

Bylaws of the EMS Road Docs of Illinois

ARTICLE I – NAME

1.01 Name

The organization shall be known as the “EMS Road Docs of Illinois.” It is also known as the “EMS RoadDocs of Illinois” and “EMS RoadDocs IL.”

The EMS Road Docs Illinois, Inc. is a registered 501(c)3 Not for Profit corporation. We are a sovereign organization in the State of Illinois, and not beholdng to any other organization.

ARTICLE II – MISSION STATEMENT, MOTTO, HISTORY

2.01 Mission Statement

The mission of the EMS Road Docs of Illinois *is to promote our local communities non-for-profit events, rides, and veteran’s activities by providing a safe environment for gathering while promoting safety and education, and instilling a positive image of our organization to the local community by hosting or supporting social, educational, and charitable programs within our communities.*

2.02 Motto

The Motto of the EMS Road Docs of Illinois shall be “**Great Folks, Doing Great Things.**”

2.03 History

With our informal start on November 2012, the EMS Road Docs of Illinois obtained IRS Rule 501(c)3 recognition as a Human Service Organization with tax exempt status in August 2014. We are an organization that is dedicated to the community in which we live and work. These Bylaws have been established and set forth by the Board of Directors of the EMS Road Docs of Illinois.

ARTICLE III – MEMBERSHIP

3.01 Membership

To be recognized as an EMS Road Docs of Illinois member a member must meet the following requirements:

- (a) **Licensed or Certified.** To be a full voting member of the EMS Road Docs of Illinois a member must maintain a current license or certification according to their membership class.
- (b) **Participation.** To be a full voting member of the EMS Road Docs of Illinois a member must participate in at least three sanctioned Events, actively engaged, and attend at least one General Membership meeting on an annual basis.

- (c) **Maintain Records.** A member is required to ensure that the Secretary of the Board of Directors is kept up to date with all contact information, licenses, and certifications relevant to that member as defined by the Board of Directors.
- (d) **Probationary Members.** A member who is a Probationary Member is not a full voting member. They may participate in events and attend membership meetings. A member has 90 days to remedy their Probationary Member status. A member becomes a Probationary Member when:

3.01 **New Members.**

A newly joining member, once accepted as a member, is a Probationary Member for a period of 90 days and will become a full member once they have otherwise met the requirements of membership for their class of membership.

3.02 **Classes of Membership**

There are three classes of membership, as follows:

- (a) **Professional Member.** A Professional Member is a member who is licensed by a State or Federal authority designated to license and maintains levels of professionalism for those in the Medical Profession. Examples of such professional licensed persons include, but are not limited to, the following. Doctors, Nurses, Paramedics, Emergency Medical Technicians, Firemen. Professional Members can also be retired from the aforementioned professions or serve in the Law Enforcement or First Responder fields when approved on a case-by-case basis of the Board of Directors. May wear a three- piece patch.
- (b) **Certified First Responder Member.** A Certified First Responder Member is a member who is currently certified in both CPR/AED and First Aid/First Responder certifications. Such certifications are issued by various accrediting authorities such as the American Heart Association, American Academy of Orthopedic Surgeons, or a certified medical school. Acceptable certifications to qualify as an Associate Member shall be defined by the Board of Directors. The following conditions apply to Certified First Responder Members: May wear a single large 12-inch patch.
 - 1. **Ride Support.** A Certified First Responder Member shall not support any event as a representative of the EMS Road Docs of Illinois without the presence of a Professional Member also supporting that event.
 - 2. **Member Ratio.** Acceptance into the EMS Road Docs of Illinois of a new Support Member shall only be granted when more than 50% of the membership of the EMS Road Docs of Illinois are Professional Members.
- (c) **Support Member.** A Support Member is a member who is currently certified in CPR/AED. The following conditions apply to Support Members:
 - 1. **Ride Support.** A Support Member shall not support any event as a representative of the EMS Road Docs of Illinois without the presence of a Professional Member also supporting that event.

2. **Member Ratio.** Acceptance into the EMS Road Docs of Illinois of a new Support Member shall only be granted when more than 50% of the membership of the EMS Road Docs of Illinois are Professional Members and when there are no pending Certified First Responder Members awaiting acceptance.

