

2016

North Dakota
Emergency Medical Services
Association, Inc.

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[POLICY AND PROCEDURE MANUAL]

The Policies and Procedures found in this manual were created on January 9, 2005. They have been updated and revised on 4-01-2009, 12-09-2009, 03-03-2011, 08-02-2011, 08-13-2012, and 03-10-2016.

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Section 10.0 **General Scope and Guidance**

10.10 - Mission Statement

The mission of the North Dakota Emergency Medical Services Association is to provide resources, services and effective representation for its members in order to continuously improve emergency care.

10.20 - Vision Statement

The vision of the North Dakota Emergency Medical Services Association is to provide access to timely, high-quality pre-hospital emergency care through the North Dakota Medical Services system.

10.30 - Scope

Policies are boundaries for organizational and managerial action. They establish objectives, guidelines and regulations. They may be very broad, basic policies allowing for flexibility as well as more specific operational policies with less flexibility.

Procedures give ways by which policies are to be achieved. A statement of procedures provides instructions and step-by-step explanations of how to carry out a policy.

Section 20.0 **Roles and Responsibilities**

20.10 - Executive Committee: The Executive Committee shall:

1. Consist of the President, Vice President, Secretary/Treasurer, Immediate Past President, the President of each region, and the Executive Director acting as an ex-officio, non-voting member.
2. Carry on any business of the Association with the exception of disbursements exceeding \$2,500.00 and bylaw changes.
3. Develop and recommend procedures to ensure the successful implementation of the Association's Strategic Plan.

20.20 - President: The President shall:

1. Have charge of and supervision over the affairs of the Association.
2. Preside at all meetings of the members and the Board of Directors, and chair the Executive Committee meetings.
3. Appoint all standing and special committees, designate committee chairs, and act as ex-officio member of all committees.

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4. Act as official spokesperson for the Association or designate appropriate persons.
5. Call Executive Committee meetings to address problems or occurrences which arise between regularly scheduled meetings as prescribed in the bylaws.
6. Serve as liaison with other organizations or appoint the appropriate designee.
7. Submit articles for the “President’s Message” in the Response Time Publication.
8. Draft agendas for quarterly meetings of the Board of Directors.
9. Conduct annual performance evaluations of staff employees or contractors and report on those evaluations to the Board of Directors.
10. The President will be furnished with a laptop computer, a cell phone, and with a plan including internet and texting capabilities.

20.30 - Vice President: The Vice President shall:

1. Perform the duties of the President in his or her absence or disability.
2. Assist the President and exercise such other powers and perform such other duties as prescribed by the Board of Directors.
3. Become President in the event of resignation, removal from office, death, or permanent disability of the President.
4. Assist the President in the annual performance evaluations of staff employees and contractors of the Association.
5. Preside over the EMS Foundation and report of the Board of Directors.
6. The Vice President will be furnished with a laptop computer.

20.40 - Secretary/Treasurer: The Secretary/Treasurer shall:

1. Keep the minutes of all proceedings of the Board of Directors and membership meetings.
2. Maintain a permanent record of all Board motions, actions, and Association Policies and Procedures.
3. Prepare all notices to the membership and Board of Directors or other notices which may be required by law or by the Association’s bylaws.
4. Be bonded by an appropriate insurance company. The cost of such bond shall be borne by the Association.
5. Assist the Budget and Finance Committee and office staff with preparing the Association’s annual budget, to be presented at the Fall Quarterly Board Meeting.
6. Prepare the Association’s financial statements in a format acceptable to the Board of Directors and in accordance with generally accepted accounting principles.

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7. Provide and present the financial statements and current financial position of the Association along with the office manager and/or Executive Director to the Board of Directors at regular meetings and to the membership at the annual meeting.
8. Chair the Finance Committee and monitor all expenditures and budgets for committees, quarterly meetings, workshops, and annual meetings along with the Office Manager and/or Executive Director.
9. The Secretary/Treasurer will be furnished with a laptop computer.

20.50 - Immediate Past President: The Immediate Past President shall:

1. Serve as advisory consultant to the current President and Board of Directors.
2. Become a Lifetime Honorary Member of the Association.

20.60 - Board of Directors' Responsibilities:

The ultimate responsibility for the Association rests with the Board of Directors. The responsibility is recognized by state and federal laws; legally, the Board of Directors is responsible for the activities and fiscal integrity of the organization. The appropriate role of the Board is to set strategy and policies which will ensure that it fulfills its legal, financial, operational, and professional responsibilities to the members, sponsors, and donors. In so doing, the Board as a group, and directors as individual members, shall:

1. Be committed to the mission of the Association
2. Understand, observe, and be respectful of the roles of the Board, Executive Committee, officers, and the Executive Director.
3. Attend all Board and committee meetings, giving notice for absence from scheduled meetings and electronic conferences.
4. Come to meetings well prepared and be willing to participate actively.
5. Support the actions of the Board outside of Board meetings even in the event an individual's personal opinion is contrary to the majority decision.
6. Respect the confidentiality of Board deliberations and information provided to the Board.
7. Approve and evaluate programs and activities of the Association.
8. Establish financial goals and objectives and monitor their progress.
9. Serve at the discretion of the President on designated committees.
10. Perform various duties at the annual spring conference and regional conference.
11. Serve as a spokesperson for the Association in coordination with the President.

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12. Maintain contact with the membership and appropriate relationships with other associations, governmental entities, and vendors to enhance the image of the Association.
13. Directors will have and maintain an email address and be responsible to check their email at least every 48 hours and be able to reply to Association business. Any email address change will need to be immediately report to the Association's office.

20.70 - Executive Director: The Executive Director shall:

1. Report and be responsible to the Association President.
2. Carry out the policies of the Board of Directors.
3. Attend all scheduled meetings of the NDEMSEA. Attend all regional and annual conferences and other meetings as assigned.
4. Perform in accordance with the position's written job description.
5. Advocate and conduct lobbying activity for the Association.
6. Maintain the Association's website and internet commerce activities.
7. Develop the Corporate Sponsor and Foundation Donor programs.
8. Assist the President and Board with other duties that may be assigned.
9. The Executive Director will be furnished a laptop computer, a cell phone, and service plan including internet and texting capabilities.

20.80 - Administrative Assistant: The Administrative Assistant shall:

1. Report and be responsible to the Association President and/or Executive Director.
2. In cooperation with the Executive Director, maintain the Association's database application.
3. Produce and distribute various printed materials concerned with the membership activities of the Association.
4. Attend all scheduled meetings of the NDEMSEA and attend all regional and annual conferences and other meetings as assigned.
5. Provide the Board with accurate, up-to-date membership trends and activity.
6. Assist the President and Board with other duties as assigned.
7. Work with the NDEMSEA Treasurer to provide financial statements to the NDEMSEA Board of Directors.

20.90 - Office Manager: The Office Manager shall:

1. Report and be responsible to the Association President.
2. Attend all regular and special meetings of the NDEMSEA Board of Directors, all NDEMSEA regional conferences, and NDEMSEA's annual conference, as well as other meetings as assigned.

