

## Chapter Handbook

National Association of EMS Physicians®





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## **Introduction:**

This document is intended to help National Association of EMS Physicians® (NAEMSP®) members understand and follow processes for successfully initiating NAEMSP® chapters in their regions. For NAEMSP®, chapters are natural extensions of the organization's national and international efforts to foster excellence in out-of-hospital emergency care through regional and grassroots advocacy and action.

For NAEMSP® members, chapter membership provides the following recognized benefits:

- Professional growth within the specialty of EMS
- Networking with people of similar interests
- Potential for leadership at the local level which can lead to potential national leaders
- Communication network at the local level
- Promote awareness of EMS within the EMS field and the community
- Participation in educational programs at the local level
- Partnership with the national organization and other NAEMSP® chapters
- Camaraderie with others in a geographic area

NAEMSP® chapters are defined geographically, and may be comprised of single or multiple regions, states, provinces, or countries. The chosen boundaries reflect the common interests or culture of each chapter's constituents and are designated by the NAEMSP® Board of Directors.

*Each chapter member must be an NAEMSP® member to qualify for chapter membership.* NAEMSP® members who wish to know more about starting a chapter in their areas will find this document useful. It is also available on the NAEMSP® website. Additional questions can be answered by contacting us at [info-NAEMSP@NAEMSP.org](mailto:info-NAEMSP@NAEMSP.org).

### **National Association of EMS Physicians®**

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800/228-3677 ❖ Fax: 913/222-8606 ❖ [www.naemsp.org](http://www.naemsp.org) ❖ [info-naemsp@naemsp.org](mailto:info-naemsp@naemsp.org)



### Starting a Chapter:

1. Contact NAEMSP® Executive Office to register intent to start a chapter. A list of members currently on file from the area you are interested in serving can be requested.
2. Assemble a list of prospective members. Send a notice to appropriate groups (hospitals, specialty facilities, free-standing facilities, community/state agencies, educational institutions, etc.) notifying them of plans to hold a chapter organizational meeting.
3. Prepare a formation meeting agenda. Designate a chairperson and secretary pro tem at the initial meeting. Review chapter bylaws (see Sample Bylaws).

### Organizing Checklist:

- ✓ Contact NAEMSP® Executive Office to discuss intent of chapter formation meeting. See **Form A – Chapter Intention Form**
- ✓ Prepare a list of prospective members.
- ✓ Submit **Form A – Chapter Intention Form** to the NAEMSP® Executive Office for Board approval. Please allow up to four weeks for approval.

### After Board Approval of Intent to Form a Chapter – within six months:

- ✓ Select meeting date and location.
- ✓ Send notice of meeting and request reply.
- ✓ Prepare a meeting agenda.
- ✓ Provide a copy of sample chapter bylaws for each attendee.
- ✓ Provide opportunity for nomination of chapter officers.
- ✓ Maintain a roster of names, addresses and phone number of each person attending the meeting.
- ✓ Distribute NAEMSP member information to current nonmembers.

### Chapter Formation Guidelines:

1. Start with a minimum of five voting members for a new chapter. A chapter needs a minimum of five members to provide a core group of leadership.
2. Name the chapter and establish boundaries. Designate geographic boundaries for the chapter; e.g., state/province/country or more than one state/province/country. Boundaries of chapters are exclusive, meaning there cannot be overlapping boundaries. It is possible that boundaries might change as new chapters are developed. Decisions regarding chapter boundaries are made by the Board of Directors in consultation with existing and proposed leadership of affected chapters. Chapters shall be named according to the convention “NAEMSP® - \_\_\_\_\_ Chapter” For example, NAEMSP® - Wisconsin Chapter. Existing chapters using only the name of the state as their name may retain that name only until such time that a second chapter might be chartered in that state. If that should become the case, the existing chapter must also change its name.
3. Write Chapter bylaws that are consistent with NAEMSP® bylaws. Bylaws should include:
  - a. Purpose statement that is congruent with NAEMSP®’s
  - b. Membership requirements consistent with NAEMSP®’s bylaws
  - c. Provisions for at least one meeting per year, including an annual business meeting of the chapter
  - d. Provision for an administrative and fiscal year from July 1 to June 30.
4. Petition to Charter New Chapter. To become a chapter, a group must meet established guidelines determined in the NAEMSP® Bylaws and the Board of Directors and must affirm having done so through a petition to become chartered as an NAEMSP® chapter. Complete **FORM B – Petition to Charter NAEMSP® Chapter**. The candidate chapter should formulate a cover letter to the National Association describing the proposed chapter’s region, the purpose, and tentative activity plan for the next 24 months. The candidate chapter should develop and submit a chapter management plan to include the cost of dues and preliminary budget. These items should be submitted to the NAEMSP® Board of Directors.

