

**BYLAWS  
OF  
ILLINOIS ASSOCIATION OF AIR AND CRITICAL CARE  
TRANSPORT  
(IAACCT)**

Revised March 1999  
Revised November 2003  
Revised November 2005  
Revised January 2010  
Revised November 2012  
Revised May 2014  
Revised January 2018  
Revised January 2020  
Revised January 2022

ARTICLE 1

NAME

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|---------|-----|--|
| Section | 1.1 | The name of this unincorporated association shall be:<br>Illinois Association of Air and Critical Care Transport (IAACCT)  |
|         | 1.2 | The mailing address of the association shall be established and maintained as a post office box or mailing address in the hometown of the elected secretary.                         |
|         | 1.3 | The mailing address of the association's financial information shall be established and maintained as a post office box or mailing address in the hometown of the elected treasurer. |

## ARTICLE II

### MISSION

#### **MISSION STATEMENT:**

The association shall promote and enhance safety, education and communication in critical care air and ground medical transport within the State of Illinois. The following goals have been developed to fulfill the mission statement.

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| Section | 2.1  | To review/develop standards for optimally safe air medical operations in the State of Illinois.  |
|         | 2.2  | To improve patient care in the State of Illinois.  |
|         | 2.3  | To promote the proper utilization of air medical services.   |
|         | 2.4  | To provide a mechanism for the exchange of information between programs to facilitate mechanical and operational education and safety.   |
|         | 2.5  | To provide a unified voice in the representation of the industry and its interests and concerns to the Illinois Department of Public Health, Illinois Department of Transportation and Legislators in the State of Illinois on issues affecting medical transport of the critically ill and injured. |
|         | 2.6  | To develop common elements of operational, dispatch and communication standards for the purpose of clarity, safety and consistency throughout the regional EMS systems, law enforcement and health care agencies.  |
|         | 2.7  | To develop a coordinated air medical response to multiple casualty incidents.  |
|         | 2.8  | To develop a downed aircraft notification process in the event of an accident or incident involving an air medical aircraft.   |
|         | 2.9  | To develop and maintain mutual aid policies between the state's air medical programs.  |
|         | 2.10 | To investigate alternative and improved financing mechanisms.  |

ARTICLE III

DEFINITIONS

- Section      3.1      **BOARD OF DIRECTORS:** The board of directors of the association is responsible for administrating the needs of the membership including, but not limited to conducting meetings, forming committees, holding elections, executing orders, initiating, and answering correspondence, raising, maintaining, and investigating association funds and delegating authority.
- 3.2      **VOTING MEMBER:** Each provider member shall appoint two (2) voting members. One member will be a program administrator and second member will be elected or selected by each program. The aviation advisor for the association shall be a representative from the Illinois Department of Transportation Division of Aeronautics or a designated consultant. A member of the Illinois Department of Public Health designated by the Chief of EMS shall serve as liaison to IAACCT. These positions shall be reviewed bi-annually by the incoming board.
- 3.3      **OFFICE:** A position held by the elected officers. Officer positions are President, Vice President, Secretary and Treasurer.
- 3.4      **FISCAL AND ELECTION YEAR:** January 1<sup>st</sup> – December 31<sup>st</sup>. The President and Treasurer will be elected on even years (2020, 2022, 2024, etc.) with the Vice President and Secretary’s election years being odd years (2021, 2023, 2025, etc.).
- 3.5      **PROGRAM INCLUSION:** A program must adhere to state requirements 515.930 for helicopter and fixed wing transport and/or 515.860 at the Tier III level for critical care ground transport.

ARTICLE IV

MEMBERSHIP

- Section 4.1 **ELIGIBILITY:** The membership shall consist of IAACCT provider members currently residing or operating within the State of Illinois and meeting all the requirements of, and in compliance with, the State of Illinois EMS Act. Interested parties shall submit an application to the Board. Two thirds (2/3) of the voting members shall approve the Application for Eligibility.
- 4.2 **CLASSES:** There shall be two (2) classes of members defined by the IAACCT bylaws.
- a. Provider Member
  - b. Associate Member
- 4.2.1 **PROVIDER MEMBER** must be hospital or other health-related entities or specialty transport teams having physician-directed medical control over a specifically defined air medical or critical care ground transport program through a lease, service members and arrangement or by ownership. Provider Members must also meet the required minimum standards as adopted by the State of Illinois EMS Act and the membership. Provider Members shall enjoy all rights and privileges of the membership if annual meeting attendance is greater than 50% including, but not limited to: eligibility for representatives to hold office, sit on committees, chair committees, vote on business affecting the membership, receive mailings and to provide input into matters affecting the membership. Provider members who do not meet the attendance requirement they will be classified as an Associate Member until the attendance threshold is reached.
- 4.2.2 **ASSOCIATE MEMBER** shall be entities having an interest in the emergency air medical or critical care ground transport services. Associate members shall have rights as determined by the board of directors from time to time and may sit on committees at the prerogative of the board, but shall not have the right to vote, hold office or chair committees.
- 4.3 **MEMBER IN GOOD STANDING:** A member in good standing Shall have and currently meet all the requirements of the State of Illinois EMS Act.