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3. Maintain the Association's website, internet commerce activities, and database application.
4. Develop and carry out the Association's and Foundation's Sponsorship Programs.
5. Produce and distribute various printed materials concerned with the membership activities of the Association.
6. Provide the Board of Directors with accurate, up-to-date membership trends and activates.
7. Work with the NDEMSEA Treasurer, and accounting establishment, to assure the Association's financial matters are in order; all transactions follow the proper procedures and have proper documentation, and provide financial statements to the NDEMSEA Board of Directors at all quarterly meetings. *(Procedures for handling the Association's monies and helping to carry out its financial activities are found in Section 50 of these policies, as well as the Office Manager Handbook).*
8. The Office Manger shall conduct any other duties as assigned by the Association's President or Board of Directors, as well as those found in the written job description or handbook.

Section 30.0 Standing Committees:

The Association's Bylaws call for the establishment of standing committees. The President, at his/her discretion, appoints chairpersons for each committee. The purpose statements, policies and procedures described below ensure the overall responsibilities of the Board are met and an orderly transition is made when individual committee membership changes.

1. It is the responsibility of committee chairpersons to:
 - a. Assist committee members in meeting their expected contributions and responsibilities.
 - b. Prepare meeting agendas and distribute relevant information to all members prior to meetings.
 - c. Preside over committee meetings to assure adherence to issues and purposes.
 - d. Encourage active participation in Association activities.
 - e. Prepare committee status reports for the Board of Directors.
 - f. Provide copies of all correspondence to the President.
 - g. Prepare committee priorities and strategic plans.
 - h. Prepare committee budgets and capital expense requests.

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30.10 - Advocacy Committee:

Purpose: The purpose of the Advocacy Committee is to proactively access the political process that affects public policies that impact the pre-hospital services industry. The Committee is responsible to position the Association as an active participant in health care policy development, implementation, and leadership. The Committee is responsible for representing the interests of the Association; monitoring federal and state laws, regulations, and court actions; interacting with and lobby the legislative and administrative agencies of government; formulation and communication the positions of the Association on policies and programs of the government, and; assisting the day to day lobbying efforts of the Executive Director, lobbyist, and committee chair.

1. The committee shall conduct its activities within the budget allowance approved by the Board.
2. The committee shall sponsor and host selected Association events, and other such functions at its discretion.
3. The committee structure shall consist of a chairperson and other board members appointed by the President. Permanent members of the committee shall include the Executive Director and the lobbyist acting as ex-officio, non-voting members.

A. Lobbying

NDEMSEA will not use state or federal monies for lobbying purposes.

Legislative updates can be provided at any NDEMSEA conference. Continuing education hours will not be offered and the presentation must be separate from educational sessions so that participants can choose whether to attend or not.

30.20 - Constitution and Resolution Committee:

Purpose: The purpose of the Constitution and Resolution Committee is to assure the integrity of the Association's bylaws, policies, and procedures. The committee is responsible for reviewing and making appropriate recommendations for revisions of the bylaws and policies to the Board and membership as needed.

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1. The Constitution and Resolution Committee shall prepare and present proposed resolutions to the Board of Directors for consideration.

30.30 - Nominations/Election Committee:

Purpose: The purpose of the Nominations/Election Committee is to solicit the best qualified member candidates for the leadership positions within the Association. The committee is responsible for overseeing the bylaws established for the nomination of candidates and for conducting the annual elections.

1. Nominations/Election Committee is in charge of the election process.
2. Executive Committee has the final authority in the election process.
3. Nominations/Election Committee will submit the current year election rules to the NDEMOSA Board for approval at the fall board meeting prior to accepting nominations for office.
4. Election rules and guidelines will be given to each candidate.
5. Nomination forms are available from the Election Chair or can be obtained on the NDEMOSA website.

A. Nomination Process

1. Board Officer positions
 - a. Open Officer positions will be posted for nomination solicitations beginning July 1st and will continue until December 31st in the year proceeding the election period. The Nominations/Election Committee will also compile a list of eligible Association members (dating back 10 years) by no later than September 30th of each year.
 - i. Eligibility defined as having previously served a minimum of one full term, either elected or appointed on the Board of Directors.
 - b. Each eligible member will be contacted directly by a representative of the Nominations/Election Committee to determine their willingness to run for any upcoming vacancy.
 - c. Eligible members who indicate an interest in running for office will be required to submit an application no later than December 31st of each year.
2. Regional Director Positions
 - a. Open positions in each region will be posted for nomination solicitations beginning July 1st and will

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continue until December 31st in the year proceeding the election period.

- b. Eligible members who indicate an interest in running for office will be required to submit an application no later than December 31st of each year.

B. Campaigning

1. All candidates for Primary or Regional Board positions will be required to submit a nomination statement and photo to be published in the Winter Response Time magazine and on NDEMSA social media sites.

C. Voting

1. Voting for candidates will occur during a two week period of February 14 through February 28th, or immediately following the last winter regional conference, whichever is later.
 - a. Voting will occur through a combination of on-line and mail voting methods as determined by the Board of Directors.
2. A four (4) person committee will count votes. The Election Chair and three (3) additional appointed people comprised of the Election Committee and/or NDEMSA Board members.

Section 30.30 was Adopted on March 10, 2016 by the Board of Directors

30.40 - Conference Committee:

Purpose: The purpose of the Conference Committee is to represent the interest of the Association and its membership by providing a quality Annual Spring Conference. The committee is responsible for:

1. Attract and provide quality state and national presenters for a variety of continuing education topics.
2. Attract and provide local, state, and national vendors for exhibitor space.
3. Coordinate with the Election Committee to establish guidelines for campaign signs, posters, and other officer election campaign activities.
4. Coordinate with the Executive Director for assurance that attendee's CE hours are properly recorded.
5. Coordinate with the Executive Director to assure that all conference sponsorships are sold.

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6. Coordinate with board members to assure their assistance in conducting their assigned tasks for the annual conference.
7. Coordinate with regional conference planning in all four regions at the request of the regional directors.
8. The conference committee will be furnished a cell phone and plan including internet and texting capabilities and laptop computers for all committee members.

30.50 - Budget and Finance Committee

Purpose: The purpose of the Budget and Finance Committee is to assure the ongoing financial stability and growth of the Association. The committee is responsible for overseeing the financial activities of the Association, preparing long-term and short-term budget plans, and reviewing and recommending the funding requests of the Association's committees to the Board of Directors for approval.

1. The Association's Treasurer shall be the Chairperson.
2. The committee shall be made up of the Association's Vice President, Secretary/Treasurer, Accountant, and two additional Board members.
3. The committee shall review the annual budget for each fiscal year. They shall present the budget to the Board of Directors for acceptance at the fall quarterly Board of Directors meeting.
4. The Committee shall meet quarterly to review the disbursements, receipts, and financial statements and records of the Association for any exceptions, irregularities, or missing supporting documentation.
5. If the committee notices any exceptions, irregularities, missing documentation or suspects any fraudulent activity the committee shall immediately present it to the Association Board of Directors for further action.

