

BYLAWS

LOUISIANA ASSOCIATION OF NATIONALLY REGISTERED EMERGENCY MEDICAL TECHNICIANS, INC.

ARTICLE 1

NAME, SEAL AND PURPOSE

SECTION 1: NAME:

- 1/1: The name of the Association is: Louisiana Association of Nationally Registered Emergency Medical Technicians, Inc.

SECTION 2: SEAL:



SECTION 3: PURPOSES:

- 3/1: To promote, encourage, and recognize the skills and abilities achieved by the Emergency Medical Service Professional.
- 3/2: To promote professional status and encourage advanced education of the Emergency Medical Services Professional.
- 3/3: To encourage, promote and support the Emergency Medical Services Systems at the municipal, parish, regional, state, and national levels.
- 3/4: To provide information on current concepts of emergency care and on governmental policies related to the Emergency Medical Services Profession.
- 3/5: To promote the welfare and awareness of the Emergency Medical Service Professional.
- 3/6: To receive and dispense funds necessary or incidental for the implementation of the purposes afore mentioned as provided under the Louisiana Nonprofit Corporation Law (R.S. 12:201 et seq.) and acts additional or amendatory thereto; provided, however, that the powers exercised under the Louisiana Nonprofit Corporation Law shall not be in violation of Section 501(c)(6) of the Internal Revenue Code of 1986 as the same may be amended from time to time.

SECTION 3: DISCLOSURE:

- 4/1: The corporation is not organized for, nor shall it be, conducted for profit and it is intended that the corporation shall be entitled to exemption from federal income taxation under Section 501(c)(6) of the Internal Revenue Code as now in force or hereafter amended or supplemented.

ARTICLE II

MANAGEMENT

SECTION 1:

- 1/1: Executive Committee: An executive committee of the Board of Directors comprising President, Vice-President, Secretary, Treasurer, Parliamentarian, and Past-President will direct the affairs of the Association between its regular meetings, fix the hours and places of meetings, make recommendations to the board, and perform such other duties as are specified in these bylaws or as directed by the board of directors.
- 1/2: Board of Directors: The Board of Directors of this Association, except as reserved to the members by law; by the Articles of Incorporation; or these bylaws; may exercise full supervisory powers and duties in managing the business of the Association. This Board of Directors shall be composed of the duly elected Executive Committee. Chapter presidents and elected at large members and confirmed Presidential appointees and shall have at least ten (10) board members.
- 1/3: Additional Directors: The president may appoint an additional member to the board of directors upon the approval of the Board of Directors then in office and shall at no time number more than one member less than the total number of active chapters and society's representatives. All such appointed directors shall be active members of the Association and actively engaged in the Emergency Medical Services Profession and shall serve on said board from their time of appointment until June 30 (1 year term).
- 1/4: The outgoing president shall continue to serve on the Executive Committee as the immediate past president for a period of two (2) years after the term of office has expired and/or a successor has been determined.
- 1/5: All Board of Directors, whether elected or appointed, shall serve, or hold offices from July 1 of an even numbered year until June 30 of the next even numbered year or until their successors are chosen and have qualified (2-year term).
- 1/6: Liaison members: The president may appoint Liaison Members to the Board from organizations who actively work in or are engaged in furthering the cause of Emergency Medical Services. Such appointments are contingent upon approval of the Board. Liaison Members shall serve at the discretion of the Board in an advisory capacity, with no voting rights, and cannot hold an office.
- 1/7: Elected At Large Board of Directors Members: The general membership shall elect two (2) members each year from the general membership to serve for a period of two (2) years. These members will serve on the board of directors and may exercise full supervisory power and duties in managing the business of the Association.

SECTION 2: ELECTION:

- 2/1: The President, Vice-President, Parliamentarian, Secretary and Treasurer shall be nominated and elected every two (2) years by the Board of Directors at the regular meeting immediately prior to the annual membership meeting in the years designated even numbers.
- 2/2: The general membership shall elect two (2) General Membership Directors on a bi-annual yearly basis to serve two (2) year terms giving a total of four (4) General Membership Directors at any time.

