

North Dakota EMS Association, Inc.

Section 10.0 General Scope and Guidance

10.10 **Mission Statement**

The Mission of the North Dakota Emergency Medical Services Association is to provide resources, services and effective representation for its members in order to continuously improve emergency care.

10.20 **Vision Statement**

The Vision of the North Dakota Emergency Medical Services Association is to provide access to timely, high quality pre-hospital emergency care through the North Dakota Medical Services system.

10.30 **Scope**

Policies are boundaries for organizational and managerial action. They establish objectives, guidelines and regulations. They may be very broad, basic policies allowing for flexibility as well as more specific operational policies with less flexibility.

Procedures give ways by which policies are to be achieved. A statement of procedures provides instructions and step-by-step explanations of how to carry out a policy.

Section 20.0 Roles and Responsibilities

20.10 **Executive Committee:** The Executive Committee shall:

1. Consist of the President, Vice-President, Secretary/Treasurer, Immediate Past-President, President of each region, and the Executive Director acting as an ex-officio, non-voting member.
2. Carry on any business of the Association with the exception of disbursements exceeding \$2,500.00 and bylaw changes.
3. Develop and recommend procedures to ensure the successful implementation of the Association's Strategic Plan.

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20.20 President: The President shall:

1. Have charge of and supervision over the affairs of the Association.
2. Preside at all meetings of the members and the Board of Directors, and Chair the Executive Committee meetings.
3. Appoint all standing and Special committees; designate committee Chairs; and, act as ex-officio member of all committees.
4. Act as official spokesperson for the Association or designate appropriate persons.
5. Call Executive Committee meetings to address problems or occurrences which arise between regularly scheduled meetings as prescribed in the by-laws.
6. Serve as liaison with other organizations or appoint the appropriate designee.
7. Submit articles for the "Presidents Message" in the Response Time Publication.
8. Draft agendas for quarterly meetings of the Board of Directors
9. Conduct annual performance evaluations of staff employees or contractors and report on those evaluations to the Board of Directors.
10. The president will be furnished a laptop computer, a cell phone and plan including internet and texting capabilities.

20.30 Vice-President: The Vice-President shall:

1. Perform the duties of the President in his or her absence or disability.
2. Assist the President and exercise such other powers and perform such other duties as prescribed by the Board of Directors.
3. Become President in the event of resignation, removal from office, death, or permanent disability of the President.
4. Assist the President in the annual performance evaluations of staff employees and contractors of the Association.
5. Preside over the EMS Foundation and report to the Board of Directors.
6. The vice president will be furnished a laptop computer

20.40 Secretary/Treasure: The Secretary/Treasurer shall:

1. Keep the minutes of all proceedings of the Board of Directors and membership meetings.
2. Maintain a permanent record of all Board motions, actions, and Association Policies and Procedures.
3. Prepare all notices to the membership and Board of Directors or other notices which may be required by law or by the Association's bylaws.
4. Be bonded by an appropriate insurance company. The cost of such bond shall be born by the Association.
5. Assist the Budget Committee and Office Staff with preparing the Association's Annual Budget, to be presented at the Fall Quarterly Board Meeting.
6. Prepare the Association's financial statements in a format acceptable to the

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Board of Directors, and in accordance with Generally Accepted Accounting Principles.

7. Provide and present the financial statements and current financial position of the Association along with the Office Manger and/or Executive Director to the Board of Directors at regular meetings and to the membership at the annual meeting.
8. Chair the Finance Committee and monitor all expenditures and budgets for committees, quarterly meetings, workshops, and annual meetings along with the Office Manger and/or Executive Director.
9. The secretary/treasurer will be furnished a laptop computer

20.50 Immediate Past-President: The Immediate Past-President shall:

1. Serve as advisory consultant to the current President and Board of Directors.
2. Become a Lifetime Honorary Member of the Association.

20.60 Board of Directors' Responsibilities: The ultimate responsibility for the Association rests with the Board of Directors. The responsibility is recognized by state and federal laws; legally, the Board of Directors is responsible for the activities and fiscal integrity of the organization. The appropriate role of the Board is to set strategy and policies which will ensure that it fulfills its legal, financial, operational, and professional responsibilities to the members, sponsors, and donors. In so doing, the board as a group, and directors as individual members, shall:

1. Be committed to the mission of the Association.
2. Understand, observe, and be respectful of the roles of the Board, Executive Committee, Officers, and the Executive Director.
3. Attend all Board and Committee meetings giving notice for absence from scheduled meetings and electronic conferences.
4. Come to meetings well prepared and be willing to participate actively.
5. Support the actions of the Board outside of Board meetings even in the event one's personal opinion is contrary to the majority decision.
6. Respect the confidentiality of Board deliberations and information provided to the Board.
7. Approve and evaluate programs and activities of the Association.
8. Establish financial goals and objectives and monitor their progress.
9. Serve at the discretion of the President on designated committees.
10. Perform various duties at the Annual Spring Conference and Regional Conference.
11. Serve as a spokesperson for the Association in coordination with the

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President.