30.60 - Publications Committee:

Purpose: *The Response Time* shall be published to keep members up to date on current events of the NDEMSA.

1. *The Response Time* shall be published quarterly.

30.70 - Marketing/Membership Committee:

Purpose: It is the purpose of the Marketing/Membership Committee to promote the importance of EMS in the state of North Dakota. It will also promote the NDEMSA to its members and the general public.

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1. Design membership benefit programs to insure a value to members for dues paid.
2. Partner with local, state, and national corporations for membership discount programs.
3. Design corporate sponsorship programs that promote statewide EMS importance and recognize corporate sponsorships.
4. Present membership programs that encourage services and members to join.
5. Promote membership items that will not compete with the Association logo items.
6. Develop a membership perks program.
7. Work cooperatively with the Executive Director on a web based, membership-only program.
8. Implement public relations programs that promote the overall professional image of the NDEMSEA.
9. Association has the copyright to the approved logo.
10. Membership dues will be approved by the board.

30.80 - Awards Committee:

Purpose: It is the purpose of the awards committee to establish and recommend awards recognizing outstanding performance and exemplary contribution or achievement to the Association or the EMS profession in general.

1. The committee will establish guidelines for each awards presented by the Association.
2. The committee will review and verify all applications submitted.
3. Recipients of the statewide awards will be announced at the Annual Spring Conference banquet.
4. The committee will conduct its activities within approved budget amounts.
5. The Association presents the following annual awards.
 - a. EMS Provider of the Year (presented by President)
 - b. EMS Service of the Year (presented by President)
 - c. Medical Director Award
 - d. Grace Knapp Award
 - e. Media Award
- f. Distinguished Service Award (presented by President)
- g. Legislator of the Year Award (presented by President during Legislative years)
6. The Association presents the following regional awards:
 - a. Siren Award
 - b. Rising Star Award

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c. Regional Squad

30.90 - Test Team:

Purpose: It is the purpose of the North Dakota EMS Association's Test Team Committee to provide a means for our state's EMS candidates to test and validate their proficiency in the noble profession of Emergency Medical Services provider at the Basic Life Support and Advance Life Support levels.

The North Dakota EMS Association is committed to direct the basic principles of our Test Team's endeavors to:

1. Providing proficiency testing at the most reasonable cost possible for EMS candidates who will provide their services in an EMS environment in North Dakota.
2. Collaborating with the State Division of Emergency Medical Services in order to assure a stable and viable mechanism for the testing of EMS candidates in North Dakota.
3. Providing proficiency testing to EMS candidates and for EMS training institutions that are based in, trained in, and will serve the EMS profession in North Dakota.
4. Providing a testing site schedule which will be well timed to the completion of EMS training courses offered throughout North Dakota, thereby facilitating the timely certification or licensure of candidates with graduation from their North Dakota EMS training program.
5. Providing qualified, principled, and ethical EMS testers to administer and oversee the EMS testing process.
6. Provide a fair and equitable method of compensation to the testing personnel required to meet State and National Registry of EMT's requirements.

Section 40.0 Special Committees:

The President may appoint special committees for specific functions, and they shall be discharged upon the completion of the duties for which they were appointed.

40.10 Service Director/Squad Leader Committee:

Purpose: To promote leadership and provide informational and educational resources that will enable member services to make informed decisions regarding management and operations within their organization.

1. Provide regional meetings/seminars with educational topics related to leadership development, organizational management and operations as related to the EMS industry.

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2. Monitor EMS industry resources and publish important service director related news and events to the web page and/or *The Response Time*.
3. Promote communication and networking between member services.

Section 50.0 Administrative and Financial

50.10 - Financial Procedures

A. Fiscal Year and Audit Records

1. The Association's fiscal year is January 1 thru December 31.
2. At the close of the fiscal year, the Treasurer shall prepare the internal, year-end financial statements and present the same to a certified public accountant for audit.
3. At the Board's discretion, an "opinion audit" or "review audit" may be ordered.
4. The committee shall be responsible to assure that all "auditors' comments" are followed.

B. Cash Receipts

The Office Manager shall be responsible for receipt of all Association revenue.

I. In Office

1. Immediately following the receipt of check, it shall be marked, "*For Deposit Only.*"
2. All receipts shall be entered into the deposit spreadsheet daily.
3. After being entered all receipts shall be placed in a bank bag, which will be stored in a locked drawer or cabinet until take to the NDEMSEA Accountant.
 - a. The location of this drawer or cabinet shall only be known to and accessible by the Association's President, Treasurer, and Office Manager.
4. When the deposit is ready to be made, the deposit spreadsheet, supporting documentation and bank bag shall be taken to the Association's Accountant. (*A copy of all deposit spreadsheets, supporting documentation, and checks shall be kept on file in the NDEMSEA office.*)
5. The Association's Accountant shall then complete the deposit process and supply the office manager with a copy of the deposit slip and bank ticket.

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6. The Association's Office Manager shall provide all receipts for deposit to the Association's Accountant every Wednesday and Friday. Deposits may be made more often in cases of high volume.
7. Reconciliation of bank deposits shall be done by the Association's Office Manger Monthly.

II. At NDEMOSA Events

1. All receipts at any NDEMOSA event shall be received by the Association's Office Manger. Any checks shall immediately be marked, "*For Deposit Only.*"
2. All receipts shall be stored in a lockable cash box.
3. At day end, a designated Association Board Member and the Office Manager shall total the receipts, record the total, and lock the box. The cash box shall remain in possession of the Office Manager and the key in the possession of the designated Board Member. (*For multiple day events, this will be done a the end of every day.*)
4. At the end of the event, a designated Association Board Member and the Office Manager shall total the receipts for the event, record the total, and lock the box. The totals shall be emailed by the Board Member to the Association's Accountant.
5. The first business day after the event the locked cash box shall be presented to the Accountant, along with the deposit spreadsheet and supporting documentation. (*A copy of all deposit spreadsheets, supporting documentation, and checks shall be kept on file in the NDEMOSA office.*)
6. The Association's Accountant shall than complete the deposit process.

III. Returned Checks

1. A twenty (20) dollar fee will be assessed on all returned checks.
2. Checks will be re-deposited on the initial return.
3. If the check is returned a second time the issuer will be assessed an additional ten (10) dollar fee.
4. After the second return, the check will not be re-deposited. The issuer will be invoiced for the initial amount along with the assessed fees and cash a cashier's check or money order will be the required form of payment.