5. Having met the criteria, the group may apply to the NAEMSP® Board of Directors for a charter by sending a petition, signed by at least three chapter leaders and a copy of the chapter's approved bylaws. Upon receipt of the petition for charter, NAEMSP's Executive Office will review the application to make certain that all of the formation criteria have been met. If a problem exists with the petition, the Executive Office will notify the forming chapter president and the NAEMSP® Membership Committee Chairperson within three weeks of receipt of the chapter petition. They will work with the forming chapter to correct any deficiencies. Upon completion of the charter requirements, the NAEMSP® Executive Office will notify the forming Chapter Committee Co-Chair leadership and NAEMSP® president and Board of Directors of the petition. The NAEMSP® Executive Office will notify the forming chapter president of the decision regarding the petition for chapter within three weeks of the vote or if applicable, at the annual members' meeting, at which time the charter will be presented.
6. NAEMSP® Board's decision regarding granting a charter is final and binding. At no time shall a group call themselves a chapter of NAEMSP®, formally recruit for membership, or collect any dues without an approved charter.

**Suggested Agenda for organizational meeting:**

1. Welcome guests.
2. Introduce Chapter Formation Committee.
3. Request attendees to introduce themselves and state their employment affiliation.
4. Explain the purpose of the meeting.
5. Discuss merits of chapter formation and determine chapter boundaries.
6. Request motion to proceed with chapter formation.
7. Discuss and adopt bylaws.
8. Establish membership dues and provide opportunity for guests to become members.
9. Elect officers as provided in bylaws. A president, vice-president or president-elect and secretary-treasurer should be selected. Additional board members may be selected as needed.
10. Have charter members sign petition for chapter charter.
11. Set date and location for next membership meeting.
12. Set date for board meeting.

**Agenda for First Board Meeting:**

1. Complete petition for chapter charter and forward with a copy of the adopted bylaws, and a chapter membership list to NAEMSP® Executive Office within thirty days of chapter formation.
2. The chapter will need an official address. It is encouraged that such address be a post office box and less ideally a chapter officer's address.
3. Arrange communication system for local membership, e.g., newsletter, email, etc.
4. Appoint chapter committees and chairpersons.
5. Appoint a liaison to work with NAEMSP® Executive Office staff.

**Guidelines for Continuing Chapter Operation:**

To continue its status as an NAEMSP® chapter, the groups must meet certain criteria and report this information to the NAEMSP® Membership Committee annually (see report form).

1. Administrative and fiscal year that begins July 1 and ends June 30.
2. Minimum of five chapter members.
3. Evidence of at least one meeting during the year, including an annual business meeting. This meeting must be in addition to any meeting held in conjunction with NAEMSP's annual meeting/conference.
4. File an annual report with NAEMSP® Executive Office annually by July 1.



**Dues:**

Chapters may establish dues for their members at their discretion in accordance with their own bylaws. All funds, including collection of dues, shall be forwarded to and managed by the NAEMSP® Executive Office. Twenty percent (20%) of collected dues will be transferred to NAEMSP® as an overhead charge. Remaining funds will be accounted for separately to effectively make them available for chapter expenses.