SECTION 3: QUALIFICATIONS:

- 3/1: No member shall be eligible for nomination or appointment to the Board of Directors unless such a person shall be, at the time of appointment or election, and throughout tenure on the board, an active member of the Association.
- 3/2: All other directors, as provided in Article III, shall meet the qualifications as specified in the respective section.
- 3/3 No member shall be eligible for nomination for an elected office unless such person shall be, at the time of his nomination and throughout his tenure as an officer, an active member of LANREMT and must attend at least three (3) Board of Directors meetings per year for the term of office.
- 3/4 No member shall be eligible for nomination for president unless such person, in addition to all other requirements herein, is properly certified as an emergency medical technician, Advanced EMT, or Paramedic, certified by the National Registry of EMTs and licensed by the Louisiana Bureau of EMS.”.

SECTION 4: Nominations for Officers

- 4/1: Any member qualified to vote shall be permitted to make nominations for any elected office.
- 4/2: Nominations shall be opened by the president at opening of the general Board of Directors meeting in March and closed at the end of the general membership in June.
- 4/3: All qualified nominations shall be published on the webpage as the nominations are made prior to the general membership meeting or specially called meeting at which the election will be held

SECTION 5: Election

- 5/1: The president, vice president, secretary, and treasurer shall be elected every other year by the members eligible to vote and present at the general membership meeting during the month of June.
- 5/2: Voting for each officer shall be done by secret ballot. Proxy voting shall not be permitted.

- 5/3: Voting for each officer shall be conducted for one office at a time beginning with that of the president, allowing anyone not selected for office to run for any remaining office for which he was nominated.
- 5/4: All elected officers shall take transitional office at the general membership meeting immediately following the LANREMT state educational conference (usually held in June each year) and full-term beginning July 1.

SECTION 6: VACANCIES:

- 6/1: Should a vacancy occur on the Board of Directors or the Executive Committee for any reason, other than the expiration of term, said vacancy shall be filled by the remaining members of the board unless provisions for such vacancy are otherwise specified in these bylaws.
- 6/2: If a director elected through the Chapter/Society shall die, resign, or be removed from office, members of that chapter may then designate a director to fill the unexpired portion of that term. Chapter President/Chairperson shall serve on the LANREMT Board of Directors as long as the Chapter/Society is in good standing with LANREMT.
- 6/3: Any person appointed in accordance with Article II to fill such a vacancy shall serve only until the next meeting in which elections occur.

SECTION 7: REMOVAL/RESIGNATION

- 7/1: Should any member of the Board of Directors fail to pay their dues, perform the duties of the office, perform acts inimical to the best interest of the Association, be absent for two (2) consecutive meetings without proper notice and valid cause, the office or position may be declared vacant on a vote by a majority of the directors present, provided that notice of such an action to be considered must be contained in the notice of the meeting called for that purpose. Said board members shall be provided an opportunity to be heard before the body proposing removal.
- 7/2: Any officer or director may resign at any time by delivering a resignation in writing to any member of the Board or to a meeting of directors. Such resignation shall be effective at such a time as specified upon the happening of a condition; if no such time or condition shall be specified, then upon its receipt.

SECTION 8: PRESIDENT:

- 8/1: The President shall attend and preside at all meetings of the members, the Executive Committee and Board of Directors, and shall vote only in the event of a tie. The President shall, subject to the approval of the Board of Directors, appoint Chairperson of Committees hereinafter described and any such other committee as may be necessary and shall serve as an ex-officio member of all such committees.
- 8/2: The President shall further function as Chief Executive Officer of all the affairs of the Association and shall devote every effort toward conducting the purposes thereof. The President shall have custody of the Treasurer's Bond, minutes of all meetings and all legal documents.