- 4.4 **TERMINATION OF MEMBERSHIP:** Termination of Membership of any member may occur after the Board of Directors, following due process, determines that any of the following events have transpired:
- a. The member resigns.
  - b. The member fails to meet financial requirements and/or assessments as required herein.
  - c. The determination of the membership that the member has failed to meet his or her obligations as a member of IAACCT or has performed his or her obligations in a manner which is inconsistent with the mission of IAACCT.

## ARTICLE V

### MEETINGS

- Section 5.1 **REGULAR AND SPECIAL MEETINGS:** Regular and special meetings shall be held at such a time and place as the members may determine. There shall be six regular meetings per year. Regular meetings will occur on the second Tuesday in odd months. Change in meeting date, times, and/or location will occur no later than sixty (60) days prior to the meeting.
- 5.2 **QUORUM:** The presence, in person or by teleconference, of no less than fifty-one percent (51%) of the provider members and notification of meeting date sent at least ten (10) days prior to the meeting shall constitute a quorum for the transaction of business.
- 5.3 **VOTING:** Each provider member will have two votes. These voting members will be identified at the beginning of the year and will remain consistent unless there is a change in their position, or a resignation has been submitted. No proxy voting will be allowed, except on issues relating to the amendment of the bylaws. These proxies must be in the hands of the Secretary before the meeting is called to order. Upon demand of any member, a vote will be decided by secret ballot. All issues will be decided by majority vote of the quorum.
- 5.4 **PARTICIPATION WITHOUT MEETING:** Participation without meeting shall be allowed using a conference telephone or similar communications equipment, as long as all members participating can hear one another. Participation in a meeting pursuant to this paragraph constitutes presence in person at such a meeting.
- 5.5 **AGENDA:** The agenda will be sent out to the organization by the secretary two (2) weeks in advance. If any member has a topic that they would like to be added to the agenda for discussion, it will be added under new business. Topics are to be sent to the secretary at least three weeks prior to the meeting.

## ARTICLE VI

### OFFICERS

- Section 6.1 **BOARD OF DIRECTORS:** The offices of the Association shall consist President, Vice-President, Secretary, and Treasurer.
- 6.2 **ELECTION OF OFFICERS:** A proposed slate of officers shall be developed by a temporary nominating committee in accordance with the charge of that committee. This proposed slate of officers for election shall be distributed to the provider and associate organization members at the May meeting held at the end of each corresponding voting year (see section 3.4). A secret ballot shall be obtained from the provider members present. The winning candidate will be determined by the highest number of votes. In case of a tie, another secret vote will take place between the candidates receiving the highest number of votes. In the event a second tie occurs, a vote will be held by the Executive Board and Committee Chairs (7 votes) to determine the winner.
- 6.3 **ELIGIBILITY:** The officers must be representative of provider members. No more than one person per program can hold a board position at any given time. Candidates for officer position must have been a member of IAACCT for no less than two (2) years and have attended two-thirds (2/3) of meetings each year either in person or by phone.
- 6.4 **TERM OF OFFICE:** Officers shall be elected for a period of two (2) years. An officer may not serve consecutive terms in the same office unless he/she has assumed a vacancy in the office. If the officer has assumed a vacancy, he/she may serve the un-expired portion of the term and one full term. Additionally, an officer may serve a second term if no candidate is nominated, or elects to run, for that position in a voting year.



- 6.5 **RESIGNATION:** An officer may resign at any time. Such resignation shall be made in writing and shall take effect at the time specified therein. If no time is specified, the resignation is valid at the time of its receipt by members. The acceptance of a resignation shall not be necessary for the resignation to be effective.
- 6.5.1 **REMOVAL:** The executive board members may be removed from their position by the membership during their term for proper reason. Reasons can be but are not limited to poor representation of the organization, unprofessional behavior unbecoming of the organization, failure to uphold elected position roles and responsibilities as stated by the bylaws, conflict of interest, termination of employment in a medical transport position, failure to uphold the powers and duties of the elected position. To remove a member, IAACCT membership programs must submit a written request to the executive board that includes specific examples that constitute reasons for removal. The Executive Board will grant or deny the written request based on the evidence presented and present to the membership for a vote. Should the board member in question wish to dispute this request for removal, they must respond to the board within fourteen (14) days of notification. Notification of the vote to remove a board member will be presented to the membership no less than thirty (30) days prior to the next meeting. This meeting will have dedicated time to present the reason for the removal request, as well as rebuttal presentation. Upon completion, board members will cast a vote. A quorum of fifty-one percent (51%) is necessary for the vote to take place.
- 6.6 **VACANCIES:** If the office of the President becomes vacant, the Vice President may assume the office of the President. In the event the remaining offices (Vice President, Secretary, or Treasurer) become vacant, the President shall appoint new personnel to these positions, subject to the approval of voting members.
- 6.7 **POWERS AND DUTIES OF THE PRESIDENT:** The President shall be the Chief Executive Officer of the association and shall have the general powers, duties, supervision, and management usually vested in this position. He/she shall preside at all meetings of the members and shall have general supervision, direction, and control of all affairs of the association. He/she shall execute contracts on behalf of the association, unless as the members otherwise authorize. He/she shall act as liaison to the AAMS Executive Director, Illinois Department of Transportation, Illinois Department of Health, and other organizations as decided by the members. The President shall also have shared custody of the IAACCT funds and securities along with the Vice President and Treasurer.