12. Maintain contact with the membership and appropriate relationships with other associations, governmental entities, and vendors to enhance the image of the Association.
13. Directors will have and maintain an email address and be responsible to check their email at least every 48 hrs and be able to reply to association business. Any email address change will need to be immediately reported to the associations office.

20:70 Executive Director: The Executive Director shall:

1. Report and be responsible to the Association President.
2. Carry out the Policies of the Board of Directors.
3. Attend all scheduled meetings of the NDEMSEA. Attend all regional and annual Conferences, and other meetings as assigned.
4. Perform in accordance with the position's written Job Description.
5. Advocate and conduct lobbying activity for the association.
6. Maintain the Association's website and internet commerce activities.
7. Develop the Corporate Sponsor and Foundation Donor programs.
8. Assist the President and Board with other duties that may be assigned.
9. The Executive Director will be furnished a laptop computer, a cell phone and plan including internet and texting capabilities.

20.80 Administrative Assistant: The Administrative Assistant shall:

1. Report and be responsible to the Association President and/or the Executive Director.
2. In cooperation with the Executive Director, maintain the Association's database application.
3. Produce and distribute various printed materials concerned with the membership activities of the Association.
4. Attend all scheduled meetings of the NDEMSEA. Attend all regional and annual Conferences, and other meetings as assigned.
5. Provide the Board with accurate, up to date membership trends and activity.
6. Assist the President and Board with other duties that may be assigned.
7. Work with the NDEMSEA Treasurer to provide financial statements to the NDEMSEA Board of Directors.

Section 30.0 Standing Committees:

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The Association's bylaws call for the establishment of standing committees. The President, at his/her discretion, appoints chairpersons for each committee. The purpose statements, policies, and procedures described below ensure the overall responsibilities of the Board are met and an orderly transition is made when individual committee membership changes.

1. It is the responsibility of committee chairpersons to:
 - a. Assist committee members in meeting their expected contributions and responsibilities.
 - b. Prepare meeting agendas and distribute relevant information to all members prior to meetings.
 - c. Preside over committee meetings to assure adherence to issues and purposes.
 - d. Encourage active participation in Association activities.
 - e. Prepare committee status reports for the Board of Directors.
 - f. Provide copies of all correspondence to the President
 - g. Prepare committee priorities and strategic plans.
 - h. Prepare committee budgets and capital expense requests.

30.10 Advocacy Committee:

Purpose: The purpose of the Advocacy Committee is to proactively access the political process to affect public policies that impact the pre-hospital services industry. The Committee is responsible to position the Association as an active participant in health care policy development, implementation and leadership. The Committee is responsible for representing the interests of the Association; monitoring federal and state laws, regulations, and court actions; interacting with and lobby the legislative and administrative agencies of government; formulating and communicating the positions of the Association on policies and programs of the government; and, assisting the day to day lobbying efforts of the Executive Director, Lobbyist, and Committee chair.

1. The committee shall conduct its activities within the budget allowance approved by the Board.
2. The committee shall sponsor and host selected Association events, and other such functions at its discretion.
3. The committee structure shall consist of a chairperson and other Board Members appointed by the President. Permanent members of the committee shall include the Executive Director and the Lobbyist acting as ex-officio, non-voting members.

A. Lobbying

NDEMSA will not use state or federal monies for lobbying purposes.

Legislative updates can be provided at any NDEMSA conference. Continuing education hours will not be awarded and the presentation will be its own session

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where participants can choose to attend.

30.20 Constitution and Resolution Committee:

Purpose: The purpose of the Constitution and Resolution Committee is to assure the integrity of the Association's bylaws, policies, and procedures. The committee is responsible for reviewing and making appropriate recommendations for revisions of the bylaws and policies to the Board and membership as needed.

1. The Constitution and Resolution Committee shall prepare and present proposed resolutions to the Board of Directors for consideration.

30.30 Nominations/ Election Committee:

Purpose: The purpose of the Nominations/Election Committee is to solicit the best qualified member candidates for the leadership positions within the Association. The committee is responsible for overseeing the by-laws established for the nomination of candidates and for conducting the annual elections.

