

NORTHWEST ASSOCIATION OF  
PROVIDER EMS COORDINATORS

CHARTER

ARTICLE I

PURPOSE

The purpose of this Association independent from Northwest Community Hospital (NWCH) shall be to further the growth, development and education of the Emergency Medical Technicians and Paramedics of the organizations that participate within the Association. To concentrate our efforts as a group to continue the development of the Emergency Medical Technician Programs within the Northwest Community Hospital EMS System.

ARTICLE II

MEMBERS

SECTION 1

The members shall consist of three classes, namely: Emergency Medical Services (EMS) Coordinators, EMS Coordinator Alternates and NWCH EMS Representatives.

EMS COORDINATORS: Shall be those persons that are EMS Coordinators for the organization which they represent. The Association shall require a written declaration from each member's Chief Administrator naming the EMS Coordinator.

EMS COORDINATOR ALTERNATE: Shall be those persons that shall take the place of the EMS Coordinator in his/her absence. The Association shall require a written declaration from each member's Chief Administrator naming the EMS Coordinator Alternate.

NWCH EMS Representatives: Shall be those persons that consult the association on behalf of the Northwest Community Hospital EMS System. They shall have no power other than to report findings or discuss ideas with the Association.

SECTION 2

ELECTION OF THE MEMBERS: Any Northwest Community Hospital EMS System Provider may make application to the Association. The Association shall there upon vote by ballot, by affirmative vote of the Northwest Association of Provider EMS Coordinators Members (NAPEMSC) of two thirds of the ballots cast, shall determine the applicant's acceptance.

### SECTION 3

VOTING RIGHTS: Each EMS Coordinator, or in his/her absence the Alternate, shall be entitled to one vote on each matter submitted to a vote of the members.

## ARTICLE III

### MEETING OF MEMBERS

#### SECTION 1

REGULAR MEETINGS: Shall be conducted on the fourth Thursday of each month at 9:00 a.m. at Northwest Community Hospital unless changed at the prior meeting by the membership. If the time or place is changed, no additional notice is required to be given.

#### SECTION 2

ANNUAL MEETING: Shall be conducted on the fourth Thursday of each January at 9:00 a.m.

#### SECTION 3

PLACE OF MEETING: The meeting shall be held at Northwest Community Hospital, or the membership may designate an alternate location as the place of the meeting for any annual, regular, or special meeting.

#### SECTION 4

NOTICE OF SPECIAL MEETING: Written, printed or electronic notice stating the place, day, and hour of any special meeting of members shall be delivered or presented to each of the members entitled to vote at such meetings, not less than five, nor more than thirty days before the date of such meeting.

#### SECTION 5

QUORUM: Fifty percent of the EMS Coordinators present at any meeting shall constitute a quorum at such meeting.

## SECTION 6

### AGENDA:

Call to Order / Introduction of Guests  
Additions to Agenda/Approval of Agenda  
Approve Minutes of Previous Meeting  
Acceptance of Treasurer's Report  
Committee Reports  
System Update  
IFCA/IDPH  
Old Business  
New Business  
Member Sharing

### ARTICLE IV

#### OFFICERS

## SECTION 1

GENERAL POWERS: The affairs of the Association shall be managed by its officers.

## SECTION 2

NUMBER, TENURE AND QUALIFICATIONS: The number of officers shall be three: President, Vice-President, and Secretary. Officers will be elected at each annual meeting. Each officer shall hold office until the next annual meeting of the members or until his/her successor shall have been elected and qualified.

## SECTION 3

VACANCIES: Any vacancies occurring in an office shall be filled through a special election by the members at the next regular meeting after the vacancy occurs.

## SECTION 4

ELECTION AND TERM OF OFFICE: All NPEMSC Officers will hold a term of one year in length. The officers shall be elected by a vote of a simple majority of the members present. Upon completion of voting, the newly elected officers shall take control of the meeting. Nominations shall be made by an EMS Coordinator then seconded. Once the nominations are accepted for each position the candidate can speak on his or her behalf. Elections will be conducted by a paper vote and counted by a non-biased member.

## SECTION 5

REMOVAL: Any officer or agent, elected or appointed, may be removed by the majority of the full membership whenever, in their judgment, the best interests of the Association would be served thereby, but such removal shall be without prejudice to the rights, if any, of the person so removed.

## SECTION 6

PRESIDENT: Shall be the principal officer of the Association and shall in general supervise and control all the business of the Association. He shall preside at all meetings of the members. He shall serve as the Association's delegate for the EMS System Advisory Board. The President shall have the power to appoint members to committees set up by the Association.