C. Cash Disbursements

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I. Governance on Association Spending

1. The Association does not provide cash advance for anticipated expenses or purchases.
2. Excluding previously approved committee budget items, all disbursements of \$2,500.00 or more require prior approval from the Association's Board of Directors; or, at the discretion of the committee chair and one Executive Committee member.
3. All purchases exceeding \$500.00 shall be made with the use of the Association's credit card or direct billed to the Association, when possible.
4. Committee chairpersons shall operate within the approved budget amounts. If additional funding is needed, approval must be received from the Association's Board of Directors.
5. Direct bill invoices shall be received by the NDEMSEA office sent directly from the vendor. The Association's Office Manager shall review all invoices and verify that they include spending for Association business only.
6. All invoices shall be paid within 30 days (following the procedure laid out by Section 50.10, Subsection C.II of these policies) unless other payment terms have been reached with the vendor.

II. Actual Disbursement

1. The Association's Office Manager shall collect all invoices and requests for reimbursement (guidelines for reimbursement are laid out in Section 50.10, Subsection D of these policies) for review and verification.
2. After reviewing and verifying the documents the Office Manager shall forward them to the Association's Accountant. *(A copy of all invoices and requests for reimbursement shall be kept on file in the NDEMSEA office, including all attached receipts and other supporting documents).*
3. No payment shall be issued for any invoice or request for reimbursement without proper documentation and verification.
4. The Association's Accountant shall enter all invoices into the accounting software.

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5. When bills or reimbursements are ready to be paid the Association's Accountant shall submit an "Unpaid Bills Report" to the Association's Office Manager.
6. The Office Manager shall match the vendors and amount to be paid listed on the Unpaid Bills Report to the invoices, request for reimbursement, and supporting document on file in the NDEMOSA office.
7. After approving/disapproving the Unpaid Bill Report it shall be forwarded to the Association's Treasurer. The Office Manager and Treasurer will jointly approve the bills to be paid prior to the printing of any checks.
8. After the Accountant has received approval from the Office Manager and Treasurer, checks shall be printed and mailed by the Accountant. Approval or disapproval shall be granted within 48 hours of receipt of the Unpaid Bills Report (excluding any hours elapsed on non-business days).
9. The Office Manager shall keep a record of the check number of the last check printed in a check run and ensure that the first check issued in the next check run is consecutive.
10. Check stock at the NDEMOSA office and the Association's Accountant's office shall be stored in a locked box, drawer, or cabinet only accessible by the Association's President, Office Manager, and Accountant.
11. The Office Manger shall keep record of all cancelled checks. The Association's President and Treasurer shall periodically review cancelled checks.
12. The Office Manager shall reconcile all bank account statements monthly.

III. Uncashed Checks

1. All checks issued by the Association shall include the words "*Void after 120 days*".
2. Any check not cashed one hundred, twenty (120) days after its date shall be deemed an uncashed check.
3. After the reconciliation of the monthly bank statements any outstanding check deemed to be an uncashed check shall be void and cancelled.
 - a. *Exemption.* Any check dated prior to the adoption of this policy shall be exempt from this policy.

Adopted on August 2, 2011 by the Board of Directors

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IV. Reissuance of Void and Cancelled Uncashed Checks

1. Any void and cancelled uncashed check, regardless of age or amount, shall be reissued upon request of payee so long as it can be determined the said check was never cashed or previously reissued and cashed.

Adopted on August 2, 2011 by the Board of Directors

D. Reimbursement of Expenses

1. All Officer, Director, or employee requests for reimbursement must be accompanied by the original detailed and itemized receipts, described on an "Expense Report" or other manner acceptable to the Treasurer and in accordance with current IRS guidelines. If no receipts, no reimbursement will be given.
2. Board members are not compensated for their service as directors. All director and officers can be reimbursed up to \$50.00 per year as a clothing allowance for NDEMSEA logo wear.
3. When attending regular or special board meetings, members will be reimbursed for expenses as described in the schedule below. If you leave the meeting without permission from the chairman, no reimbursement will be issued.
4. When performing assigned duties at the Annual Spring Conference, members may be reimbursed up to 4 days' expenses as described in the schedule below.
5. When performing assigned duties at a Region Conference, Regional Directors and the Chair or designee of the Conference Committee shall be reimbursed for conference expenses as described in the schedule below.
6. The Association will reimburse expenses for up to three delegates' attendance at a national conference and the president for the NAEMT Advisory Council meeting at the NAEMT annual conference.
7. It is the policy of the Board that lodging be booked at the facility which is holding the event and rental cars only be used when required for Association business.
8. The Executive Director, Office Manager, and other Association staff will be reimbursed for reasonable and customary business expenses at the discretion of the President. All requests for reimbursement must be accompanied by the original detailed, itemized receipts, summarized on an expense report, and approved by the President.
9. Expenses for alcoholic beverages for directors/officers will not be reimbursed.
10. When meals are provided and paid for by the Association a deduction in per diem will be calculated (breakfast \$7.00, lunch \$12.00, dinner \$16.00).
11. Reimbursement Schedule:

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	Board Meeting	Conference	National
Mileage	Current IRS Rate	Current IRS Rate	Current IRS Rate
Per Diem Meals	\$35.00/Day	\$35.00/Day - Up to four days	\$75.00/Day
Lodging	Single Room Rate if over four hours traveled or meeting goes later than 9:00 pm	Single Room Rate - Up to four days	Single Room Rate
Airfare	N/A	N/A	Round Trip – Coach Class Fare

E. Credit Card Policy

I. Purpose

To establish criteria for the use of credit cards issued on behalf of the NDEMSA for the purpose of conducting Association business.

II. Overview

The use of credit cards has proven to be a cost effective method of obtaining low cost supply and service items for the Association. The use of credit cards also makes the Association more accountable by providing detailed purchase histories and other important record keeping and time saving information. Some travel and training costs may also be handled best through the credit card process.

III. Definitions

For the purpose of this policy the following definitions apply:

- A. Office Manager - This individual shall review and approve a cardholder's monthly statement of account.
- B. Cardholder - Individual who has been issued a credit card and who is authorized to make purchases in accordance with these procedures.
- C. Single Purchase Limit - A dollar amount limitation of purchasing authority delegated to a cardholder. This dollar limit may vary from cardholder to cardholder.
- D. Vendor - A company from which a cardholder is purchasing materials and/or equipment or services under the provisions of this procedure.

IV. Procedure

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For the credit card process to operate efficiently, a timely response to each of the elements of the procedure is required from those concerned. Failure to do so will create problems for the office staff in preparing for the month end closeout. Employee absences should be anticipated and arrangements put in place so that the process flow will not be delayed.

A. Issuance of Credit Cards

1. The employee must sign documentation verifying agreement to the conditions of use.
2. The Board of Directors will determine the purchase authority of the cardholder and the President or Vice President will sign the enrollment form indicating approval.
3. The Board of Directors will review and approve the enrollment form and process for issuance of a credit card to the cardholder.