3.03 **Becoming a Member**

An individual interested in obtaining membership to the EMS Road Docs of Illinois shall:

- (a) **Have Sponsorship.** Sponsorship is required to become a member of the EMS Road Docs of Illinois and can be obtained in the following manners:
 1. **Sponsorship.** An individual known to an existing member of the EMS Road Docs of Illinois may sponsor any individual known to them to be a person who would meet the standards of a member of the EMS Road Docs of Illinois may sponsor said individual as a potential member. Must possess good judgement and character qualities.
 2. **Familiarity.** An individual who desires membership but does not have a sponsor and is not known by the members must become familiar with the membership by attending club events and activities and should make his/her intentions known to the Board of Directors as well as the chapter members. When and if the Board of Directors feels that the candidate is ready to become a member, a sponsor will be assigned to the potential member who will then mentor the potential member through the process of becoming a member.
- (b) **Become Known.** A person desiring to become a member of the EMS Road Docs of Illinois shall become known to the Board of Directors and the Members as a potential member by making their intentions to become a member known and by being present during events and meetings of the EMS Road Docs of Illinois.
- (c) **Application.** A person desiring to become a member of the EMS Road Docs of Illinois shall complete a membership application as well as complete any other requirements as may be set forth by policy statement of the Board of Directors.

3.04 **Duration of Membership**

A Member's membership in the EMS Road Docs of Illinois shall continue as long as that Member maintains their membership in good standing or until one of the following occurs:

- (a) **Resignation.** A member may resign their membership by submitting a resignation letter, in writing, to the Board of Directors of the EMS Road Docs of Illinois. The Board shall recognize such resignation by providing the resigning member with a letter, in writing, acknowledging their resignation.
- (b) **Expulsion.** A member's membership may be terminated by the Board of Directors of the EMS Road Docs of Illinois for cause following a hearing and a majority vote by the Board of Directors to terminate a member's membership. A member may have their membership terminated without cause following a majority vote of the Board of Directors. Member may or may not be present during that hearing.

3.05 **Boundaries**

Each member shall have no more power than their collective, individual votes except as otherwise provided for in the Bylaws.

ARTICLE IV – CODE OF CONDUCT

4.01 **Code of Conduct**

All members of the EMS Road Docs of Illinois are expected to conduct themselves in such a manner as to bring honor, integrity, and respect to the club at all times.

Any actions by a member deemed detrimental to the organization shall be cause for review by the Board of Directors subject to remedial actions by the Board of Directors which could result in that member's suspension or expulsion from membership in the EMS Road Docs of Illinois. This article shall not be construed as limiting to the Board of Directors relative to their options concerning what remedial action to take with a member when it deems it is appropriate to do so.

ARTICLE V – MEETINGS AND EVENTS

5.01 **Meetings**

The EMS Road Docs of Illinois shall hold the following minimum meeting frequencies.

- (a) **Board of Directors Meeting.** There shall be at least, four Board of Directors meeting annually.
- (b) **General Membership.** There shall be at least, four General Membership meeting annually.

5.02 **Meeting Notice**

Members of the EMS Road Docs of Illinois shall be notified by both e-mail and through the organization's website, and Facebook of upcoming meetings. Such notice shall be at least one week in advance of the scheduled meeting time and shall include, at minimum, the time and date of the meeting as well as the recognized address where the meeting is to be held.

5.03 **Events**

Events are scheduled throughout the year and will be posted on the organization's website, and Facebook pages. Such postings will serve as notice and will include the necessary specific information required for the members to be fully informed of the event. Members are required to attend at least one event annually.

Events are categorized into two basic categories:

- (a) **Sanctioned Events.** Sanctioned events are events where the EMS Road Docs of Illinois are either the hosts of the event or where the EMS Road Docs of Illinois has been asked by the host of the event, and the Board of Directors has approved said request, to support the

event and/or provide services such as, but not limited to, First Responder support of the event. Request for medical support form must be filled out and approved prior.

Such Sanctioned events will be identified as “Sanctioned” on the organization’s calendar of events page of the website.

- (b) **Supported Events** are those events where the Board of Directors of the EMS Road Docs of Illinois has decided the event is worthy of the support of the organization.