1. Nominations/Election Committee is in charge of the election process.
2. Executive Committee has the final authority in the election process.
3. Nominations/Election Committee will submit the current year election rules to the NDEMSEA Board for approval at the fall board meeting prior to accepting nominations for office.
4. Election rules and guidelines will be given to each candidate.
5. Nomination deadline is December 31st.
6. Nomination forms are available from the Election Chair or can be obtained on the NDEMSEA web site.
7. Candidates are responsible to submit a picture and campaign information to: "*The Response Time*". Must be by the deadline.

Campaigning

1. Nominations/Election Chair must pre-approve all campaign posters and other promotional items.

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2. Candidates are responsible for promotional item removal and for any damage that is incurred by improper placement.
3. No campaigning or promotional items will be allowed in the immediate area of the voting booth.

Absentee Ballots

1. Absentee ballots must have the voter's information completed and signed.
2. Absentee and regular ballots will have the following wording: "Select only one candidate per office. Place an "X" beside the name of your choice. If you write in a candidate, an "X" must be placed beside his or her name."
3. *The Response Time* issue introducing the candidates will list the location(s) for obtaining absentee ballots.
4. Absentee ballots will be available on the NDEMMSA.org web site.
5. Absentee ballots must be mailed to the Associations Office and postmarked 14 days prior to the opening of the annual meeting.
6. Absentee ballots will not be open until the voting is closed.
7. Absentee ballots will be approved or disapproved by the Election Chair based on a current membership and completion of the required voter information.
8. ONLY OFFICIAL ABSENTEE BALLOTS WILL BE ACCEPTED.

Voting

1. Signs indicating voting hours and location will be posted.
2. Hours: Day 1: Immediately after opening session until the end of the final afternoon break. Day 2: One-half (1/2) hour prior to opening session until the end of the first afternoon break.
3. Voting is closed during all sessions. Open during breaks and lunchtime only.
4. A four (4) -person committee will count votes. The Election Chair and three (3) additional appointed people comprised of the Election Committee and/or NDEMMSA Board members.

30.40 Conference Committee:

Purpose: The purpose of the Conference Committee is to represent the interests of the Association and its membership by providing a quality Annual Spring Conference. The committee is responsible to:

1. Attract and provide quality state and national presenters for a variety of CE topics.
2. Attract and provide local, state and national vendors for exhibitor space.
3. Coordinate with the Election Committee to establish guidelines for campaign signs, posters and other officer election campaign activities.

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4. Coordinate with the Executive Director for assurance that attendee's CE hours are properly recorded.
5. Coordinate with the Executive Director to assure that all conference sponsorships are sold.
6. Coordinate with board members to assure their assistance in conducting their assigned tasks of the annual conference.
7. Coordinate with regional conference planning in all four regions at the request of the regional directors.
8. The conference committee will be furnished a cell phone and plan including internet and texting capabilities and laptop computers for all committee members.

30.50 Budget and Finance Committee:

Purpose: The purpose of the Budget and Finance Committee is to assure the ongoing financial stability and growth of the Association. The committee is responsible for overseeing the financial activities of the Association, preparing long-term and short-term budget plans, and reviewing and recommending the funding requests of the Association's committees to the Board of Directors for approval.

1. With the Treasurer as chairperson, the Budget and Finance Committee shall review the annual budget for each fiscal year. The committee shall present the budget to the Board of Directors for acceptance at the quarterly Board meeting held at the Annual Spring Conference.

30.60 Publications Committee:

Purpose: The Response Time shall be published to keep members up to date on current events of the NDEMSEA.

1. The Response Time shall be published quarterly.
- 2.
- 3.

30.70 Marketing/Membership Committee:

Purpose: It is the Purpose of the Marketing/Membership Committee to promote the importance of EMS in the state of ND. It will also promote the NDEMSEA to its members and the general public.

1. Design member benefit programs that insure a value to members for dues paid.

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2. Partner with local, state and national corporations for membership discount programs.
3. Design corporate sponsorships programs that promote statewide EMS importance and recognize corporate sponsorships.
4. Present membership programs that encourage services and members to join.
5. Promote membership items that will not compete with the Association Logo items.
6. Develop a membership perks program.
7. Work cooperatively with the Executive Director on a web-based, membership only program.
8. Implement public relations programs that promote the overall professional image of the NDEMSEA.
9. Association has the copyright to the board and membership approved logo.
10. Membership dues will be approved by the board.