B. Use of the Credit Card

1. If an employee receives a unique card with his/her name on it, ONLY that cardholder is authorized to use that card. However, the cardholder is responsible for all use of his/her card.
2. The credit card is to be used in the conduct of the Association's business only. The use of an Association credit card to acquire or purchase goods and services for other than official use of the Association is fraudulent use and may subject the employee or officer to disciplinary action up to and including dismissal and/or criminal prosecution.
 - a. The following restrictions/guidelines will apply:
 - i. The total value of a transaction shall not exceed a cardholder's single purchase limit. Payment for a purchase WILL NOT be split into multiple transactions to stay within the single purchase limit.
 - ii. All items purchased over-the-counter must be immediately available at the time of credit card use.
 - iii. Spending limits will be adhered to.
 - b. The cardholder will retain vendor's receipts and/or records of telephone, internet, and/or mail orders and file for future reconciliation of the credit card statement.

C. Unauthorized Credit Card Use

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The credit card SHALL NOT BE USED for the following:

1. Personal purchases or identification.
2. A purchase that exceeds the Cardholder's single, daily, and/or monthly purchase limit.
3. Cash advances
4. Personal meals as per diem is provided unless preapproved by the Board of Directors.

A cardholder who makes unauthorized purchases will be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees charged by the Bank or card company in connection with the misuse. The cardholder will also be subject to disciplinary action, which may include termination.

D. Making a Purchase

It is the Association's policy to seek competition and the lowest prices within the parameter of quality and delivery. Accordingly, whenever making a credit card purchase the cardholder will check as many sources of supply as reasonable to the situation to assure best price and delivery.

E. Cardholder Record Keeping

1. Whenever a credit card purchase is made, either over-the counter or by other means, documentation shall be obtained as proof of purchase including the quality, full description of items and includes sales tax. Such documentation will be used to verify the purchases listed on the cardholder's monthly statement of account.
2. When the purchase is made over-the-counter, the cardholder shall retain the invoice and "customer copy" of the charge receipt. The cardholder is responsible for checking that the vendor lists the quantity, fully describes the item(s), and includes sales tax, prior to the cardholder signing the slip.
3. When an item is returned the vendor shall issue the Cardholder a credit, which should appear on a subsequent statement. *Under no circumstances should the cardholder accept cash in lieu of a credit to the credit card account.*

F. Review of Monthly Statement

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1. At the end of each billing cycle, the cardholder shall receive his/her monthly statement of account that will list the cardholder's transactions for that period.
2. The cardholder shall check each transaction listed against his/her receipts, and any shipping documents to verify the monthly statement. The original sales documents (packing slip, invoice, cash register tape, credit card slips, etc) for all items listed on the monthly statement **MUST** be neatly attached and submitted with the statement and reimbursement request form to the office Manager within five (5) business days of receiving the monthly statement. Please note reason if original receipts are not attached. More than two reminders of this routine will be grounds for revoking the employee's or officer's credit card privileges.

G. Payment of Credit Card Purchases

1. The Office Manager and Treasurer will ensure that sufficient funds are encumbered to pay for anticipated purchases.
2. The cardholder will reconcile the monthly statement received from the credit card company with the receipts and sign as correct.
 - a. If purchased items are not listed on the monthly statement, the appropriate transaction documentation shall be **RETAIEMED** by the cardholder until the next monthly statement. If the purchase or credit does not appear on the statement within 60 days after the date of purchase, the cardholder shall notify the Office Manager and the Treasurer.
3. The Office Manager will review the reconciled statement and forward with receipts to the Treasurer. If the expense is for more than one account, the distribution of expenditures must also be marked on the statement.
4. The Treasurer will review the reconciled statement and sign.

H. Cardholder Security

1. It is the cardholder's responsibility to safeguard the credit card and account number to the same degree that a cardholder safeguards his/her personal credit information.

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2. If the card is lost or stolen, the cardholder shall immediately notify the credit card company. The Office Manager should be notified and the Lost/Stolen Card Notification form filled out.
3. A new card shall be promptly issued to the cardholder after the reported loss or theft. A card that is subsequently found by the cardholder after being reported lost shall be destroyed.

I. Cardholder Separation

Prior to separation from the Association, the cardholder shall surrender the credit card and current credit card proofs of purchase to the Office Manager and/or Treasurer. Upon its receipt, the Office Manager and/or Treasurer will follow the steps outline under Review of Monthly Statement and Payment of Credit Card Purchases, and the card is to be destroyed.

F. Grants

1. All grant money will be kept separate from the general accounts of the Association. The Association will have a review audit completed annually and maintain records for no less than seven years or as specified by the grant guidance or law.
2. All Association employees shall carefully and accurately record time spent working on grant funded activities in a calendar. This time shall be kept separate from time spent working on any activity that is not grant related.
3. All Association employees shall supplement all recorded times with a detailed record of what work was done, tasks performed, and how it relates to the grant funded project during those times.
4. Each employee's calendar shall be reviewed by their direct supervisor for exceptions or irregularities as well as to assure that the activities are grant related.

G. Record Retention

1. All Association finance records and documentation shall be kept for no less than seven years or as specified by grant guidance or law.
2. At the end of each fiscal year, the finance documents relating to that year, shall be filed and stored in Association storage.
3. After the seven year retention period has been reached the documents may then be purged.
4. All annual audit reports shall be kept permanently.

H. Access to Association Accounting Documentation

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1. The Association's Accountant shall have administrative power over the accounting software.
2. The Association's President, Treasurer, Finance Committee members, and Office Manager, shall have remote access to the Association's accounting software.
3. Each of the above individuals shall have their own, unique username and password, allowing only them access to the software.
4. The Office Manger shall have the privilege to reconcile the bank accounts, only this privilege shall be granted.
5. The President, Treasurer, and Finance Committee members shall have only the privilege to view the records.
6. Any Association board or staff member not listed above will NOT have access to the accounting software, unless otherwise approved by the Board of Directors.
7. Any grant related transaction will be made available upon request. Any person may request grant related documentation

I. Fraud

I. What the Association Considers Fraud

1. Forgery of any Directors', Supervisors', or Employees' signature on any Association document.
2. Knowingly spending Association funds on any activity, service, or material item not related to Association business.
3. Falsification of any Association document.
4. Misallocation of any Association funds in an attempt to defraud or embezzle from the Association.
5. Theft of any Association property or monies.

II. Consequences of Committing Fraud

1. After any Director or Employee of the Association is accused of fraud, the Board of Directors will immediately form a review committee to investigate.
2. The accused member shall be suspended from all duties from time the accusation is made until the report of the review committee is presented.
3. If the committee finds that the accusations are true, the accused will be expected to repay any funds embezzled or any damages incurred by the Association.

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4. In the case that the accused does not repay embezzled funds or damages criminal and civil action will be taken.
5. If the committee finds that the accusations are true, the accused will immediately be dismissed from membership on the Board or expelled from employment.
6. If the committee finds no evidence to support the accusation, the accused will be exonerated and will not be penalized.