8/3: In the absence of the President, the Vice-President shall assume the duties of the President.

8/4: The President shall be limited to serve two consecutive terms.

8/5: Additional duties of the President will be outlined in the SOPs.

SECTION 9: VICE-PRESIDENT:

9/1: In the absence of the President, the Vice-President shall assume the duties of the President.

9/2: The Vice-President shall have no term limits.

9/3: Additional duties of the Vice-President will be outlined in the SOPs.

SECTION 10: SECRETARY:

10/1: The Secretary shall keep, or cause to be kept, a record of all meetings of the members, Executive Committee and Board of Directors and shall maintain a permanent record of such proceedings. The Secretary shall further perform such other duties as required and shall deliver all records to the succeeding officer.

10/2: The Secretary shall have no term limits.

10/3: Additional duties of the Secretary will be outlined in the SOPs.

SECTION 11: TREASURER:

11/1: The Treasurer shall serve as chief financial officer of the Association, and subject to the direction and control of the Board of Directors, have general charge of the financial affairs of the Association and the care and custody of its funds, securities, and valuable papers.

11/2: The Treasurer shall give bonds in such forms and with such certainties as may be required, the premium to be paid by the Association.

11/3: The Treasurer shall keep or cause to be kept, a full and accurate account of all receipts and disbursements on a permanent record available always and shall render a full and complete statement of the finances and such other statements as may be required. The Treasurer shall, at the end of the term, deliver all books, records, and funds to the succeeding officer.

11/4: The Treasurer shall have no term limits.

11/5: Additional duties of the Treasurer will be outlined in the SOPs.

SECTION 12: PARLIAMENTARIAN:

12/1: The Parliamentarian shall keep or cause to be kept, decorum at all meetings, proper interpretation of parliamentary procedures and interpretation of "Robert's Rules of Order."

- 12/2: The Parliamentarian will serve as general counsel to elected officers and committees and function as liaison to the legal representative of the organization and give an opinion on accepted rules and regulations of a democratic society.
- 12/3: The Parliamentarian will serve as witness to all decisions and call for an accounting of elections and ballots.
- 12/4: The Parliamentarian shall have no term limits.
- 12/5: Additional duties of the Parliamentarian will be outlined in the SOPs.

SECTION 13: MEETING:

- 13/1: Regular: The Board of Directors shall hold meetings at such times and in such places as deemed necessary to properly conduct the affairs of the Association and due notice of all meetings, except a regular meeting, shall be given to each member at least ten (10) days prior to the meeting. A regular meeting shall be held immediately after and at the same place as the annual membership meeting.
- 13/2: A meeting shall be held quarterly in such a place and time as decided by the board at the previous quarterly meeting. Due notice shall be given to each member of the board at least ten (10) days prior to the meeting.
- 13/3: Special: Special Meetings may be called at anytime deemed necessary by order of the President or by two-thirds of the directors with written request and notification to the secretary. Notice of such meetings, with a brief statement of the business to be conducted, will be issued at least ten (10) days prior to the date of said meetings.
- 13/4: Any members of the Board of Directors in the absence from a meeting of a board or any committee meeting may be represented by any other director or member, who may cast a vote of the absent director according to the written instructions general or special, of the absent director. All proxies must be signed and dated and presented to the authorized presiding officer prior to the call to order. Proxy's will be limited to one proxy per person. All proxy votes shall be recorded in minutes and become accepted as recorded.

SECTION 14: QUORUM:

- 14/1: A majority of Directors then in office.
- 14/2: Remote participation in meetings
 - 14/2/1: Quorum

Members of Directors may participate in any meeting by means of remote communication to the extent the board of directors authorizes such participation for such class or series. Participation by means of remote communication shall be subject to such guidelines and procedures as the board of directors adopts and shall be in conformity with Subsection 12/2/2 of this Section. (reference: LA RS 6:273 and LA R.S. 12:1-709)

14/2/2: Participation

14/2/2/1: Remote participation in a virtual meeting shall be recorded, and the transcript of the meeting shall be entered in the meeting minutes.