Such Supported events will be identified as “Info” type events on the organization’s calendar of events page of the website.

5.04 **Involvement**

Members of the EMS Road Docs of Illinois are strongly encouraged to attend all meetings and events when possible.

The General public is encouraged to attend the Meetings and Events of the EMS Road Docs of Illinois as welcomed guests. However, there are some meetings and events which are restricted to members only and such restrictions shall be noted on the website calendar notification for the meetings or events in question.

As an all-volunteer organization, the EMS Road Docs of Illinois is reliant on the participation of its members. Members are strongly encouraged to participate in the organization, planning, and execution of all events.

ARTICLE VI – DUES AND FEES

6.01 **Dues and Fees**

The Board of Directors of the EMS Road Docs of Illinois shall determine, as appropriate, any membership dues or fees required for a member to remain a member in good standing.

A schedule of Dues and/or Fees shall be provided and maintained on the organization’s website.

ARTICLE VII – BOARD OF DIRECTORS

7.01 **Board of Directors**

The Board of Directors of the EMS Road Docs of Illinois shall be comprised of seven members including the Chairman of the Board.

The Board of Directors may modify the titles and number of positions for both the Executive Board and the Committee Chairs which make up the Board of Directors. Should the Board of Directors make any such changes they shall affect said changes, as necessary, to the bylaws of the EMS Road Docs of Illinois.

- (a) **Executive Board.** The Executive Board shall be comprised of the following required officers
(1 - 4)

1. **President.** The President shall be a Professional Member of the Organization. The President is responsible for the scheduling and chairing of meetings, setting the meeting agenda, defining the organizations functions, and overseeing the business of the organization. Licensed health care professional, a person who possesses a professional medical license that is valid, past or present.
 2. **Vice President.** The Vice President shall be a Professional Member of the Organization. The Vice President is responsible for assisting the President with the President's duties and act in the President's capacity when the President is unavailable. The Vice President will also participate in the recruitment of new members. The Vice President shall also perform any other such duties as required by the President or the Board of Directors. Licensed health care professional, a person who possesses a professional medical license that is valid, past or present.
 3. **Secretary.** The Secretary is responsible for the recording of the minutes for the organization's meetings. The Secretary shall also perform any other such duties as required by the Board of Directors.
 4. **Treasurer.** The Treasurer shall maintain and/or oversee the financial records and reports of the organization as well as any necessary banking duties or other such financial related activities or requirements as may be necessary for compliance with applicable federal and local laws. The Treasurer shall also perform any other such duties as required by the Board of Directors. The treasure shall be an independent CPA firm.
- (b) **Committee Chairs.** The Committee Chairs shall be comprised of the following Chair positions as well as any other chair positions which the current Board of Directors may deem necessary:
1. **Events Chair.** The Events Chair is responsible for the organization and execution of the Sanctioned Events of the EMS Road Docs of Illinois.
 2. **Medical Education Chair.** The Medical Education Chair shall oversee the organization and execution of the education related efforts of the EMS Road Docs of Illinois.
 3. **Road Captain Chair.** The Road Captain Chair shall oversee and maintain the ride rules for the safe conduct of all rides which the EMS Road Docs of Illinois participates in.
 4. **Web/IT Chair.** The Web/IT Chair shall oversee and maintain the website and other electronic systems of the EMS Road Docs of Illinois.
 5. **Membership Chair.** The Membership person is responsible for new member recruitment, greeting and introducing guests at any meetings or events as well as maintaining appropriate member records such as contact information and license and certification expiration dates. The Membership person shall also perform any other such duties as required by the Board of Directors.

7.02 Elections and Term of Office

All Board of Directors positions shall be appointed and/or elected positions shall last for a period of two years.

The following provisions are applicable to elections and terms of office:

(a) **Elections.**

1. All members in good standing shall have the right to nominate a qualified member for any of the Executive Board of Committee Chair positions.
2. All members in good standing shall have one vote to cast for each position.
3. A majority of votes from all votes cast shall decide the election for each Executive Board position.
4. Should there be a tie for any Executive Board or Committee position the current sitting Board of Directors shall determine the member to be elected to that position from those who received the tie vote.
5. The election shall be held one month prior to the expiration of any term of office.
6. Newly appointed or elected Board of Director members shall take office one month following the election unless the election was to fill a mid-term vacancy at which time they shall immediately assume the duties of the vacant position once the election results are final.