J. Purchase of Services Policy

1. The Board shall have the power and authority to make all purchases of services for the Association.
2. The Directors shall conduct due diligence to collect price estimates from potential contractors and research the comparability of price with similar services.
3. The Board shall consider all estimates and research and choose the contractor that best serves the needs of the Association and will be the most beneficial to the Association, provided the cost is reasonable.
4. The Board may delegate this authority to special or standing committees of the Board that have specific knowledge of the project the service is being purchased for.
5. In the case of delegation of this authority, the Board shall supply the committee in which the power was delegated, a general outline of what is to be purchased and a budget.
6. The committee shall then conduct due diligence to collect price estimates from potential contractors and research the comparability of price with similar services.
7. The committee shall consider all estimate and research and choose the contractor that best serves the needs of the Association, provided the cost is reasonable.
8. A simple majority, roll call vote, of the body holding the authority to make the purchase, will authorize the purchase.

K. Capital Assets

I. Capital Assets

1. A capital asset is a piece of property that meets the following requirements:
 - a. It is tangible or intangible.
 - b. It is used in the operation of Association activities.

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- c. It has a useful life greater than the current fiscal year in which it is purchased.
 - d. It has a value equal to or greater than five hundred (500) U.S. dollars.
2. The value of a capital asset, when purchased, shall be determined by the purchase price of the asset, when acquired through donation, shall be determined by the fair market value of the asset at the time of donation.

II. Acquisition of Capital Assets

1. The acquisition of capital assets shall be governed by the provisions of Section 50.10-C of these policies.

III. Depreciation

1. Assets that do not meet the requirements of a capital asset set forth in Section 50.10-K.I shall be expensed upon purchase.
2. Assets that do meet the requirements of a capital asset set forth in Section 50.10-K.I shall be depreciated over an estimated useful life using a method deemed appropriate by the Association's Accountant and/or contracted CPA firm and approved by the Association's President and Secretary/Treasurer.

IV. Distribution of Assets

1. The Association may provide assets to particular officers, directors and employees for the purpose of carrying out Association business. The equipment shall be assigned by the Board and an equipment form will be completed.
2. NDEMSA assets may be used for Association and personal reasons, excluding inappropriate content.

V. Disposal of Assets

1. Any asset that the Association no longer needs or desires and is still usable shall be disposed of one of the following ways:
 - a. It may be traded for the acquisition of a similar replacement asset.
 - b. It may be auctioned at a time and place in which Association members and directors have access to purchase it.

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Subsection K was Adopted on August 2, 2011 by the Board of Directors

50.20 – Investment Procedures

A. Purpose

1. Investment Policy: The purpose of this policy is to establish guidelines and procedures that will govern the management of the Association's investment account(s). This policy will:
 - a. Define accountability standards and duties for the Board of Directors, Investment Committee and Contracted Providers;
 - b. Establish reasonable objectives and identify criteria for monitoring and assessing the performance of the investment account(s);
 - c. Set forth asset classes eligible for inclusion in the investment account(s) and allocation ranges for such asset classes; and
 - d. Outline spending and reinvestment standards.
2. Investment Fund: The Association's investment fund was created to preserve the value of its idle cash reserves and provide growth to such reserves of one (1) to three (3) percent after inflation over a three (3) to five (5) year period.

B. Accountability Standards and Duties

1. Board of Directors: The Board of Directors holds ultimate fiduciary responsibility for the Association's investment account(s). They are responsible for adopting and periodically reviewing the Association's investment policy to ensure it reflects the attitudes, expectations and objectives of the Association. The board is responsible for approving appointments to the investment committee and periodically reviewing the work of the committee. Finally, the board shall, no less than annually, review the composition and performance of the investment account(s) to ensure they are in compliance with the investment policy and performing at acceptable levels.
2. Investment Committee: The Board of Directors' Budget and Finance Committee shall serve as the Investment Committee with the addition of the Association's Financial Planner/Advisor. The Committee shall be responsible for reviewing, interviewing and recommending all contracted providers, when such providers pertain to investment, to the Board of Directors. They are also responsible for ensuring this policy is implemented, further defining investment strategies and making specific allocations to each desired asset class, within the bounds established herein. The Committee shall monitor and review the performance of all contracted providers. Finally, the Committee must monitor and review the composition and performance of the investment account(s), no less than quarterly, to ensure compliance with this policy and that desired outcomes are obtained.
3. Contracted Providers: The Board of Directors, with the advice of the Investment Committee, when deemed prudent and advantageous, may

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contract outside providers, such as financial planners, advisors, brokers, etc. to implement the investment strategy, advise on asset allocation, monitor account performance, act as a custodian and manage the day-to-day activities of the investment account(s). Such contracted providers act as an extension of the Association; thus, they assume fiduciary responsibility and are bound by this policy. Contracted providers report and are responsible to the Investment Committee and must provide monthly reports to the Committee's Chair.

4. Signatures: The Association's President and Vice President shall be the signatures of the investment account(s). No account shall be established, dissolved or otherwise changed without both signatures. Both signatures are also required to execute all instruments associated with the investment account(s).

C. Objectives and Monitoring

1. Objectives: The investment objectives of the Association are as follows:

- a. The primary, and minimum, objective is to preserve the value of the invested idle cash reserves over a period of three (3) to five (5) years.
- b. Provide growth to invested reserves of one (1) to three (3) percent over a period of three (3) to five (5) years.
- c. Maintain no less than fifty (50) percent of the invested reserves in liquid assets.
- d. As a whole, the investment account shall carry a risk of no more than half the average risk of the Standard & Poor's 500 Index (portfolio should carry a beta value of no more than 0.5).
- e. The investment account(s) shall be diversified, having the reserves invested in no less than three funds and/or assets.
- f. The Association recognizes that the above objectives are goals and that market factors, outside the control of any one individual, may prevent the investment account(s) from reaching any of the above objectives.

2. Monitoring and Review: The investment account(s) shall be monitored and reviewed, at a minimum, monthly by contracted providers, quarterly by the Investment Committee and annually by the Board of Directors. During the monitoring and review process special attention should be given to composition, to ensure the account(s) are in compliance with the asset allocation guidelines, and to the performance (return) being achieved. Performance should meet the aforementioned objectives and be compared to style-specific market indices. If the implemented strategy is underperforming, compared to the aforementioned objectives and style-specific market indices, the Investment Committee shall work to revise the strategy.

D. Asset Classes and Allocation

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1. Asset Classes: The Association's investment account(s), referred to as 'portfolio' for the purpose of this section, may include the following asset classes. Asset classes not listed below may only be included in the portfolio with board approval and policy revision.

a. Equities: Individual equity securities shall not be purchased for the Association's portfolio. The Association may maintain equity holdings through mutual funds and/or Exchange Traded Funds. The portfolio shall contain no international equities.

b. Fixed Income: The portfolio must maintain fixed income assets. Such assets may include preferred stock, corporate debt obligations and domestic government debt obligations. The aforementioned assets may be purchased through mutual funds, Exchange Traded Funds and/or individually. Only fixed income assets with a Moody's rating of Aaa or Aa shall be purchased for the portfolio and the portfolio shall contain no international fixed income assets.

c. Cash and Equivalents: The portfolio may hold cash and/or cash equivalents such as commercial paper, Treasury Bills, certificates of deposit and money market deposit accounts to provide income and liquidity for expense payments. Commercial paper assets must have a Standard & Poor's rating of A-1 or a Moody's rating of P-1 to be purchased for the portfolio. The portfolio shall contain no international cash or equivalents.