14/2/2/2: All members participating in the virtual meeting shall count as part of the quorum and follow these guidelines.

14/2/2/3: It shall be visual and verbally present during the meeting.

14/2/2/4: Shall vote on items via the keyboard and be witnessed by the parliamentarian or their approved representative?

ARTICLE III
MEMBERSHIP

SECTION 1: QUALIFICATIONS:

- 1/1: The membership of this Association shall at all times consist of such people who are certified as an Emergency Medical Professional, and those engaged in professions or occupations closely related thereto who meet the membership standards qualifications as set forth in the Articles of Incorporation and these bylaws and such other standards and qualifications established from time to time.
- 1/2: Membership shall not be limited by any consideration of race, creed, religion, sex or national origin, ADA disability and is contingent upon payment of dues.

SECTION 2: CLASSIFICATION OF MEMBERSHIP:

- 2/1: Any resident of the State of Louisiana and/or regulated by State of Louisiana RS:40 code, who has certification from the National Registry of Emergency Medical Technicians is eligible for active membership and is entitled to make motions, vote, and hold office.
- 2/2: Any resident of the State of Louisiana who is currently licensed by the Louisiana Bureau of Emergency Medical Services as a First Responder is eligible for limited active membership and is entitled to make motions and vote but may not hold the office of Vice-President or President.
- 2/3: Any person who is not a resident of the State of Louisiana, but who can meet all other requirements as set forth in Section 2/1 of this article may become a voting member, and make motions, but may not hold office.
- 2/4: Associate members shall be those who are members of the healthcare or public safety professions who are not certified as Emergency Medical Technicians, or those manufacturers or distributors actively engaged in Emergency Services. They shall not make motions, vote, or hold office.
- 2/5: The Board of Directors may bestow honorary membership status upon persons who have rendered a notable service to the Association or chapter or are interested in furthering the cause of the Emergency Medical Profession. They shall have none of the obligations of membership but shall be entitled to all privileges except to make motions, vote, or hold office.
- 2/6: Lifetime members shall be those people who have paid the lifetime membership fees or can prove to the Board of Directors 20 years of consecutive membership. Full membership as stated in 2/1 of this Article will apply.

SECTION 3: RENEWAL AND TERMINATION:

- 3/1: Those members failing to remain in good standing shall go forth and immediately surrender all certificates and other evidence of membership in the Association. Membership may be terminated for failure to pay dues, for failure to maintain the

requirements for membership in each class, respectively, for non-compliance with the pertinent provision of the bylaws and any rules and regulations promulgated pursuant there to, or for conduct detrimental to the best interest of the Association.

SECTION 4: DUES AND FEES:

- 4/1: The Treasure shall collect or cause to be collected, such annual dues and other fees as the membership may, from time to time, deem reasonable and necessary to carry on the activities of the Association and promote the best interest of the members, and such dues and fees shall be uniform and recommended by the Board of Directors and approved by the General Membership.
- 4/2: Dues shall accompany any application for membership of the Association. Payment of dues will provide the payer with all duties and privileges of any member for a period of one year from the time of payment.

SECTION 5: MEETING:

- 5/1: Annual: The annual meeting of the members shall be held each calendar year at such time and place as determined by the Board.
- 5/2: Special meetings of the members may be called at any time deemed necessary by order of the President, by -majority of the Directors then in office, or by two thirds of the membership on written request and notification to the Secretary. Written notice of such a meeting, with a brief statement of business to be conducted, will be issued at least thirty (30) days prior to the date for said meetings.
- 5/3: The most current issue of "*Robert's Rules of Order*" shall be the standard for parliamentary procedure at all special and committee meetings. The standard order of business, as far as applicable, shall also apply to annual meetings except the election of officers shall come before adjournment.