**Provisional Status:**

The NAEMSP® Board of Directors may place a chapter on provisional status if it does not appear to meet the chapter operation guidelines. If the omissions are not corrected by the next operating year, the charter may be revoked.

1. If the chapter does not meet any of the operation guidelines at the time of the chapter's annual report, a three-month grace period will be extended. During this time, the NAEMSP® Membership Committee Chair or designees are available to assist the chapter to meet the criteria. For example, assistance may take the form of suggestions for recruiting, fund raising, and/or educational programming.
2. At the end of this three-month grace period, the chapter will submit an addendum to the annual report, showing that it has been able to meet the criteria. If this is not completed, the chapter will be placed on provisional status for the remainder of the year.
3. During this period the Membership Committee Chair and NAEMSP® Executive Office will communicate regularly with the chapter leadership and keep the NAEMSP® Board of Directors apprised of the chapter's progress.
4. At the end of this year, the chapter will file another report (July 1), including all the required information. If the chapter still does not meet the operation guidelines, the charter may be revoked and dissolved.

Adopted 2010



## Chapter Officers

### Chapter President

1. The president of a chapter is its chief administrative and executive officer. This office is responsible for seeing that the board meets regularly and functions effectively, and that members of the board understand and adequately discharge their duties.
2. The president calls all meetings of the board and instructs the secretary to issue appropriate notices to board members.
3. The president presides at all meetings of the board and of the chapter unless this responsibility is designated to some other board member.
4. The president is responsible for the appointment of standing and special committees, as provided in the bylaws.
5. The president submits an annual chapter report by July 1<sup>st</sup> to the NAEMSP® national office. **SEE FORM C – Annual Chapter Report**
6. The president or designee shall represent the chapter at the NAEMSP® annual business meeting.

### Chapter President-Elect or Vice President

1. The purpose of this position is to fulfill the obligations of the president during the president's absence and to serve as a training ground for the office of president.
2. The president-elect/vice president should be assigned duties by the board that will allow the person to become familiar with the leadership role within the organization.
3. The president-elect/vice president is often assigned the responsibility of program chair and is therefore largely responsible for the educational format of each chapter meeting.

### Chapter Secretary

1. It is the secretary's responsibility to present communications to the board for appropriate action and to keep the NAEMSP® Executive Office informed of chapter activities.
2. The secretary's duties include distribution of notices in conjunction with chapter meetings, including the distribution of agendas, maintenance of membership attendance records, and preparation of minutes of all meetings of the chapter.
3. The secretary is responsible for maintenance of an up-to-date record of names and addresses of all chapter members and reports of new members to the NAEMSP® Executive Office.
4. NAEMSP® will collect the chapter members' dues with their annual National dues renewal. 20% of this fee will be retained by NAEMSP® for expenses purposes and the remainder will remain in a line item in the NAEMSP® financials for the chapters' use.

### Chapter Board of Directors

1. The Chapter Board of Directors, under the leadership of the president, is responsible for the general management and successful operation of the chapter. It is composed of the president, president-elect, secretary, and two (2) elected directors. The elected director's terms are two (2) years. The board reviews and takes appropriate action on recommendations presented to it, authorizes or confirms the appointment of special committees, and takes action on proposals submitted by such committees.
2. Meetings of the Board of Directors shall be held as the need arises, but at least quarterly.

## Goals and Objectives

Each chapter can set goals for achieving its broad purpose as well as addressing specific chapter needs. In general, these goals are established each year at the beginning of the officers' terms. From that point, specific objectives can be set to meet these goals.

Specific time lines should be established for each objective so that progress can be measured and completion can be verified.

## **Establishing Bylaws**

The attached sample bylaws may be used as a guide. They may be used exactly as they are, adding the name of your chapter, or you can modify articles such as those on meetings and officers. You must also include a purpose that is consistent with NAEMSP®'s, provide for calling an annual meeting and provide for amending your bylaws. The term “board of directors” is used throughout because that is the usual name of the governing body – it can be changed.