2. Asset Allocation: The portfolio shall adhere to the below allocation ranges. It is understood that from time to time the portfolio will deviate from the allocation ranges due to market factors; however, over a three (3) to five (5) year period they shall follow the ranges and reallocation is necessary if they deviate over the long-run.

a. Equities: Zero (0) to twenty-five (25) percent of the portfolio.

b. Fixed Income: Fifty (50) to ninety (90) percent of the portfolio.

c. Cash and Equivalents: Zero (0) to fifteen (15) percent of the portfolio.

d. Unique Circumstances: During times of negative market changes the portfolio allocation requirements may be waived by the Investment Committee Chair and Signatures so that the entire portfolio may be held as cash and equivalents. This may only be done to preserve the principle value of the portfolio and for short periods of time.

E. Spending and Reinvestment

1. Spending: The Association, with majority approval of the Board of Directors, may expend any portion of funds in the investment account(s). However, all efforts should be exhausted to maintain, at minimum, the original principle balance.

2. Reinvestment: All dividends, interest and other income produced by the investment account(s) shall be reinvested, unless otherwise directed by a majority vote of the Board of Directors.

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50.30 - Site and Facility Selection:

It is the general policy of the Association to hold meetings at least once each calendar quarter at a time and place determined by the Board. It is the general policy of the Association to hold one annual spring conference and four regional conferences to be determined by each respective region.

1. Guidelines for site selection:
 - a. The definition of a site is an area or specific locality where the event will be held.
 - b. Site selection will be based on 1) prior history, 2) travel cost and access, and 3) availability of meeting dates.
2. The conference Committee is charged by the Board of Directors to review and recommend spring conference sites for Board approval.
3. Guidelines for meeting facility selection:
 - a. The definition of a meeting facility is a hotel, resort, or other facility capable of housing a meeting or conference.
 - b. Facility selection will be based on 1) space and guest room requirements, 2) availability of meeting dates, and 3) reasonable lodging and meal costs.
4. The Association will invite various cities and businesses to submit written proposals for the EMS Rendezvous Conference: the Conference Committee will make recommendations for Board approval.

50.40 - Endorsements and Recommendations

It is the policy of the Association to consider proposals for endorsement and/or recommendation of products and services that may be of benefit to the membership. The President is charged by the Board of Directors to review and recommend those seeking an endorsement or recommendation.

1. The Association will not consider “exclusive” endorsements or recommendations.
2. All proposals must be submitted in writing and specifically define all products and/or services that are to be considered for endorsement or recommendation.
3. The organization seeking the endorsement or recommendation must meet the following criteria:
 - a. Seek and maintain an associate membership in the Association for the entire term of the endorsement.

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- b. Advertise in *The Response Time* a minimum of three times per year for the entire term of the endorsement.
 - c. Exhibit at the Annual Spring Conference for the entire term of the endorsement.
 - d. Bear all costs of marketing and accounting for the product/service for the term of the endorsement.
 - e. Indemnify the Association against all costs associated with any and all legal action which may arise resulting from the endorsement.
 - f. Execute a written agreement stipulating the previous conditions.
4. Upon confirmation of the conditions in #3 above being met, the Board of Directors may then consider approval of the proposed endorsement or recommendation.

50.50 - Corporate Sponsorship and Foundation Development

It is the policy of the Association to seek and solicit the sponsorship of various companies and organizations. It is also the policy of the Association to seek and solicit charitable contributions from individuals and organizations for the EMS Foundation.

1. The Executive Director is charged with the primary responsibility of developing corporate sponsors and foundation donors.
2. Officers and Directors are also secondarily charged with the responsibility of soliciting sponsorships and donations.
3. The Executive Director, after review by counsel, may recommend to the Board the use of Trust Agreements and/or other legal instruments for the purpose of Association or Foundation development.
4. The Foundation Board will consist of five (5) board members. The current Vice President of the Association will serve as the President of the Foundation Board. The other four (4) members can be at large.

50.60 - Employment

Equal Opportunity Policy

The North Dakota EMS Association has a policy of providing equal opportunity to its employees and applicants for employment without regard to race, color, religion, national origin, sexual orientation, parental or marital status, disability, veteran status, sex, or age. It is the policy of the Association to insure that all personnel actions including compensation, benefits, transfers, layoffs, return from layoff, sponsored training, education, tuition assistance, and social and recreational programs are administered in a nondiscriminatory manner.

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1. It is the policy of the Association that all employee positions are on an “at will” basis. The Association classifies employees as:
 - a. Permanent, Full Time, Salaried
 - b. Permanent, Full Time, Hourly
 - c. Temporary, Full Time, Hourly
 - d. Part Time, Hourly
2. It is the policy of the Association that the first three (3) months of employment be deemed an “Evaluation Period,” during which work performance is monitored and assessed.
3. Full-time and salaried employees are expected to carry a commitment of forty (40) hours a week; in many cases, however, additional hours may be necessary in order to satisfactorily fulfill the requirements of the job.
4. The NDEMSA will pay APPROVED overtime. Overtime will be approved by the NDEMSA President and/or Executive Director. Overtime rate will be provided at 1.5 times their hourly rate.
5. The Association shall provide a hospital/medical insurance policy for Full Time and salaried employees; the additional cost of family or dependent coverage shall be borne by the employee.
6. Refer to the Policy of Leave for eligible days off.

50.70 – Hourly Employee Time-Keeping

Time-Keeping

1. Each hourly employee will be responsible for keeping a careful, accurate, and truthful record of hours worked. These hours shall be recorded on a NDEMSA timecard.
2. Each hourly employee shall submit any records of time spent on grant work (as stated in Section 50.10, Subsection F) at this time.
3. At the end of the two week pay period, each employee shall submit their timecards to their Direct Supervisor.
4. The Direct Supervisor shall review the timecards and, record of time spent working on grant funded activities, for exceptions or irregularities and to ensure that any time recorded as “grant work” is actual grant work.
5. After reviewing and approving the time records, the Direct Supervisor will sign the records and forward them to the Association’s Accountant.
6. The Accountant will than process the payroll and issue payment.

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Section 60.0 Parliamentary Governance

60.10 - Board Meeting Procedures

This section of the Policy and Procedure Handbook is meant to serve as a reference to assist Board Members during the course of a board meeting.

A. Operating Procedures

1. The Chair must recognize any individual wishing to address the Board.
2. A motion made by a Board member must have a second to be considered. Discussion will be limited to the motion made.
3. Robert's Rules of Order will prevail unless waived by a two-thirds vote of the Board.
4. All committee meetings will be open to membership attendance.
5. Board meeting shall be open to any member of the public.
6. Board meetings and Directors shall abide by and be governed by all open meeting laws.
7. In the case that Executive Session is called, the Board of Directors shall make NO decisions until the meeting is reopened.

