



**South Dakota
Emergency Medical
Technicians' Association**

Constitution

&

By-Laws

October 2003

Updated

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CONSTITUTION OF THE SDEMTA

ARTICLE I. Name:

Section 1. The name of this organization shall be the South Dakota Emergency Medical Technician's Association.

Section 2. The territory limits of the Association shall be the boundaries of the Great State of South Dakota.

ARTICLE II. Objectives and Purposes:

Section 1. The purpose of this Association shall be to promote better communication between all EMS personnel and the communities we serve.

Section 2. To bring to the members of the Association the knowledge which will aid each member in understanding and cooperation with each other's agencies to achieve their respective goals.

Section 3. To represent the best interest of all it's members.

Section 4. To provide for the exchange of successful ideas, techniques, judgments, and decisions among its members.

Section 5. To foster long range programs of education in the area of emergency services to all concerned.

ARTICLE III. Amendments:

Section 1. This Constitution may be amended at any annual meeting by a two-thirds (2/3) affirmative vote of the members casting a ballot who are present at the Annual meeting.

Section 2. Amendments must be submitted in writing to the Chairman of the Constitutional Revisions Committee. It shall be the committee's responsibility to review the amendment, prepare in proper language, and forward to members of the Executive Council. Amendments shall be published in the Association newsletter at least thirty (30) days prior to the Annual meeting.

BY-LAWS OF THE SDEMTA

ARTICLE I. Membership:

Section 1. There shall be four (4) classes of memberships Active, Associate, Honorary and Lifetime.

Subsection 1. Active membership shall be accorded to any person having completed the U.S. Department of Transportation Emergency Medical Technician's course (or equivalent), and currently certified as an EMT by the South Dakota Department of Health or any person having completed a South Dakota state approved 40 hour First Responder course and is currently a member of an organized ambulance or rescue unit.

A. Only active members shall be eligible to hold an elective office.

B. Active membership shall include those persons whether or not the boundaries of the State of South Dakota.

C. Membership to this organization shall not be restricted by race, sex, or political affiliation.

D. Membership forms may be obtained from the Treasurer of the District organization, and must be properly submitted to the State Treasurer.

E. Membership to the organization will be required to participate in any State or District training/educational activities using monies from the State Association. Membership fees may be paid at the time of the training/educational activity.

Subsection 2. Associate membership shall be accorded to persons who have an interest in emergency health care in South Dakota and who do not meet the criteria of active membership. Associate members will not be entitled to vote or hold an elective office.

Subsection 3. Honorary members shall include those persons living or dead on whom the Association wishes to bestow special recognition

A. Any active member may submit to the Executive Council recommendations for honorary membership. Recommendations shall be in writing to the Secretary of the Association on regular membership forms, including details of outstanding service. Recommendations may only be approved by the Executive Council.

B. Honorary members shall not be required to pay dues and shall not be eligible to vote or hold elective office.

C. Honorary members may be appointed to committees in a non-voting role.

Subsection 4. Lifetime members shall be accorded to any living past member of the SDEMTA meeting the following requirements:

1. Been a member of the Association for no less than 10 consecutive years.
 2. Been an active member of the Association demonstrated by such things as holding an office, assisting with state or regional conferences, etc.
 3. Been active in promoting EMS in their local community or communities.
- A. Nominations for lifetime membership shall be made to the state executive council prior to the annual conference convening.
 - B. The executive board shall approve granting lifetime membership by a majority vote to a maximum of five (5) per year.
 - C. Lifetime membership shall be announced at the state annual awards banquet.
 - D. Members granted lifetime membership shall not be required to pay dues and shall have all the privileges described for an active member.

Section 2. All applications for membership must be in writing to either the State Treasurer or a District Treasurer of the Association.

Section 3. The annual membership dues shall be set by the Executive Council.

Subsection 1: The membership dues shall be distributed as follows: Two-thirds of the dues collected shall be placed in the SDEMTA general fund, one-third of the dues will be deposited with the member's home District. Dues will be deposited within 30 days of receipt.

Subsection 2: The following information must be obtained or verified as appropriate when dues are collected: (1) Full name, (2) Complete address, (3) EMT number – if applicable, (4) “R” if renewal or “NM” if new member. (5) Class of membership -- “Active” or “Associate”. This information will be shared between the State and District Treasures.