## Sample Chapter Bylaws

### Article I: Purpose and Mission

#### 1.1 Purpose and Mission

The NAEMSP® - \_\_\_\_\_ Chapter is constituted and formed for the purpose of promoting the professional growth of its members, networking with people of similar interests, developing leadership skills through opportunity, promoting awareness of EMS within the local community, and participating in and developing educational opportunities locally. As a Chapter of the National Association of EMS Physicians®, all activities of the Chapter will be in accordance with the standards established by the Association. The purpose and mission statement of the Association also extend to the \_\_\_\_\_ Chapter.

#### 1.2 Duration

The term of existence of the Chapter shall be perpetual unless dissolved according to the bylaws of the Association.

### Article II: Membership and Privileges

#### 2.1 Chapter Membership

Anyone that qualifies for NAEMSP® membership and lives or works within the geographic boundaries of the \_\_\_\_\_ Chapter qualifies for membership. Membership categories shall be the same as the National Association. All members of the chapter must be an active member of NAEMSP®.

#### 2.2 Voting Privileges

All members of the Chapter shall be entitled to vote for chapter officers and directors and to vote to change the bylaws in accordance with the procedures outlined in these bylaws.

#### 2.3 Obligations of Members

By virtue of membership, each member of the Chapter agrees to be bound by these bylaws and all lawful rules and practices adopted by the board of directors of the Chapter and of the Association.

#### 2.4 Action on Behalf of the Chapter

Only the officers of the Chapter, the board of directors of the Chapter, and other authorized agents of the Chapter may state policies or positions on behalf of the Chapter. Any policy and position of the Chapter must be consistent with those of the National Association.

### Article III: Resignation

#### 3.1 Resignation

Membership in the chapter requires membership in NAEMSP®. Membership in the chapter shall be terminated immediately upon termination of membership in NAEMSP®.

## **Article IV: Assessments**

### 4.1 Dues

Annual dues shall be determined by the officers and board of directors for the ensuing year. Membership dues for the chapter will be collected annually with NAEMSP® membership dues.

### 4.2 Non-Payment

The executive committee shall establish policies with regard to nonpayment of dues.

## **Article V: Meetings**

### 5.1 Annual and Special Meetings

There will be a formal meeting of the \_\_\_\_\_ Chapter at the Association's Annual Meeting or other venue as determined by the executive committee annually. Other meetings throughout the year will be held as circumstances and needs dictate, as determined by the executive committee. The executive committee at its discretion may call special meetings.

### 5.2 Voting

Any voting member may be represented in person or by proxy at any meeting, but each voting member shall be entitled to only one vote.

## **Article VI: Officers and Board of Directors**

### 6.1 Officers

The officers of the Chapter shall consist of a president, immediate past president, vice president or president-elect, and secretary-treasurer. These officers are responsible for the day-to-day operations of the Chapter.

### 6.2 Board of Directors [optional]

The board of directors shall consist of the Chapter president, immediate past president, vice president, secretary-treasurer, and [ ] other directors. The board of directors is responsible for the direction of the Chapter and long-term planning. The Chapter president chairs the Board of Directors.

### 6.3 NAEMSP® Board of Directors Liaison

The Chapter Board of Directors shall recognize a liaison from the NAEMSP® Board of Directors. This liaison shall be appointed by the NAEMSP® Board of Directors and approved by vote of the Chapter Executive Committee.

