMS Transport Agency	Kingman
PRATT COUNTY EMS	EMS Transport Agency	Pratt
PRETTY PRAIRIE AMBULANCE SERVICE	EMS Transport Agency	Reno

Appendix I - Agency List

RICE COUNTY EMS	EMS Transport Agency	Rice
SEDGWICK COUNTY EMS	EMS Transport Agency	Sedgwick
STAFFORD COUNTY EMERG MED SERVICES	EMS Transport Agency	Stafford
VIA CHRISTI CRITICAL CARE TRANSPORT	EMS Transport Agency	Sedgwick
WELLINGTON FIRE AND EMS DEPARTMENT	EMS Transport Agency	Sumner
WSU TECH (WATC)	EMS Education Program	Sedgwick
WINFIELD FIRE/EMS	EMS Transport Agency	Cowley

Updated – July 11, 2018