Subsection 3: The moneys deposited in the District or SDEMTA general fund may be spent only by appropriate authorized action of the governing body.

ARTICLE II. Organization:

Section 1. The Association shall derive its membership from the constituency of seven

subsidiary district organizations.

Subsection 1. The boundaries of the State Association shall be:

- A. District I will include the counties of Grant, Clark, Codington, Deuel, Kingsbury, Brookings, Miner, Lake and Moody.
- B. District II will include the counties of McCook, Minnehaha, Turner, Lincoln, Clay, and Union.
- C. District III will include the counties of. Jerauld, Sanborn, Brule, Aurora, Davison, Hanson, Gregory, Charles Mix, Douglas, Hutchinson, BonHomme, and Yankton.
- D. District IV will include the counties of McPherson, Brown, Marshall, Roberts, Edmunds, Day, Faulk, Spink, Hand, and Beadle.
- E. District V will include the counties of. Haakon, Stanley, Sully, Hyde, Hughes, Buffalo, Lyman, Jones, Mellette, Tripp, and Todd.
- F. District VI will include the counties of Harding, Butte, Meade, Lawrence, Pennington, Fall River, Shannon, Bennett, and Jackson.
- G. District VII will include the counties of Perkins, Corson, Campbell, Walworth, Potter, Dewey, and Ziebach.

Subsection 2: Each district will elect its own set of officers who shall manage the affairs of the District and represent the District in the State organization as outlined in this document.

- A. The Officers of the Districts shall be elected at the last quarterly meeting of the district before the Annual meeting of the Association. Those officers elected shall be installed as the last order of business prior to the close of the Annual meeting.
- B. The President and Vice-President of each District shall serve as representatives of the District on the Executive Council.
- C. The Vice-President of the District shall also serve as the District's representative on the Constitutional Revisions Committee.
- D. District Secretaries shall maintain proper business records of all District meetings. Copies of all minutes shall be sent to the State Vice-President, District Presidents, Historian and the Editor In Chief of the newsletter.

E. The District Treasurer shall be responsible for all financial records of the District. The Treasurer of the District shall serve on the Budget Committee of the Association.

Subsection 3. The role of the District shall be for the promotion of training in the District and purposes of communication between neighboring services.

A. The Districts will hold meetings at least quarterly at any site selected by the membership of that District.

B. The quarterly meeting of the District will include a training session designed for the improvement of emergency health care delivery in that District and the State.

Section 2. The State Association governing board, also known as the Executive Council, will consist of the five (5) State Officers elected at large, together with the seven (7) District Presidents and seven (7) District Vice-Presidents. These will be the only voting members of the Executive Council.

Subsection 1. The State Officers shall be President, Vice-President, Secretary, Treasurer and State Training Officer. This group will serve as the Executive Committee.

Subsection 2. The Standing Committees shall be Executive, Budget, Training, Constitutional Revisions, Public Relations, and EMS Memorial.

Subsection 3. Each of the Committees shall meet on the day prior to the commencement of the annual meeting of the Association and any other times as designated by the Chairperson of that committee. The Executive Council shall be required to meet at least quarterly.

Section 3. A quorum of the Executive Council shall consist of no less than four of the five State Officers or their proxy to any district officer, and eight of the fourteen District Presidents and Vice-Presidents, or their proxy.

Section 4. All binding documents relating to the SDEMTA must be signed by two members of the Executive Committee or their previously approved representatives. True copies of all binding documents shall be maintained by the SDEMTA Secretary.

Subsection 1. For regular Association business, signatures should be those of the co-hosting District Presidents.

Subsection 2. For documents relating to the Annual meeting, the signatures should be those of the SDEMTA President and the host District President.

Section 5. In the event of the State President and Vice-President would become deceased or unable to complete their duties, the State Secretary shall be responsible to call a special meeting of the Executive Council. The purpose of that meeting shall be for

the Executive Council to select and appoint from its members an Acting President of the SDEMTA. The person appointed shall be entitled to all privileges of the Office of President until the next Annual meeting at which time the office shall be open for election.