### 6.5 Election Procedure

Any Chapter member may nominate another eligible member (including him or herself) for an open position. To be eligible for nomination, the member must meet the requirements for membership in the chapter, as outlined in Article II, throughout the duration of the term for which he or she is nominated. Voting in the general election will be undertaken via mail or online: one vote per person. Each voting member shall have one vote for each open position of president, vice-president, secretary-treasurer and each open director position. Each open board position will be filled by the nominee receiving the most votes. An uncontested open position will be filled by the nominee regardless of the number of votes received for that position. Elections will be

held the same time as the National elections. In the case of a tie in the election of any position, a run-off election for the tied candidates will be held. The run-off election will begin at the discretion of the current Chapter president. Voting will be open for a 14-day period, otherwise following the same procedures as the general election. No changes to the official candidate statements will be allowed during this period. The newly elected officers and directors will take their positions at the same time as the National Association. No officer or board member may hold more than one position on the board at a time.

## 6.6 Terms of Office

The term is for two (2) years. Term limitations are established at two consecutive terms for each office, unless no new candidate is nominated. A term will not count towards the term limitation unless the member shall have served at least 11 months in that position.

## 6.7 Rules of Succession

Officers and directors shall hold office until a successor has been duly elected and takes office. In the event of a vacancy in the offices of vice president or president-elect, secretary-treasurer or director due to death, resignation, or otherwise, the position shall be filled through appointment by the president and must be approved by the board of directors. In the event of similar vacancy in the office of president, the vice president or president-elect will assume command for the unexpired term. If he or she is unable to take over the role of president, then succession falls to the secretary-treasurer of the Chapter. In the event of any succession, the succeeding officer will be eligible at the completion of the unexpired term of his or her predecessor for election to two full terms in that position.

## 6.8 Meetings of the Board

Meetings of the board of directors shall be open to the members of the Chapter. A closed executive session may be called by the board for just cause, but all voting must be in open session by open ballot. Special meetings of the board of directors may be called by or at the request of the executive committee, any four directors, or at the request of 20 percent of all of the voting members of the Chapter. Any member of the Chapter may submit any resolution or item for discussion and vote at any of the board meetings.

## 6.9 Quorum

At any meeting of the board of directors, a majority of the directors shall constitute a quorum for the transaction of business.

## 6.10 Resignation

A director or officer may resign at any time by giving written notice to the board, the president, or the secretary-treasurer of the Chapter. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

## 6.11 Majority Action

Except as otherwise provided in these bylaws, every act or decision done or made by a majority of officers and directors present at any meeting duly held at which a quorum is present shall be the act of the board of directors. Voting may also be conducted by electronic mail.

## 6.12 Removal of an Officer or Director

Any officer or director may be removed from office by a vote passed by at least three-quarters of the entire board of directors. A recall requires a petition by one-third of the entire board of directors or ten percent of Chapter membership. If an officer or director misses three consecutive meetings of the board, the board may then, at its discretion, declare the position to be vacant.

## **Article VII: Committees of the Board**

### 7.1 Executive Committee

The executive committee shall consist of the president, immediate past president, vice president or president-elect, and secretary-treasurer. The executive committee shall have the authority to act on behalf of the board subject to ratification by the board. The executive committee shall meet at the call of the president, vice president or secretary-treasurer. A report of its actions shall be given to the board. Any tie vote of the executive committee may be decided by the president.

### 7.2 General Committees

The executive committee may appoint committees and task forces to address issues of the Chapter. Meetings shall be at the discretion of the committee chair. Each committee chairperson is responsible for an annual report to the officers and board of directors.

## **Article VIII: Accountability**

### 8.1 Records

Minutes of the meetings of the board and books of account shall be open to inspection by any member of the Chapter and the National Association.

### 8.2 Rules of Order

The Chapter shall follow Dr. James E. Davis' Rules of Order.

## **Article IX: Indemnification**

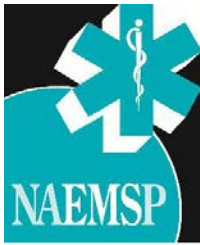
9.1 The directors and officers of the Chapter shall not be personally liable for any debts, liabilities, or other obligations of the Chapter or the Association. The Association shall defend current and former directors and officers against all claims, suits, actions, or other proceedings that arise as a result of such persons' position with the Chapter. The Association shall hold harmless and indemnify each director and officer for reasonable expenses and liabilities incurred in all such proceedings.