SECTION 6: QUORUM:

- 6/1 At all general membership meetings, whether regular or special meetings, the majority shall consist of a majority of the members present at the meeting and eligible to vote, according to the records of the association.
- 6/2 At all executive committee meetings, whether regular or special meetings, a quorum shall consist of at least three (3) Executive Officers thereof, of which at least two (2) shall be elected officers. One of the members shall the president or vice president.

ARTICLE IV
COMMITTEES

SECTION 1: APPOINTMENTS:

1/1: The President may, subject to approval of the Board of Directors, appoint chairperson of all committees formed from time to time as may be deemed necessary and delegate to said committees such duties and powers as may be found necessary for the proper conduct of the affairs of the Association. The President shall serve as ex-officio of all said committees.

1/2: **Membership & Credentials Committee:**

There should be a standing committee on membership and credentials. This committee shall be composed of a chairperson selected by the President and three (3) or more members from the active membership of the Association. The function of the committee shall be:

1/2/1: To consider or have considered applications for membership and continuation of membership; and to investigate or have the qualifications of the applicants investigated.

1/2/2: To recommend to the board of directors a change in the qualifications for membership.

1/2/3: To encourage the enrollment of all qualified Registered Emergency Medical Technicians.

1/2/4: To seat the delegates at the annual meeting.

1/3: **Program Committee:**

There shall be a standing committee on program. This committee shall be composed of a chairperson selected by the President and three (3) or more members from the Active Membership of the Association. The functions of this committee should be:

1/3/1: To conduct, develop or assist in programs, lectures, courses, or other means of education for the benefit of the members and the profession at large.

1/3/2: To solicit such funds as may be necessary to further the education of Emergency Medical Technicians.

1/3/3: To encourage and assist colleges, state and territory emergency medical services offices, and hospitals, developing and maintaining adequate courses and facilities for education and training of Emergency Medical Technicians.

1/3/4: To plan and conduct the program for all education meetings of the Association.

1/4: Finance Committee:

There shall be a standing committee on finance. This committee shall be composed of three (3) or more members of the board of directors including the Treasurer who shall be the Chairperson. This committee shall supervise the keeping of the accounts, submit an annual budget for the approval of the board of directors, arrange for an audit of the books annually by an approved certified public accountant, and formulate financial policies for the Association. This committee reserves the right to request an independent audit of funding, revenue, and transactions.

1/5: Publicity and Publications Committee:

There shall be a standing committee on publicity and publications. This committee shall be composed of a chairperson and three (3) or more other members appointed by the President. The function of this committee shall be:

1/5/1: To supervise all official publications of the Association.

1/5/2: To inform or recommend methods for sharing new, relevant information about emergency medical care with members.

1/5/3: To assist the President in any publicity regarding the Association for distribution to news media, radio, television, newspaper, magazines, or pamphlets. The secretary shall be a member ex-officio of the committee. A financial statement and the auditor's report on the official publication of the Association shall be included in the annual report of the Secretary to the Association.

1/6: Bylaws Committee:

There shall be a standing committee on bylaws. This committee shall be composed of a chairperson and three (3) or more other members appointed by the President. The function of this committee shall be:

1/6/1 To study the bylaws of the Association and to consider submitted amendments.

1/6/2 To make recommendations for changes, deletions, modifications, and interpretations of the existing bylaws.

The President can make further appointments, with the Board of Directors' approval, to create committees that benefit the Association's operations.

SECTION 2: REMOVAL:

2/1: The President may, subject to the approval of the Board of Directors, have the power to remove any chairperson or member of any committee, with cause and terminate the existence of any committee.

SECTION 3: QUORUMS:

3/1: A quorum for all committees shall consist of the people duly appointed to the committee.