30.80

Awards Committee:

Purpose: It is the purpose of the awards committee to establish and recommend awards recognizing outstanding performance and exemplary contribution or achievement to the Association or the EMS profession in general.

1. The committee will establish guidelines for each award presented by the Association.
2. The committee will review and verify all applications submitted.
3. Recipients of the statewide awards will be announced at the Annual Spring Conference banquet.
4. The committee will conduct their activities within approved budget amounts.
5. The Association presents the following annual awards:
 - a. EMS Provider of the Year (presented by President)
 - b. EMS Service of the Year (presented by President)
 - c. Medical Director Award
 - d. Grace Knapp Award
 - e. Media Award
 - f. Distinguished Service Award (presented by the President)
 - g. Legislator of the Year Award (presented by the President during Legislative years)
6. The Association presents the following Regional Awards
 - a. Siren Award
 - b. Rising Star Award
 - c. Regional Squad

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30.90 Test Team

It is the Mission of the North Dakota EMS Association's Test Team to provide a means for our State's EMS candidates to test and validate their proficiency in the noble profession of Emergency Medical Services provider at the Basic Life Support and Advance Life Support levels.

The North Dakota EMS Association is committed to direct the basic principles of our Test Team's endeavors to:

- Providing proficiency testing at the most reasonable cost possible for EMS candidates who will provide their services in a volunteer EMS environment in North Dakota.
- Collaborating with the State Division of Emergency Medical Services in order to assure a stable and viable mechanism for the testing of EMS candidates in North Dakota.
- Providing proficiency testing to EMS candidates and for EMS training institutions that are based in, trained in, and will serve the EMS profession in North Dakota.
- Providing a testing site schedule which will be well timed to the completion of EMS training courses offered throughout North Dakota thereby facilitating the timely certification or licensure of candidates with graduation from their North Dakota EMS training program.
- Providing qualified, principled, and ethical EMS testers to administer and oversee the EMS testing process.
- Provide a fair and equitable method of compensation to the testing personnel required to meet State and the National Registry of EMT's requirements.

Section 40.0 Special Committees:

The President may appoint special committees for specific functions, and they shall be discharged upon the completion of the duties for which they were appointed.

40.10 Service Director / Squad Leader Committee:

Purpose: To promote leadership and provide informational and educational resources that will enable member services to make informed decisions regarding management and operations within their organization.

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1. Provide regional meetings/seminars with educational topics related to leadership development, organizational management and operations as related to the EMS industry.
2. Monitor EMS industry resources and publish important service director related news and events to the web page and/or the response times.
3. Promote communication and networking between member services.

Section 50.0 **Administrative and Financial**

50.10 **Financial Procedures**

A. Fiscal Year and Audit of Records

1. The Association's fiscal year is January 1 thru December 31.
2. At the close of the fiscal year, the Treasurer shall prepare the internal, year-end financial statements and present the same to a Certified Public Accountant for audit.
3. At the Board's discretion, an "Opinion Audit" or "Review Audit" may be ordered.
4. The committee shall be responsible to assure that all "auditors comments" are followed.

B. Cash Receipts

1. The Treasurer shall be responsible for receipt of all Association revenue.
2. Treasurer, shall establish procedures for receipt of, accounting for, and deposit of cash receipts collected at various Association Events with approval of the board. Under no circumstance shall cash be sent via postal mail.
3. Upon receipt of funds, the Treasurer, or his/her designee, shall deposit all such funds in the Association's designated bank account(s).
4. All receipts in check form must be clearly stamp endorsed by the use of the words "For Deposit Only."

C. Cash Disbursements

1. The Association does not provide cash advances for anticipated expenses or purchases.
2. Other than for previously approved committee budget items, all disbursements of \$2,500.00 or more require prior Board approval; or, at the discretion of the committee chair and one Executive Committee member.
3. All purchases exceeding \$500.00 shall be made with the use of the Association's credit card, if possible.
4. Committee chairpersons shall operate within the approved

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budget amounts.

5. Direct bill invoices shall be sent to the ndemsa office directly from the vendor. The Treasurer shall obtain approval from the appropriate committee chairperson or President prior to payment.
6. The Treasurer shall pay invoices within 30 days unless other payment terms would result in a discount or penalty.

