

**BY-LAWS
OF
FLORIDA NEONATAL AND PEDIATRIC TRANSPORT NETWORK
ASSOCIATION, INC.**

**ARTICLE I
ORGANIZATION**

The name of this organization, shall be the Florida Neonatal and Pediatric Transport Network Association, Inc.

**ARTICLE II
PURPOSE**

The specific purposes of this Association are:

1. To provide a mechanism of networking information to transport teams in the State of Florida and throughout the United States.
2. To establish an organization dedicated to neonatal and pediatric ground and air transport services and the needs of transport teams on the state and national level.
3. To establish standard protocols for neonatal and pediatric transport services in conjunction with the State of Florida;
4. To recommend to the Florida EMERGENCY MEDICAL SERVICES office in matters relating to legislation and rules regarding neonatal and pediatric transports; and
5. Enhance the safety standards for neonatal and pediatric transports in the State of Florida.

**ARTICLE III
MEMBERSHIP**

The membership within the Association will be divided into two (2) segments:

1. Voting:

Organizational Members – Hospital-based neonatal and pediatric transport teams within the State of Florida and licensed ambulance organizations with associated neonatal and pediatric transport services, organization. Each organization in good standing will have one vote.

2. Nonvoting – All associated individuals or organizations with an interest in the safe,

profession operation of neonatal and pediatric transport teams.

- a. Individual Members – Individuals not represented by an organizational membership or organizations with an interest in the safe, professional operation of neonatal and pediatric transport teams.
- b. Corporate – Any company with an interest in the safe, professional operation of transport service of the neonatal and pediatric patient.

ARTICLE IV DUES

1. Voting: One hundred dollars (\$100.00) per year per organization.
2. Non-voting:
 - a. Twenty dollars (\$20.00) per individual.
 - b. One hundred fifty dollars (\$150.00) per year per organization for corporate membership.
3. Dues shall be paid annually to remain in good standing.

ARTICLE V BOARD MEMBERS

1. The business of this association shall be managed by a Board of Directors consisting of the following members:
 - a. President
 - b. President-Elect
 - c. Secretary/Treasurer
 - d. Representative of hospital-based, non-state licensed neonatal and pediatric transport team
 - e. Representative of hospital-based, state licensed neonatal and pediatric transport team
 - f. Representative of Air Ambulance Program
 - g. Representative of Ground Program Service

2. The length of terms shall be as follows:

Two years: President-Elect; President; Secretary; Secretary/Treasurer; representative of

hospital-based state licensed programs; hospital-based, non-state licensed program; Air Ambulance Program, Ground Program Service.

3. No more than three members of a majority of the Board of Directors shall be employed by the same employer.

ARTICLE VI OFFICERS

1. The officers of this Association shall be as follows: President, President-Elect, Secretary-Treasurer.
2. Terms of Office:
 - a. Elected officers shall assume their duties and authorities at the meeting following their installation. Officers shall remain in office until the installation of their successors.
 - b. The President-Elect shall serve a term of two (2) years.
 - c. The President and Secretary/Treasurer shall serve a term of two (2) years.

3. Vacancies in Office:

Vacancies in the office of President and President-Elect shall be fulfilled by an advancement in rank. Such fulfillment will be in ACTING capacities until time of the next regular election. Vacancy of the Secretary/Treasurer shall be appointed by the President in an ACTING capacity until the next election.

ARTICLE VII OFFICERS – DUTIES AND AUTHORITY

1. President:
 - a. The President shall preside at all membership meetings.
 - b. The President, by virtue of the office, be Chairman of the Board of Directors.
 - c. The President, by virtue of the office, be a member of the Board of Directors for the Florida Aeromedical Association, Inc. (Umbrella Organization).
 - d. The President shall present at each annual meeting of the Association an annual report of the work of the Association.
 - e. The President shall appoint all committees, temporary or permanent.
 - f. The President shall see that all books, reports, and certificates required by law are properly kept of filed.