- 6.8 **POWERS AND DUTIES OF THE VICE PRESIDENT:** The Vice President shall assume all duties and authorities of the President in the President's absence and shall have additional duties as prescribed by the members. The Vice President shall assume the office of the President in the event of the President's vacancy as cited in Article VI, Section 6.6. The Vice President shall also serve as the public relations/media relations liaison with IAACCT, with the duties and responsibilities as delegated by the President and membership. The Vice President shall also have shared custody of IAACCT funds with the President and Treasurer.
- 6.9 **POWERS AND DUTIES OF THE SECRETARY:** The Secretary shall keep accurate and complete minutes of all meetings of the membership and of other called meetings involving the membership. The Secretary shall determine the presence of a quorum and shall record votes cast. Minutes will be published on the IAACCT website as well as dispersed via email within two (2) weeks of the meeting. The Secretary shall be responsible for sending out any communications, shall maintain all correspondence and shall keep an accurate membership list.
- 6.10 **POWERS AND DUTIES OF THE TREASURER:** The Treasurer shall have custody of the association's funds and securities and shall keep full, accurate accounts of receipts and disbursements in the books belonging to the organization. He/she shall be responsible for the deposit and disbursement of all monies and other valuables in the name and to the credit of the association in such depositories that may be designated by the members. The Treasurer shall render an accounting of all transactions and financial condition of the association to the President and members whenever requested, as well as at each posted membership meeting. The Treasurer, along with the Board of Directors, shall be responsible for planning and approving the association's annual budget.

ARTICLE VII

COMMITTEES

- Section 7.1 **COMMITTEES:** Standing committees are determined by the Board of Directors for education, research, and special projects. Temporary committees may be designated by the board members from time to time. Committees shall be dissolved when their charge has been completed. Committees will act only in an advisory capacity to the provider members.
- 7.2 **COMMITTEE CHAIRPERSONS:** The president will appoint a Chairperson of each committee who will in turn select committee members. The three (3) standing committee chairpersons can be non-board members.
- 7.3 **ELIGIBILITY:** Committee members must be a representative of provider and association organization members. More than one representative of a provider member program or associate member may serve on the same standing committee.
- 7.4 **APPOINTMENT:** The President shall appoint the standing committee chairpersons when he/she assumes office.
- 7.5 **TERM:** Committee chairpersons and committee members shall serve two (2) year terms to run concurrently with the terms of the President and Treasurer offices. Committee chairpersons may serve no more than two successive terms, unless agreed upon by the board of directors and the voting membership.
- 7.6 **REMOVAL:** Committee members, or committee chairpersons, may be removed by the President at any time for reasons that include, but are not limited to: poor representation of the organization, unprofessional behavior unbecoming of the organization, failure to uphold the position roles and responsibilities, conflict of interest, or termination of employment with a medical transport position. Upon removal of the committee chairperson, the President shall appoint a new committee chairperson. The committee chairperson may appoint new committee members in the event of vacancy.

ARTICLE VIII

FINANCE

- Section 8.1 The dues for membership shall be determined by the membership and kept At a minimum amount as practical to operate the association. Dues for the next year shall be recommended to the members by the Board of Directors at each annual meeting. The voting members shall vote approval of the dues structured each year. The annual meeting will be the last meeting of the fiscal year.
- 8.2 **FISCAL YEAR:** The fiscal year of the membership shall be from January 1<sup>st</sup> to December 31<sup>st</sup>.
- 8.3 **INSTRUMENTS:** All checks, drafts, or other orders for the payment of Money, notes or other evidence of indebtedness issued in the name of the Association shall be signed by the officer or officers, agent, or agents of the membership, and in such a manner as shall be determined from time to time by resolution of the Board of Directors.
- 8.4 **BUDGET:** The Board of Directors shall establish a budget for each fiscal Year and shall operate it under generally accepted accounting principles.
- 8.5 **EDUCATION GRANT:** The board shall give grants in the amount of three hundred fifty dollars (\$350) to two (2) members. To be eligible, the representative must attend four (4) of the six (6) meetings in a year, with three (3) of the four (4) meetings attended in person. The eligible names will be drawn at random at the meeting in July, or the first meeting of the fiscal year.

ARTIVLE IX

AMENDMENTS

Section 9.1 **AMENDMENTS:** These bylaws may be amended at any meeting of the members, provided that a copy of any proposed amendment shall have been mailed or emailed to each provider member with a notice of such meeting.