D. Reimbursement of Expenses

1. All Officer, Director, or employee requests for reimbursement must be accompanied by original receipts, described on an "Expense Report," or other manner acceptable to the Treasurer and in accordance with current IRS guidelines. If no receipts no reimbursement will be given.
2. Board members are not compensated for their personal time or service as directors. All director and officers can be reimbursed up to \$50/year as a clothing allowance for NDEMSEA logo wear.
3. When attending regular or special board meeting, members will be reimbursed for expenses as described in the schedule below. If you leave the meeting without permission from the chairmen, no reimbursement will be issued.
4. When performing assigned duties at the Annual Spring Conference, members will be reimbursed up to 4 days expenses as described in the schedule below.
5. When performing assigned duties at a Region Conference, Regional Directors and the Chair of the Conference Committee shall be reimbursed for conference expenses as described in the schedule below.
6. The Association will reimburse expenses for up to 3 delegates attendance at a national conference and the president for the NAEMT Advisory Council meeting at the NAEMT annual conference.
7. It is the policy of the Board that lodging be booked at the facility which is holding the event and rental cars only be used when required for Association business.
8. The Executive Director will be reimbursed for reasonable and customary business expenses at the discretion of the President. All requests for reimbursement must be accompanied by original receipts, summarized on an Expense Report, and approved by the President.
9. Expenses for alcoholic beverages for directors/officers will not be reimbursed.
10. Reimbursement Schedule:

	Board Meeting	Conference	National
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Mileage	Current IRS Rate	Current IRS Rate	Current IRS Rate
Per Diem Meals	\$35/day	Up to 4 days \$35/day	\$75/day
Lodging	Single Room Rate if over 4 hrs. traveled or meeting goes later than 9:00 pm	Up to 4 days Single Room Rate	Single Room Rate
Air Fare	n/a	n/a	Round Trip Coach Class Fare

E Credit card policy

I. PURPOSE

To establish criteria for the use of credit cards issued on behalf of the NDEMSA for the purpose of conducting Association business.

II. OVERVIEW

The use of credit cards has proven to be a cost effective method of obtaining low cost supply and service items for the Association. The use of credit cards also makes the Association more accountable by providing detailed purchase histories and other important record keeping and time saving information. Some travel and training costs may also be handled best through the credit card process.

III. DEFINITIONS

For the purpose of this policy the following definitions apply:

- A. *Office Manager*- This individual shall review and approve a Cardholder's monthly statement of account.
- B. *Cardholder*- Individual who has been issued a credit card and who is authorized to make purchases in accordance with these procedures.
- C. *Single Purchase Limit*- A dollar amount limitation of purchasing authority delegated to a Cardholder. This dollar limit may vary from Cardholder to Cardholder.
- D. *Vendor* - A company from which a Cardholder is purchasing materials and/or equipment or services under the provisions of this procedure.

IV. PROCEDURE

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For the credit card process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned. Failure to do so will create problems for the Office Staff in preparing for the month's end closeout. Employee absences should be anticipated and arrangements put in place so that the process flow will not be delayed.

A. Issuance of Credit Cards

1. The employee must sign documentation verifying agreement to the conditions of use.
2. The Board of Directors will determine the purchase authority of the cardholder and the president or vice president will sign the enrollment form indicating approval.
3. The Board of Directors will review and approve the enrollment form and process for issuance of a credit card to the cardholder.

B. Use of the Credit Card

1. If an employee receives a unique card with his/her name on it, **ONLY** that cardholder is authorized to use that card. However, the cardholder is responsible for all use of his/her card.
2. The credit card is to be used in the conduct of the Association's business only. The use of an Association credit card to acquire or purchase goods and services for other than official use of the Association is fraudulent use and may subject the employee or officer to disciplinary action up to and including dismissal and/or criminal prosecution.
 - a. The following restrictions/guidelines will apply:
 - i. The total value of a transaction shall not exceed a Cardholder's single purchase limit. Payment for a purchase **WILL NOT** be split into multiple transactions to stay within the single purchase limit.
 - ii. All items purchased over-the-counter must be immediately available at the time of credit card use.
 - iii. Spending limits will be adhered to.
 - b. The Cardholder will retain vendor's receipts and/or records of telephone, Internet, and/or mail orders and file for future reconciliation of the credit card statement.

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C. Unauthorized Credit Card Use

The credit card SHALL NOT BE USED for the following:

- a. Personal purchases or identification
- b. A purchase that exceeds the Cardholder's single, daily, and/or monthly purchase limit
- c. Cash Advances

A Cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The Cardholder will also be subject to disciplinary action, which may include termination.

D. Making a Purchase

It is the Association's policy to seek competition and the lowest prices within the parameters of quality and delivery. Accordingly, whenever making a credit card purchase the Cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery.