- g. The President shall be one of the officers who may sign the checks or drafts of the Association.
 - h. The President shall have such powers as may be reasonably construed as belonging to the Chief Executive of any organization.
2. President-Elect:
- a. The President-Elect will succeed to the Office of the President.
 - b. The President-Elect shall perform all duties of the President in his/her absence and he/she shall serve in the absence of any other officer.
3. Secretary/Treasurer:
- a. The Secretary/Treasurer shall keep the minutes and records of the Association in appropriate books.
 - b. The Secretary/Treasurer shall file any certificate required by any statute, federal or state.
 - c. The Secretary/Treasurer shall give and serve all notice to members of the organization, to include the annual membership dues application prior to membership expiration.
 - d. The Secretary/Treasurer shall be the official custodian of the records to the Association.
 - e. The Secretary/Treasurer shall present to the membership at any meeting any communication addressed to the Secretary/Treasurer of the Association.
 - f. The Secretary/Treasurer shall submit the Board of Directors any communication addressed to the Secretary/Treasurer of the Association.
 - g. The Secretary/Treasurer shall attend to all correspondence of the Association.
 - h. The Secretary/Treasurer shall be the fiscal officer of the Association.
 - i. The Secretary/Treasurer shall receive all funds and send notices of any monies due the association.
 - j. The Secretary/Treasurer shall sign checks and make such payments as subject to these By-Laws that the Board of Directors shall direct.
 - k. The Secretary/Treasurer shall keep full and accurate record of all accounts, receipts, and disbursements.
 - l. The Secretary/Treasurer shall sign all receipts for payments made to the Association and prepare monthly reports.

- m. The Secretary/Treasurer shall keep the Board of Directors informed as to the financial status of the Association.
- n. The Secretary/Treasurer shall exercise all duties incident to the Office of the Secretary/Treasurer.
- o. The Secretary/Treasurer shall deposit all monies belonging to the Association in a business account that shall be interest bearing and not to exceed \$2,500.00.
- p. The Secretary/Treasurer shall obtain a mailing address within the city resided prior to the next quarterly meeting term.

ARTICLE VIII MEETINGS

- 1. The organization shall meet quarterly for a general meeting to conduct business and for educational purposes. The place, date, and time of the meeting will be posted by the Secretary/Treasurer to each member not less than thirty (30) days prior to the next meeting, based on the information becoming available from the State.
- 2. The third quarterly meeting in the calendar year constitutes the annual meeting.
- 3. Special meetings can be called by the President or by any three (3) members of the Board of Directors. Members will be notified (10) days prior to the meeting.
- 4. Board of Directors Meetings shall be called at any time by the President or any three (3) members of the Board. Board members will receive personal notice by the President or his/her designee.
- 5. Agenda: The following order of business shall be followed at all meetings:
 - a. Call to order
 - b. Roll call
 - c. Approval of minutes from previous meeting
 - d. Reports of officers
 - e. Reports of committees
 - f. Old business
 - g. New business
 - h. Adjournment

ARTICLE IX ELECTIONS

- 1. Each organization shall appoint a voting member or designate in writing an alternate voting member. For election of officers or directors, a written, witnessed vote may be submitted to

the election chairperson if no voting or alternate member will be present.

2. At all meetings, except for the election of officers and directors, all votes will be by voice. A quorum will be obtained with twenty (20) percent of total voting membership present. All votes require a quorum to be present.
3. Organizational activity and/or correspondence will be voted on at quarterly meetings and must be approved by a quorum.
4. The election of officers shall be accomplished at the annual meeting. Nominations shall be presented at the quarterly meeting prior to the annual meeting. Nominations may be in writing thirty (30) days prior to the election.
5. For election of officers and directors, ballots shall be provided and there shall not appear on such ballot any marking that ay identify the person who cast such ballot.
6. In the event of a tie ballot for an elected position, a re-balloting is required to resolve the tie.
7. For all votes by ballot, a committee of three (3) shall be appointed by the President to chair the elections. No inspector of elections shall be a candidate for office or shall be personally interested in the question voted upon. The ballots shall be destroyed following presentation of the results to the President.

ARTICLE X AMENDMENTS

The By-Laws may be amended only by a majority vote at an annual meeting where a quorum is present. This will be done following written notification of all individual and association members.

Goals of the FNPTNA for :

1. Establish an Education Committee to accomplish the following:
 - provide education during quarterly meetings
 - liaison with other agencies to provide education
 - keep track of educational offerings nationwide for newsletter distribution
 - maintain a current list of STABLE, NRP, PALS courses
2. Establish an annual “Transport Nurse of the Year” to be offered to our membership