**BYLAWS**

**OF**

**ILLINOIS ASSOCIATION OF AIR AND CRITICAL CARE TRANSPORT**

**(IAACCT)**

**ARTICLE I**

**NAME**

Section 1.0 The name of this unincorporated association shall be:

 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 home town of the elected treasurer.

Revised November 2005

Revised November 2003

Revised March 1999

Revised 2005

Revised January 2010
Revised November 2012
Revised May 2014

Revised January 2018

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**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.

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.

* 1. To promote the proper utilization of air medical services.
	2. To provide a mechanism for the exchange of information between programs to facilitate mechanical and operation education.
	3. 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.
	4. To develop common elements of operational, dispatch, and communication standards for the purpose of clarity 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 mutual aid policies between the state's air medical programs.

 2.10 To investigate alternative and improved financing mechanisms.

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**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 investing association funds and delegating authority.

 3.2 VOTING MEMBER: Each provider member shall appoint two 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 IDPH 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, which are, President, Vice President (President-Elect), Secretary and Treasurer.

3.4 FISCAL and ELECTION YEAR; will be July 1 to June 30. The Election year will every two years in even years (2020, 2024, 2026 ect.)

 3.5 CRITICAL CARE TRANSPORT PROGRAM: A medical transport service which performs a minimum of 75% of their transport with care commensurate with the scope of practice of a physician or registered nurse. The Critical Care Transport Program must be staffed, at a minimum, with one registered nurse specially trained in transport and an additional team member who may be a physician, nurse, paramedic, EMT or respiratory therapist.

 3.6 AIR MEDICAL TRANSPORT PROGRAM: A medical transport service, which utilizes rotor-wing (helicopter) and/or fixed-wing (airplane) as their primary mode of transportation, which is certified under the State of Illinois Specialized EMS Vehicle (SEMSV) Regulations.

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**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 as defined by the IAACCT by-laws:

a. Provider Member

b. Associate Member

 4.2.1 PROVIDER MEMBER must be hospitals 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. They 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 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.

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.

4.2.3 MEMBERS IN GOOD STANDTNG shall have paid all dues and currently meet all the requirements of the State of Illinois EMS Act.

4.2.4 TERMINATION OF MEMBERSHIP of any member may occur after the Board of directors, following due process that any of the following events has transpired, determines it.

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.

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**ARTICLE V**

**MEETINGS**

Section 5.1 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 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 by-laws. 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, except by-law amendment, will be decided by a majority vote of the quorum. By-law amendment will be decided by two-thirds vote of the voting board members. Non-voting members elected to the Executive Board will become the second voting member for their program for a maximum of two voting members per program.

 5.4 PARTICIPATION WITHOUT MEETING: shall be allowed through the use of 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.

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**ARTICLE VI**

**OFFICERS**

Section 6.1 BOARD OF DIRECTORS: The offices of the Association shall consist of President, Vice President (President-Elect), 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 voting year (2020, 2022, 2024 etc.). 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 of a second tie 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 a period of no less than 2 years and attended 2/3rds of meetings each year either in person or by phone.

 6.4 TERM OF OFFICE: Officers shall be elected for a period of (two) year(s). An officer may not serve consecutive terms in the same office unless he or she shall have assumed a vacancy in the office, in which case he or she may serve the un-expired portion of the term and one full term. Officers may serve a second term if no candidate is nominated for that position in a voting year. Upon the completion of a two year term, the Vice President will move into the position of President for another two year term.

 *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, and if no time is specified, at the time of its receipt by Members. The acceptance of a resignation shall not be necessary to make it effective.

 6.6 VACANCIES: If the office of the President becomes vacant, the Vice President (President-Elect) may assume the office of the

 President. If the office of the Vice President (President-Elect) becomes vacant, the president shall appoint a new Vice President (President-Elect), subject to approval of the voting members. If

 Secretary or Treasurer becomes vacant; the President shall appoint a new

 Secretary/Treasurer, subject to approval of the 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 and duties of the supervision and management usually vested in the Office of the President. He/she shall preside at all meetings of the members and shall have general supervision, direction and control of all affairs of the Association. Except as the Members shall otherwise authorize, he/she shall execute contracts on behalf of the Association. He/she shall act as liaison to the AAMS Executive Director, IDOT, IDPH and other organizations as decided by the members. The President shall also have sharing custody of the IAACCT funds and securities along with the Vice President (President-Elect) and Treasurer.

 6.8 POWERS AND DUTIES OF THE VICE PRESIDENT (PRESIDENT-ELECT):

 The Vice President (President-Elect) shall assume all duties and authorities of the President in the President’s absence and shall have such powers and duties as may be prescribed by the Members. The Vice President (President-Elect) shall assume the office of President in the event the President’s vacancy as cited in Article VI Section 6.6. The Vice President (President-Elect) shall also serve as the Public Relations/Media Relations liaison within IAACCT, with the duties and responsibilities as delegated by the President and Membership. The Vice-President (President-Elect) shall also have sharing custody of the IAACCT funds and securities along with the President and Treasurer.

 6.8 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. They shall determine the presence of a quorum and also shall record votes cast. Minutes will be published on the IAACCT website as well as dispersed via email within two weeks of the Membership meeting. The Secretary shall be responsible for sending out any communications, shall maintain all correspondence and shall keep an accurate membership list.

 6.9 POWERS AND DUTIES OF THE TREASURER:

The Treasurer shall have custody of the Association’s funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Association. 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 as may be designated by the Members. The Treasurer shall render to the President and Members whenever requested an accounting of all transactions and of the financial condition of the Association 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.

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**ARTICLE VII**

**COMMITTEES**

Section 7.1 COMMITTEES: Standing committees are determined by the Board of Directors for Educational/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 (two) standing committee chairpersons are non-board members.

7.3 ELIGIBILITY: Committee members must be representative of Provider and Associate 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-YEAR) term to run concurrently with the terms of Officers. Committee chairpersons may serve no more than two successive terms, unless agreed upon by the board of directors and voting membership

7.6 REMOVAL: Committee members, or committee chairpersons, may be removed by the President at any time for any reason. The President shall appoint a new committee chairperson. The Chairperson may appoint new committee members in the event of vacancies.

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**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.

8.2 FISCAL YEAR: The fiscal year of the Membership shall be from July 1 to June 30.

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 an amount of $350 (three hundred fifty dollars) to two (2) members. To be eligible the representative must attend 4 of the 6 meetings in a year, with 3 of the 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.

**ARTICLE IX**

**AMENDMENTS**

Section 9.1 AMENDMENTS: These by-laws 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.