E. Cardholder Record Keeping

1. Whenever a credit card purchase is made, either over-the-counter or by other means, documentation shall be obtained as proof of purchase including the quantity, full description of items and includes sales tax. Such documentation will be used to verify the purchases listed on the Cardholder's monthly statement of account.
2. When the purchase is made over-the-counter the Cardholder shall retain the invoice and "customer copy" of the charge receipt. The Cardholder is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes sales tax, prior to the Cardholder signing the slip.
3. When an item is returned the vendor shall issue the Cardholder a credit, which should appear on a subsequent statement. *Under no circumstances should the Cardholder accept cash in lieu of a credit to the credit card account.*

F. Review of Monthly Statement

1. At the end of each billing cycle, the Cardholder shall receive his/her monthly statement of account that will list the Cardholder's transactions for that period.
2. The Cardholder shall check each transaction listed against his/her

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receipts, and any shipping documents to verify the monthly statement. The original sales documents (packing slip, invoice, cash register tape, credit card slips, etc.) for all items listed on the monthly statement **MUST** be neatly attached and submitted with the statement and reimbursement request form to Office Manger within 5 business days of receiving the monthly statement. Please note reason if original receipts are not attached. More than two reminders of this routine will be grounds for revoking the employee's or officer's credit card privileges.

G. Payment of Credit Card Purchases

1. The Office Manager and Treasurer will ensure that sufficient funds are encumbered to pay for anticipated purchases.
2. The Cardholder will reconcile the monthly statement received from the Credit Card Company with the receipts and sign as correct.
 - a. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAINED** by the Cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the Cardholder shall notify the Office Manager and the Treasurer.
3. The Office Manager will review the reconciled statement, and forward with receipts to the Treasurer. If the expense is for more than one account, the distribution of expenditures must also be marked on the statement.
4. The Treasurer will review the reconciled statement and sign.

H. Cardholder Security

1. It is the Cardholder's responsibility to safeguard the credit card and account number to the same degree that a Cardholder safeguards his/her personal credit information.
2. If the card is lost or stolen the Cardholder shall immediately notify the credit card company. The Office Manager should be notified and the Lost/Stolen Card Notification form filled out.
3. A new card shall be promptly issued to the Cardholder after the reported loss or theft. A card that is subsequently found by the Cardholder after being reported lost shall be destroyed.

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I. CARDHOLDER SEPARATION

Prior to separation from the Association, the Cardholder shall surrender the credit card and current credit card proofs of purchase to the Office Manager and/or Treasurer. Upon its receipt, the Office Manager and/or Treasurer will follow the steps outlined under Review of Monthly Statement and Payment of Credit Card Purchases, and the card is to be destroyed.

F Grants

All federal grant money will be kept separate from the general accounts of the association. The association will have a review audit completed annually and maintain records for three years.

50.20 Site and Facility Selection:

It is the general policy of the Association to hold meetings at least once each calendar quarter at a time and place determined by the Board. It is the general policy of the Association to hold one Annual Spring Conference and four regional conferences to be determined by each respective region.

1. Guidelines for site selection:
 - a. The definition of a site is an area or specific locality where the event will be held.
 - b. Site selection will be based on 1) Prior history, 2) Travel cost and access, and 3) Availability of meeting dates.
2. The Conference and Continuing Education Committee is charged by the Board of Directors to review and recommend spring conference sites for Board approval.
3. Guidelines for meeting facility selection:
 - a. The definition of a meeting facility is a hotel, resort or other facility capable of housing a meeting or conference.
 - b. Facility selection will be based on 1) Space and guest room requirements, 2) Availability of meeting dates, and 3) Reasonable lodging and meal costs.
4. The Association will invite various Cities and businesses to submit written proposals for the EMS Rendezvous Conference; the Conference Committee will make recommendations for Board approval.

50.30 Endorsements and Recommendations

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It is the policy of the Association to consider proposals for endorsement and/or recommendation of products and services that may be of benefit to the membership. The President is charged by the Board of Directors to review and recommend those seeking an endorsement or recommendation.

1. The Association will not consider “exclusive” endorsements or recommendations.
2. All proposals must be submitted in writing and specifically define all products and/or services that are to be considered for endorsement or recommendation.
3. The organization seeking the endorsement or recommendation must meet the following criteria:
 - a. Seek and maintain an associate membership in the Association for the entire term of the endorsement.
 - b. Advertise in the Response Time a minimum of 3 times per year for the entire term of the endorsement.
 - c. Exhibit at the Annual Spring Conference for the entire term of the endorsement.
 - d. Bear all costs of marketing and accounting for the product/service for the term of the endorsement.
 - e. Indemnify the Association against all costs associated with any and all legal action which may arise resulting from the endorsement.
 - f. Execute a written agreement stipulating the previous conditions.
4. Upon confirmation of the conditions in #3 above being met, the Board of Directors may then consider approval of the proposed endorsement or recommendation.