ARTICLE V

AFFILIATION

SECTION 1: AFFILIATION:

- 1/1: In order to accomplish the purpose for which the Association is formed and to secure effective representative and service on a local level, chapters of the Association may be chartered. Chapter geographic boundaries shall be determined by the board directors, and the board may at any time authorize new chapters or realignment of existing chapters if the goals and purposes of the organization may be better served.
- 1/2: Societies of the Association shall be statewide groups with specialized interests. Unless otherwise denoted in these by-laws the word Chapter shall refer to both Chapters and Societies.
- 1/3: In the event that a chapter is not functioning in a manner consistent with the goals of the Association either through improper organization, lack of activity or any other reason, the Board of Directors may at any time order a reorganization of said chapter, including election of new officers, or may take any other necessary action, including dissolution, to have such chapter function in a manner consistent with the goals of the Association.
- 1/4: In the event of a chapter's loss of affiliation status, all funds accrued by said chapter will revert to an escrow account under the authority of LANREMT and will remain until said chapter is reformed or a period of four (4) years has lapsed. At this time, unless indicated by said chapter bylaws, all funds will revert to LANREMT.

SECTION 2: OFFICERS AND DUTIES:

- 2/1: Officers of each chapter are to be elected annually or biennially, as stipulated by Chapter by-laws, during the month of May. The positions include President, Vice-President, Secretary and Treasurer, or Secretary/Treasurer, along with directors as specified by the Chapter by-laws. Collectively, these officers constitute the Chapter Board of Directors. Their term begins July 1 following their election and lasts one or two years, as set forth in the Chapter by-laws, or until qualified successors are elected.
- 2/2: The election of officers of societies of the Association shall take place at the annual meeting of the Association. These society officers shall take office effective July 1 of the year of the election.
- 2/3: Duties of Chapter Officers shall conform to those of the officers of the Association.

SECTION 3: REPRESENTATION OF ASSOCIATION BOARD:

- 3/1: The president from each chapter or designee will automatically become a member of the Association's Board of Directors and shall serve on said board from July 1 after election until June 30.
- 3/2: No chapter or society or Association no shall be entitled to more than three (3) representatives on the Executive Committee.

SECTION 4: MEMBERSHIP:

- 4/1: Any applicant for new membership, upon receipt of a completely filled out application and the payment of dues or other fees as required in Article III, Section 4/1, shall immediately be considered a member if such applicants are eligible for membership as required in Article III, Section 2/1 or 2/2. Such applications shall be forwarded to the State Association with 15 days of its receipt.
- 4/2: If the applicant is applying for membership under any section of Article III other than Section 2/1, 2/2 or 2/3, the applicant shall not be considered a member until approval is received from the Association's Board of Directors.

ARTICLE VI

AMENDMENTS

- 1/1: Upon motion of the Board of Directors, and a majority vote thereof, the bylaws committee may be directed to prepare a proposed amendment that changes the operating structure of the Association to the bylaws. The proposed amendment will then be brought to the Board of Directors for ratification. The bylaws proposal as submitted at the meeting, consistent with “Robert’s Rules of Order,” and shall be deemed enacted and passed by a three-fourths majority of the Board of Directors voting.
- 1/2: Any amendment considered by the members of the Association shall be submitted to the Bylaws committee for review and preparation for submittal to the Board of Directors. Pursuant to these articles, any amendment so considered and presented shall be considered enacted upon by the affirmative vote of three-fourths majority vote of the persons voting on the issue in person or by proxy.
- 1/3: The Board of Directors must provide written notice of any bylaw amendments detailing the changes to the general membership within thirty days for a full vote.
- 1/4: Any amendments to the Standing Operating Procedures that do not change the operating structure of the Association will be presented to the Board of Directors and shall be deemed enacted and passed by a three-fourths majority of the Board of Directors voting on the issue in person or by proxy.

ARTICLE VII

ADOPTION OF BY-LAWS

7/1 These by-laws shall become effective immediately upon ratification by this association on this 13 day of the month of June 2025.

L.A.N.R.E.M.T.

BYLAWS

June 2025

Signed by

President:

Vice President

Secretray:

Treasure:

Parliamentarian