VICE-PRESIDENT: In the absence of the President or in the event of his inability to refusal to act, the Vice-President shall have the full authority and responsibility of the office of the President. The Vice-President shall also serve as Ex-Officer head of all committees formed. The Vice-President shall perform such other duties as from time to time may be assigned to him by the President.

SECRETARY: Shall keep the minutes of the meetings of the members; see that all notices are duly given in accordance with the provisions of the By-Laws or as requested by the President; in general, shall perform all the duty's incidental to the Office of Secretary, and such other duties as from time to time may be assigned to him/her by the President.

## ARTICLE VIII

### BOOKS AND RECORDS

#### SECTION 1

BOOKS AND RECORDS: The Association shall keep correct and complete records of accounts and keep minutes of the proceedings of its members, officers and committees and shall keep at the registered or principal office a record giving the names and addresses of the members entitled to vote. All books and records of the Association may be inspected by any member or his agent or attorney for any proper purpose at any reasonable time with reasonable notice to Association.

## ARTICLE IX

### COMMITTEES

#### SECTION 1

COMMITTEES: Committees and Committee Chairpersons may be appointed by the President. A committee will stay in service until its purpose is met.

## ARTICLE X

### DUTIES OF MEMBERS

#### SECTION 1

DUTIES: It shall be the duty of each Coordinator and/or his alternate to attend all regular meetings of the Association. The Coordinator is responsible for the following duties while in the position.

- A. Facilitate completion of preceptor paperwork, facilitate the internship, and provide licensure recommendations for paramedic students within the Agency.
- B. Maintain Continuing Education (CE) verification forms for each agency EMT/Paramedic.
- C. Maintain continuing education records with original instructor and student signatures verifying attendance at CE offerings offered by the agency for all EMTs and paramedics.
- D. Obtain Illinois Department Of Public Health (IDPH) site codes for CE offerings provided by the agency, provide Department EMT-Bs with continuing education.
- E. Coordinate In-Station visit scheduling with the In-Station coordinators.
- F. Ensure that all agency EMS personnel comply with mandatory system requirements, i.e., annual CE, CPR, modular testing, intubation competencies, and mandatory reviews.
- G. Meet with their assigned hospital EMS Coordinator to document completion of CE requirements.
- H. Monitor patient care reports sheets for compliance with System standards and to trend opportunities for improvement. Write coaching notes and/or conduct conferences with EMTs to provide praise or recommend corrective action.

- I. Participate in CQI studies as determined by the EMS MD, Chiefs, PBPI Committee, the EMS Coordinator's, and/or the Advisory Board.
- J. Collaborate with the EMS Coordinator at the assigned System hospital to do preliminary investigations into complaints or Requests for Clarification.
- K. With the approval of their Agency CEO, represent their Agency at System meetings that may be held for the purpose of planning, organizing, implementing, or evaluating EMS system activities or for other purposes deemed important to achieving the goals and objectives of the Agency's EMS strategic plan.
- L. Collaborate with the Chief/Director/EMS CEO to ensure Agency compliance with all applicable local, state, and federal guidelines directed to and associated with the Agency's involvement in EMS.
- M. Report all dealings and discussions held at the coordinator meetings to the Chief/Director/EMS CEO. The EMS Coordinator will not act on or make any decision regarding their respective organization unless approved by the Chief/Director/EMS CEO.
- N. Act as the liaison between the NWCH EMS System and the Chief/Director/EMS CEO and ensure effective communication and information dissemination is achieved.
- O. In many cases, the Provider EMS Coordinator also serves as the Designated Infection Control Officer for their Agency, although this may vary by agency.
- P. Ensure the respective functions are achieved outlined in the Provider EMS Coordinator Position Description system document.

## ARTICLE XI

### RULES OF ORDER

#### SECTION 1

RULES OF ORDER: Robert's Rules of Order shall prevail at all general meetings of the Association.

## ARTICLE XII

### AMENDMENTS TO BY-LAWS/BYLAW REVIEW

#### SECTION 1

##### BY-LAW REVIEW

The By-Laws will be reviewed during the annual meeting and ratified at that time.

AMENDMENTS: These By-Laws may be altered, amended, or repealed and new By-Laws may be adopted by a majority of the members present at any regular meeting provided that at least two weeks written notice is given of intention to alter, amend or repeal or to adopt new By-Laws at such meeting. Any change in these by-Laws requires two reading at two consecutive regular meetings, both readings must be accepted by a majority of the members present.