50.40 Corporate Sponsorship and Foundation Development

It is the policy of the Association to seek and solicit the sponsorship of various companies and organizations. It is also the policy of the Association to seek and solicit charitable contributions from individuals and organizations for the EMS Foundation.

1. The Executive Director is charged with the primary responsibility of developing corporate sponsors and foundation donors.
2. Officers and Directors are also secondarily charged with the responsibility of soliciting sponsorships and donations.
3. The Executive Director, after review by counsel, may recommend to the Board the use of Trust Agreements and/or other legal instruments for the purpose of Association or Foundation development.

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4. The Foundation Board will consist of 5 board members. The current Vice-President of the Association will serve as the President of the Foundation Board. The other 4 members can be at large.

50.50 Employment

Equal Opportunity Policy

The North Dakota EMS Association has a policy of providing equal opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, sexual orientation, parental or marital status, disability, veteran status, sex, or age. It is the policy of the Association to insure that all personnel actions including compensation, benefits, transfers, layoff, return from layoff, sponsored training, education, tuition assistance, and social and recreational programs are administered in a nondiscriminatory manner.

1. It is the policy of the Association that all employee positions are on an “at will” basis. The Association classifies employees as:
 - a. Permanent, Full Time, Salaried
 - b. Permanent, Full Time, Hourly
 - c. Temporary, Full Time, Hourly
 - d. Part Time, Hourly
2. It is the policy of the Association the first 3 months of employment is a “Evaluation Period,” during which work performance is monitored and assessed.
3. Full-time and Salaried employees are expected to carry a commitment of 40 hours a week; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of the job.
4. The NDEMSEA will pay APPROVED OT. OT will be approved by the NDEMSEA President and/or the Executive Director.
5. The Association shall provide a hospital/medical insurance policy for Full Time and Salaried employees; the additional cost of family or dependent coverage shall be born by the employee.
6. Refer to the Policy of Leave for eligible days off.

Section 60.0 Parliamentary Governance

60.10 Board Meeting Procedures

This section of the Policy & Procedure Handbook is meant to serve as a reference to assist Board Members during the course of a board meeting.

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A. Operating Procedures

1. The Chair must recognize any individual wishing to address the Board.
2. A motion made by a Board member must have a second to be considered. Discussion will be limited to the motion made.
3. Robert's Rule of Order will prevail unless waived by a two-thirds vote of the Board.
4. All committee meetings will be open to membership attendance.

60.20 Communication

It is the policy of the Association to allow for certain types of electronic communication to facilitate conduct of the Association's business activities.

1. Minutes of all Board Meetings and Response Time shall be made available for public download on the Association's website.
2. At the discretion of the President, emergency actions of the Board of Directors, which can not be postponed until the next scheduled meeting, can be conducted by teleconference, video Conference, provided evidence could be given that all Board members were notified of the action, a reasonable period of time was given for response or attendance, and that a quorum of members, as described in the bylaws, has attended or replied. The Secretary or designee must provide official minutes of all such actions. Email votes on motions made at a regular board meeting is permissible when agreed to by the board at such meeting that the motion was made.
3. Facsimile or scanned images of documents are an acceptable alternative to postal mail except in the case when the original signatures of Officers or Directors are required.

Section 70.0 Other Policies and Procedures

70.10 Discrimination and Harassment

It is the policy of the Association not to engage in discrimination against or harassment of any person employed or seeking employment; any individual

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seeking membership; or, any member seeking elected office within the Association on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam era veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). This policy applies to all employment and membership practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable State and Federal laws and Association policies.

70.20 Conflict of Interest

1. No director, officer, or employee of the Association shall have any position with or a material interest in any other enterprise, the existence of which would conflict or might reasonably be supposed to conflict with the proper performance of his or her Association duties or responsibilities or which might tend to affect his or her independence of judgment with respect to transactions between the Association and others, without full and complete disclosure thereof to the Board of Directors.

2. Each director, officer and employee shall refrain from knowingly buying or selling for himself or herself or any family member, any security or other interest which the Association may be considering buying or selling, until the Association decision has been completely executed.

3. No director, officer, or employee, or any of their immediate family members, shall accept payments, gifts, entertainment or other favors which go beyond common courtesies and which are provided by a party dealing or desiring to deal with the Association.