## **Article X: Amendments to Bylaws**

10.1 These bylaws may be amended, repealed or altered in whole or in part by a vote passed by at least two-thirds of the entire board of directors or at least two-thirds of the voting members of the Association.

Approved \_\_\_\_\_





## FORM A -- Chapter Intention Form

Proposed Name of Chapter: \_\_\_\_\_

Today's Date: \_\_\_\_\_

We are submitting our intention to form a chapter of the National Association of EMS Physicians® (NAEMSP®). We understand that a staff liaison will be assigned to our group to help facilitate the process of becoming a chapter.

We understand we must have five interested members to submit this intent and that we will have six months to organize and submit the Petition of Charter (FORM B). We further understand that until the Chapter Charter is approved, we will not be granted chapter rights.

*The designated contact person for our proposed chapter is:*

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

*The active members of our proposed chapter are:*

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Name: \_\_\_\_\_

Address \_\_\_\_\_

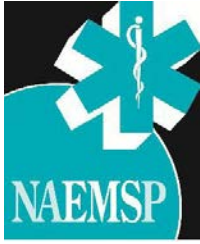
City State Zip \_\_\_\_\_

Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

**Signature of Contact person:** \_\_\_\_\_

Please submit this form to the NAEMSP® Executive Office  
([info-NAEMSP@NAEMSP.org](mailto:info-NAEMSP@NAEMSP.org) or 913- 222-8606).



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 800/228-3677 ❖ Fax: 913/222-8606 ❖ [www.naemsp.org](http://www.naemsp.org) ❖ [info-naemsp@naemsp.org](mailto:info-naemsp@naemsp.org)

## FORM B - Petition for Chapter Charter in National Association of EMS Physicians®

To the NAEMSP® Board of Directors:

We, the undersigned members of the proposed National Association of EMS Physicians® -  
 \_\_\_\_\_ Chapter present this petition for a formal Charter and request it be granted.

<b>The physical boundaries for this chapter are:</b>	

<b>The goals for this chapter are:</b>	

Submitted herewith for your approval is a copy of our Chapter bylaws.

The undersigned Chartering (Original) Members also agree to the provisions set forth in the bylaws of the National Association of EMS Physicians® and will conform to all requirements set forth therein.

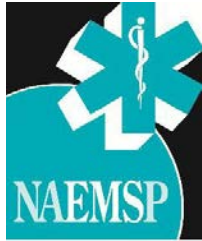
We further understand that all Chapter members shall maintain concurrent membership in the National Association of EMS Physicians®.

Signed this day, \_\_\_\_\_ by \_\_\_\_\_  
Proposed Chapter President

\_\_\_\_\_  
 Proposed Chapter Secretary

<b>Charter Members: (must have five members to charter)</b>		
<b>Chapter membership dues annually will be: \$</b>		
Please fill in the appropriate officers for your chapter.		
<b>Chapter:</b>		
<b>Chapter Officers:</b>	President	
	President-Elect/Vice President	
	Secretary	





## FORM C -- NAEMSP® Chapter Annual Report Due July 1 annually

Chapter Name: \_\_\_\_\_

Current Officers

President: \_\_\_\_\_

Vice President/President-Elect: \_\_\_\_\_

Treasurer: \_\_\_\_\_ Secretary: \_\_\_\_\_

Other: \_\_\_\_\_

Number of Members: \_\_\_\_\_

(A listing of each member name and mailing information must also be submitted.)

Chapter Meetings During the Year

Chapter Accomplishments:

Future Goals:

Attach any educational program material, media coverage, etc.

President's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

For Office use	
Date received	
Date approved	
Initials	

Submit this form annually by July 1 to the NAEMSP® Executive Office (<mailto:info-NAEMSP@NAEMSP.org> or 913/222-8606).