

**BYLAWS  
OF  
THE OHIO ASSOCIATION OF  
CRITICAL CARE TRANSPORT  
/OHIO CHAPTER OF AAMS**

*Established 1999*  
**Revised, November, 2004**  
**Revised, January 2006**

**ARTICLE I  
Offices**

**Section 1.** The Chapter may have offices within or without the State of Ohio as determined by the members or required by the activities of the Chapter.

**Section 2.** The mailing address of the Chapter may be established and maintained separate from the business address of the Secretary/Treasurer.

**ARTICLE II  
Membership**

**Section 1. Eligibility for Membership.** The members of the Chapter shall be entities who are in good standing as members of the Association of Air Medical Services (AAMS); and who reside or operate within the State of Ohio; and who actively engage in critical care transport as defined by the Ohio Medical Transportation Board standards for Air Medical Transport and/or Mobile Intensive Care Transport teams.

**Section 2. Classes.** The classes of members shall be identical to those set forth in Article III, Sections 2 of the AAMS By-Laws.

**Section 3. Representation.** The representation to the Chapter of each member program shall be provided by one individual appointed by the member program to serve in such capacity.

**Section 4. General.** Other considerations of Chapter membership shall be determined in accordance with Article III of the AAMS By-Laws.

**ARTICLE III  
Meetings**

**Section 1. Regular and Special Meetings.** The members shall meet every other month at the time and place determined by the membership at the previous meeting. A fall meeting will be held at the National AAMS Annual Meeting at a time and place specified by the President. Special meetings of the members for any purpose, other than the election of officers, may be called by the President.

Special meetings may be called by the President or Secretary/Treasurer at the request in writing of the simple majority of the members.

**Section 2. Notice of Meeting Dates and Agenda.** Notice of meeting date and time, agenda and voting agenda shall be mailed or emailed to each member no less than ten days nor more than fifty days before the meeting to the address or email address identified on the books of the Chapter.

**Section 3: Quorum:** The presence, in person, of a voting representative from a simple majority of the member programs shall constitute a quorum.

**Section 4. Voting.** Each full member program shall have one vote. At or prior to any meeting of members, each full member shall designate its representative who will vote at the meeting. The designated program voting representative shall be identified at the beginning of the meeting. Comments on voting issues may be emailed to the president or posted on the OACCT website at least two business days before the meeting for consideration before voting. Upon the request of a simple majority a vote shall be taken by secret ballot. The election of officers shall be by secret ballot. All issues shall be decided by a majority vote of the quorum unless otherwise required by the By-Laws.

**Section 5. Urgent Action Without Meeting.** When an issue requires urgent action before a scheduled meeting, the president may request a vote on such action by the voting members via email. A good faith attempt shall be made to contact all member programs prior to the vote. The Secretary/Treasurer will record all votes received by email and present a report of the vote at the subsequent membership meeting.

#### **ARTICLE IV Dues**

The dues for membership in the Chapter shall be sufficient to cover annual expenses and maintain a cash reserve of 25% of biennial membership dues. Dues for the next biennial cycle shall be recommended and approved by the membership at the last meeting of the non-renewal year. Dues shall be invoiced and collected by the Secretary/ Treasurer for the calendar year.

#### **ARTICLE V Officers**

**Section 1. Executive Officers.** The officers of the Chapter shall consist of a President, a Vice-President, and a Secretary/Treasurer. One person may not hold any two of said offices; one person shall hold the office of Secretary/Treasurer.

**Section 2. Other Officers and Agents.** The members may appoint other officers and agents as they deem advisable, who shall hold their offices for such terms and shall exercise such powers and perform such duties as determined by the voting membership.

**Section 3. Election of Officers.** A proposed slate of officers shall be developed by the Ad Hoc Nominating Committee. This proposed slate of officers shall be distributed to all voting member programs with the notice of the last meeting of the fiscal year in which the officers are retiring. Other nominations may be accepted from the floor at this meeting. Following the closing of nominations, a secret ballot vote shall be obtained from each member program's voting representative. The winning candidates shall be determined by a simple majority. In the case of a tie, a second secret ballot vote shall take place between the two candidates with the highest number of votes. If there is a tie after two ballots, the retiring officers shall determine the winner.

**Section 4. Eligibility.** The officers must be representative of full member programs in good standing. Good standing is defined as being current with dues and having program representation at a minimum of 50% of the membership meetings for the past year.

**Section 5. Terms of Office.** Officers shall be elected for a period of two years or until a qualified successor is elected. Officers shall begin office at the beginning of the fiscal year following the election.

**Section 6. Succession.** If the office of the President becomes vacant, the Vice-president shall assume the President office. If the office of the Secretary/Treasurer becomes vacant, the President shall appoint a new Secretary/Treasurer, subject to approval of the members.

**Section 7. Powers and Duties of the President.** The president shall be the chief executive officer of the Chapter and shall have the general powers and duties of supervision and management usually vested in the office of the president. He/she shall preside at all meetings of the members and shall have general supervision, direction, and control of all affairs of the Chapter. He/she shall execute contracts on behalf of the Chapter except when the membership authorizes otherwise. He/she shall act as a liaison to the AAMS Executive Director and Eastern Regional Director.

**Section 8. Powers and Duties of the Vice-President.** The Vice-President shall provide support to the president in the execution of Chapter affairs. He/she will assume all the duties and authorities of the President in the President's absence and shall have such powers and duties as may be prescribed by the members. He/she shall assume the office of the President in the event of resignation, death, or removal.

**Section 9. Powers and Duties of the Secretary/Treasurer.** The Secretary/Treasurer shall keep accurate and complete minutes of all meetings of the members and send out communication to the members. He/she shall determine the presence of a quorum and shall also record the votes cast. The Secretary/Treasurer shall have custody of the chapter funds and securities and shall keep full and accurate accounts of receipts and disbursements in books belonging to the Chapter. He/she shall be responsible for the deposit and disbursement of all monies and other valuables in the name, and to the credit of, the Chapter in such depositories as may be designated by the members. The Secretary/Treasurer shall render to the President and members by January 30<sup>th</sup> each year, an accounting of all transactions and of the financial condition of the Chapter.

## **ARTICLE VI Committees**

**Section 1: Standing Committees.** OACCT will have the following standing committees:

- 1) Safety
- 2) Education
- 3) Air Medical
- 4) Legislative
- 5) Pedi/Neonatal Committee

**Section 2: Ad Hoc Committees.** The membership shall by vote designate Ad Hoc Committees for special purposes as necessary.

**Section 3: Committee process.** The Committees will make recommendations to be voted upon by the general membership

## **ARTICLE VII Prohibition of Dividends**

No part of any net earning of the Chapter shall insure to the benefit, or be distributable as dividends or in any other manner, to its members, officers, or private persons except when the Chapter shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distribution in furtherance of the purposes set forth by the membership.

## **ARTICLE VIII Finances**

**Section 1. Fiscal year.** The fiscal year of the Chapter shall be January 1 through December 31 of each year.

**Section 2. Instruments.** All checks, drafts, or other orders for the payment of money, notes or other evidence of indebtedness issued in the name of the Chapter shall be signed by the officer or officers, agent or agents of the Chapter, and in such manner as shall be determined from time to time by resolution of the members.

**Section 3. Budget.** The membership shall establish a budget for each fiscal year and shall operate under generally accepted accounting principles.

**Section 4. Audit.** *Annually in January, the accounting of all transactions of the previous year shall be reviewed by two designated members for accuracy and compliance with approved fiscal budget operation.*