4. Each director, officer, and employee shall adhere to the Association's ethical commitment, to wit:

We commit to conduct ourselves honestly and ethically in our dealings with our associates and the people and organizations with whom we interact. We will meet all legal requirements and will conduct all activities with the highest integrity.

5. A director or officer will not vote on any matters before the Association in which the director or officer has a personal conflict of interest. At the Board's discretion, a director or officer with a personal conflict of interest in a matter

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before the Association may be asked to absent himself or herself from the Association proceeding during consideration of the matter in which the personal conflict of the director or officer exists. It is within the Board's discretion to determine whether a personal conflict of interest exists.

6. Each Officer, Director, and employee shall be required to sign a disclosure statement and acknowledgement form indicating his or her potential conflict of interests and that he or she has read, and understands the Association's Conflict of Interest Policy.

70.40 Board Member Participation Requirements

It is the policy of the Association to provide certain prerequisites to its Officers and Directors in recognition of the performance of various duties normally performed at the Association's meetings and conferences.

1. The prerequisites are normally, but not limited to:
 - a. Conference fees
 - b. Meal reimbursement
 - c. Lodging reimbursement
 - d. Mileage reimbursement
2. The duties are normally, but not limited to:
 - a. Set up of meeting rooms
 - b. Introduction of Speakers
 - c. Attendance recordkeeping
 - d. Association booth attendance and representation
3. The Executive Committee, in cooperation with the Conference Committee, acting in a parliamentary fashion, may withhold certain prerequisites from certain Directors if it is concluded that certain individuals did not adequately perform assigned or expected duties.

70.50 Officer, Director, and Executive Director Insurance

It is the policy of the Association to provide personal liability insurance for its Officers, Directors and the Executive Director for protection against personal legal exposure resulting from the individuals' performance of duties for the Association. The cost of this insurance shall be born by the Association.

70.60 Grievance Policy/Committee

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If a grievance is brought before the association, the association president will select three directors to review the grievance and make a decision. The decision will then be forwarded to the person bringing the grievance.

70.70 Contacting NDEMSEA Council

Only the President, Vice President or Secretary/Treasurer can contact the ndemsa lawyer. If others contact NDEMSEA counsel without prior approval they will be responsible for payment.

70.80 NDEMSEA equipment

The ndemsa will provide equipment to certain officers and directors for the purpose of carrying out association business. This equipment will be assigned by the board and an equipment form will be completed.

NDEMSEA equipment issued can be used for association and personal use excluding inappropriate content.

Sale of ndemsa equipment

Any equipment the ndemsa does not need or decides to get rid of will be put up for auction where the members and directors have access to purchase it.

70.90 Incident reporting

When an incident occurs, an incident/discipline documentation form will be completed and submitted to an executive officer. Appropriate action will be determined by the executive committee.

80.00 Membership

80.10 Standards of Membership Conduct

In order to be considered for membership or retain membership in good standing, no person or organization can be found to have violated any of the provisions listed below:

1. Willful violation, resulting in a conviction, of any federal, state or local laws, including- fraud, larceny, bribery or other egregious felonies, that would have an adverse effect on the ambulance industry.
2. Falsification of any information submitted to the Association.
3. Failure to meet any financial obligation justly due the Association.
4. Willful acts to discredit the Association.
5. Representing the Association or expressing an opinion in the name of the Association without official authority.

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6. Theft or misappropriation of any property or any act to defraud the Association.
7. Engaging in any activity which may conflict with the interests, goals, and objectives of the Association.
8. Employee recruitment at any Association sponsored function.
9. Any inappropriate use of Association materials, resources and information.
10. No member shall knowingly engage in any illegal self-referral patterns. Illegal is meant to be any violation federal anti-kickback statutes.

I understand that this application is subject to the approval of the Board of Directors of the Association after it has been reviewed and that, if this application is not accepted, all fees paid will be refunded in full. Until such time, I shall be designated as a member applicant. If elected to membership, I pledge to conform to the articles, by-laws, code of ethics, professional standards and other official acts of the ND EMS Association.

80.20

Requests for assistance

Assistance for the NDEMSEA office, officers and directors requires membership.

- A. When a request for assistance is asked from the association, the employee, officer or director will first ask for the membership number and confirm membership before assisting the member.
- B. The association is a membership driven organization and the dues pay for association business. It is not in the best interest to assist non members without compensation.
- C. The association will assist with requests if the individual or service becomes a member.

90.00

Changing of policies

The NDEMSEA board of directors can change the entire document or individual sections. Each change will be dated (so we can refer to the meeting minutes for clarification on why we made the change)