60.20 - Communication

It is the policy of the Association to allow for certain types of electronic communication to facilitate conduct of the Association's business activities.

1. Minutes of all Board meetings and *Response Time* shall be made available for public download on the Association's website.
2. At the discretion of the President, emergency actions of the Board of Directors which cannot be postponed until the next scheduled meeting may be conducted by teleconference or video conference, provided evidence could be given that all Board members were notified of the action, a reasonable period of time was given for response or attendance, and that a quorum of members, as described in the bylaws, has attended or replied. Email votes on motions made at a regular board meeting are permissible when agreed to by the Board at such meeting that the motion was made. The Secretary or designee must provide official minutes of all such actions.
3. Facsimile or scanned images of documents are an acceptable alternative to postal mail except in the case when original signatures of Officers or Directors are required.

Section 70.0 Other Policies and Procedures

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70.10 - Discrimination and Harassment

It is the policy of the Association not to engage in discrimination against or harassment of any person employed or seeking employment; any individual seeking membership; or, any member seeking elected office within the Association on the basis of race, color, national origin, religion, sex, physical or mental disability, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or status as a covered veteran (special disabled veteran, Vietnam veteran, or any other veteran who served on active duty during a war or in a campaign or expedition for which a campaign badge has been authorized). This policy applies to all employment and membership practices, including recruitment, selection, promotion, transfer, merit increase, salary, training and development, demotion, and separation. This policy is intended to be consistent with the provisions of applicable state and federal laws and Association policies.

70.20 - Conflict Interest

1. No director, officer, or employee of the Association shall have any position with or a material interest in any other enterprise, the existence of which would conflict or might reasonably be supposed to conflict with the proper performance of his or her Association duties or responsibilities or which might tend to affect his or her independence of judgment with respect to transactions between the Association and others, without full and complete disclosure thereof to the Board of Directors.
2. Each director, officer, and employee shall refrain from knowingly buying or selling for himself or herself or any family member, any security or other interest which the Association may be considering buying or selling, until the Association decision has been completely executed.
3. No director, officer or employee, or any of their immediate family members, shall accept payments, gifts, entertainment, or other favors which go beyond common courtesies and which are provided by a party dealing or desiring to deal with the Association.
4. Each director, officer, and employee shall adhere to the Association's ethical commitment, to wit:

We commit to conduct ourselves honestly and ethically in our dealings with out associates and the people and organizations with whom we interact. We will meet all legal requirements and will conduct all activities with the highest integrity.
5. A director or officer will not vote on any matters before the Association in which the director or officer has a personal conflict of interest. At the Board's

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discretion, a director or officer with a personal conflict of interest in a matter before the Association may be asked to absent himself or herself from the Association proceeding during consideration of the matter in which the personal conflict of the director or officer exists. It is within the Board's discretion to determine whether a personal conflict of interest exists.

6. Each officer, director, and employee shall be required to sign a disclosure statement and acknowledgement form indicating his or her potential conflict of interests and that he or she has read, and understands the Association's Conflict of Interest Policy

70.40 - Board Member Participation Requirements

It is the policy of the Association to provide certain prerequisites to its officers and directors in recognition of the performance of various duties normally performed at the Association's meetings and conferences.

1. The prerequisites are normally, but not limited to:
 - a. Conference fees
 - b. Meal reimbursement
 - c. Lodging reimbursement
 - d. Mileage reimbursement
2. The duties are normally, but not limited to:
 - a. Set up of meeting rooms
 - b. Introduction of speakers
 - c. Attendance recordkeeping
 - d. Association booth attendance and representation
3. The Executive Committee, in cooperation with the Conference Committee, acting in a parliamentary fashion, may withhold certain prerequisites from certain Directors if it is concluded that certain individuals did not adequately perform assigned or expected duties.

70.50 - Officer, Director, and Executive Director Insurance

It is the policy of the Association to provide personal liability insurance for its Officers, Directors and the Executive Director for protection against personal legal exposure resulting from the individuals' performance of duties for the Association. The cost of this insurance shall be borne by the Association.

70.60 - Grievance Policy/Committee

If a grievance is brought before the Association, the Association President will select three Directors to review the grievance and make a decision. The decision will then be forwarded to the person bringing the grievance.

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70.70 - Contacting NDEMOSA Counsel

Only the President, Vice President, or Secretary/Treasurer can contact the NDEMOSA lawyer. If others contact NDEMOSA counsel without prior approval they will be responsible for payment.

70.80 - NDEMOSA Equipment

Repealed and replaced by Section 50.10-K.IV and 50.10-K.V on August 2, 2011 by the Board of Directors.

70.90 - Incident Reporting

When an incident occurs, an incident/discipline documentation form will be completed and submitted to an executive officer. Appropriate action will be determined by the Executive Committee.

70.100 - Written and Signed Agreement

Prior to assuming the duties of a Director, Officer, or Employee of the Association every individual must sign the "Policy Abidance Agreement." Signing this document constitutes a complete pledge to abide by and uphold the Bylaws and Policies of the North Dakota EMS Association. Signing also indicates the individual's awareness of the consequences of breaking any guideline or regulation established by the Association's Bylaws or Policies.

Section 80.0 Membership

80.10 - Standards of Membership Conduct

In order to be considered for membership or retain membership in good standing, no person or organization can be found to have violated any of the provisions listed below:

1. Willful violation, resulting in a conviction, of any federal, state, or local laws, including fraud, larceny, bribery, or other egregious felonies, that would have an adverse effect on the ambulance industry.
2. Falsification of any information submitted to the Association.
3. Failure to meet any financial obligation justly due to the Association.
4. Willful acts to discredit the Association.
5. Representing the Association or expressing an opinion in the name of the Association without official authority.
6. Theft or misappropriation of any property or any act to defraud the Association.

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7. Engaging in any activity which may conflict with the interests, goals, and objectives of the Association.
8. Any inappropriate use of Association materials, resources, and information.
9. No member shall knowingly engage in any illegal, self-referral patterns.
Illegal is meant to be any violation of federal anti-kickback statutes.

I understand that this membership is subject to the approval of the Board of Directors of the Association. I pledge to conform to the Articles, Bylaws, Code of Ethics, Professional Standards, and other official acts of the ND EMS Association.

80.20 – Requests for Assistance

Assistance from the NDEMMSA office, officers, and directors requires membership.

1. When a request for assistance is asked from the Association, the employee, officer, or director will first ask for the membership number and confirm membership before assisting the member.
2. The Association is a membership driven organization and the dues pay for Association business. It is not in the best interest to assist nonmembers without compensation.
3. The Association will assist with requests if the individual or service becomes a member.

Section 90.0 Changing of Policies

The NDEMMSA Board of Directors can change the entire document or individual sections. Each change will be dated in order that we may refer to the meeting minutes for clarification as to why the changes were made.