(b) **Term of Office.** The Term of office for all Board of Directors positions shall be for two years. There are no term limitations.

Should a position become vacant the organization's membership shall be solicited for nominations of qualified members to fill the position and the Board of Directors shall appoint a successor from the nominees following due diligence.

(c) **Transfer of Leadership.** Each outgoing Board of Directors member shall promptly transfer all materials, records, passwords, accounts, and other assets, whether real or intellectual, to the newly elected incoming member elected to fulfill the outgoing member's position.

7.03 Powers

Board of Directors shall oversee the organizations long term development, and business model for the EMS Road Docs of Illinois. Such duties to include, but are not limited to, the following:

- (a) **Cooperation.** They shall work together in cooperation in setting meeting dates and meeting locations which are convenient to the majority of the membership.
- (b) **Meeting Content.** They shall supervise the conduct and content of all membership meetings.
- (c) **Remedial Actions.** They shall address and resolve any remedial actions determined by the Board of Directors to be necessary concerning any member.
- (d) **Required Quorum.** All decisions must be by a majority of those present and must include at least three Executive Board members and two Committee Chairs participation in arriving at any actionable or binding decision.
- (e) **Appeal.** All decisions made by the Board of Directors shall be deemed final.

7.04 **Boundaries**

Board of Directors members shall have no more power than their collective, individual votes except as otherwise may be provided for in the Bylaws.

ARTICLE VIII – COLORS

8.01 **Colors**

The Board of Directors shall create and publish a policy which establishes the emblems, patches, and other insignia (colors) to be worn by the organization's members. Such policy shall also define who is authorized to wear such colors, the manner in which these colors are to be displayed, as well as who has rights to the colors.

All EMS ROADDOCS of Illinois with respect to our wearables, patches, and print materials are to remain complete, without alterations, or modifications to said.

ARTICLE IX – AUTONOMY

9.01 **Autonomy**

EMS Road Docs of Illinois operates as a sovereignty. As such, it is a completely separate entity not bound by any other similar or related organizations, brotherhoods, unions, etc. or their bylaws.

ARTICLE X – LIABILITY

10.01 **Liability**

EMS Road Docs of Illinois accepts no liability for the actions, or consequences of such actions, by any individual member of the EMS Road Docs of Illinois.

ARTICLE XI – AMENDMENT OF BYLAWS

11.01 **Amendment of Bylaws**

These Bylaws may be amended by a majority vote of the Board of Directors.

11.02 **Amendment Process**

Amendments shall be proposed and enacted within the following framework:

- (a) **Amendment Origination.** Any member in good standing may propose an amendment by submitting a proposed amendment's wording to the Board of Directors.
- (b) **Duty of Board of Directors.** Upon submission by a member of a proposed amendment the Board of Directors shall consider the proposed amendment and do one of the following by a majority vote:

1. Accept the proposed amendment as submitted.
 2. Modify the proposed amendment and accept the modified version of the proposed amendment.
 3. Decline the proposed amendment.
- (c) Submit to Membership. Following acceptance of the (modified) proposed amendment the Board of Directors shall present the proposed amendment to the full membership for a comment period. Said period is to be defined by the Board of Directors and publicized along with the proposed amendment.
- (d) Ratify or Revise. Following the comment period, the Board of Directors shall:
1. Either ratify the amendment by a majority vote and make the appropriate changes to the Bylaws, or
 2. Revert back to the process defined in subsection (b) of this section for further revision of the proposed amendment before resubmitting the proposed amendment to the general membership.

11.03 Timing of Amendment

The Board of Directors shall determine the timing of the above process.

Article XII – DISCLAIMER

Membership with EMS Road Docs of Illinois is voluntary. As such, EMS Road Docs of Illinois shall not be held responsible for any acts of God, negligence, members, or other motorists, that result in injury or death.

AGREED: This Edition of the Bylaws has been reviewed and agreed to with consideration of input from all representatives, officers, Members of EMS Road Docs of Illinois, as testified by the undersigned:

_____, Director

Date

_____, Director

As amended on this date: **March 28, 2022**