Subsection 1. It is unlikely that the five (5) State Officers should ever become deceased in an event. If this should happen, the President from whom the District in which the State President was a member, shall have the authority to call an Executive Council meeting for the purposes as stated in Section 5.

Subsection 2. These procedures may also be invoked on the District level as necessary.

ARTICLE II Section 6. SOCIETIES

- Subsection 1. Establishment. The Executive Council is authorized to establish Societies of the Association which Societies shall have as members, Active Members of the Association.
- Subsection 2. Purposes. A Society may be established for the purpose of forming a forum within the Association for those members with distinct professional interests to share ideas, information, education, and to assure that the needs and concerns of these members are reflected in the policies and programs of the Association or to carry out such work of the Association that goes beyond the work and responsibilities of Standing Committees.
- Subsection 3. Authority and Power. Societies are established under policies and procedures promulgated by the Executive Council. Societies shall establish operating under the fiscal control of the Association, and shall continue in existence so long as the Executive Council may determine. The orders and authority of the Association shall be supreme and in the event of a conflict with these Bylaws or other governance procedures of the Association, the Association shall prevail.
- Subsection 4. Guidelines. Except as the Executive Council may otherwise determine, any Society may make rules for the conduct of its business, but unless otherwise provided by the Executive Council, its business shall be conducted as nearly as may be in the same manner as is provided by these By-Laws for the conduct of business by the Executive Council. This council may, by resolution adopted by a two-thirds (2/3) majority of the whole council, terminate the existence of any Society or Societies.
- Subsection 5. Goals and Objectives. The Societies may establish goals and objectives. Such goals and objectives shall become effective upon approval of the Executive Council of the Association.
- Subsection 6. Membership. Members of the Society must be a member of the Association first. Membership Requirements: Societies may establish requirements. Such additional membership requirements shall be approved by the Executive Council of the Association.
- Subsection 7. Dues. Each Society may establish an annual Society dues to be paid by members of the Society subject to the approval of the Executive Council.
- Subsection 8. Officers. Each Society shall establish and elect such officers as it may deem necessary. The term of the officers shall be the same as those of the Officers of the Association. The officers shall be elected from and by the members of the Society. A member of a Society who is a State or Society officer of the Association may hold a Society office at the same time. The State President of a Society shall become a non voting member of the Executive Council. In the event that the President is already a member of the Executive Council, the Society may

appoint or elect a member of the Society to the Executive Council as a non voting member.

Subsection 9. Finances. The Society shall assume all expenses of the Society operation. The Association Treasurer shall act as auditor of the Treasurer of the Society.

Subsection 10. Chapters. A Society may form Districts whose operations shall conform to the Association By-Laws and the policies and procedures of the Society. Districts may or may not have the same boundaries as the Association Districts.

Subsection 11. Annual Meeting. The annual meeting of the general membership of a Society shall be held in conjunction with the annual meeting of the Association and upon 30 days written notice to the members. Officers of the Society may from time to time call meetings of the Society at least one of which shall be held prior to the annual meeting of the Association so that a report can be presented to the Executive Council.

Subsection 12. Committees. The Society may form committees.

ARTICLE III. Officers.

Section 1. The State Officers of the Association shall be elected to serve two year terms with the President and Secretary being elected in even-numbered years and Vice-President, Treasurer and Training Officer being elected in odd-numbered years. All nominations for State Officers shall come from the floor and/or from the Nominating Committee at the annual business meeting.

Subsection 1. The State President:

- A. Shall serve as the Chairperson and a voting member of the Executive Council, in the event of a tie vote, and shall be an ex officio member of all committees of this Association.
- B. Shall forward to the Secretary of the SDEMTA an agenda for each Executive Council meeting at least 30 days prior to the meeting.
- C. Shall act as the Chairperson of all regular or special meeting of the Association.
- D. Shall be the official representative of the Association when the Executive Council is not in session. The President may appoint a temporary representative as deemed necessary.
- E. Shall assume the official duties of the Office of President the first Saturday in December following the election. (See Subsection 7)
- F. Will have the responsibility of meeting at least once during their term of office with each of the Districts other than their own.
- G. Will be entitled to recover documented expenses as established by the approved budget. Expenses exceeding the budgeted amount must be documented and submitted for approval by the Executive Council. Documentation must be by receipt and/or mileage voucher.

Subsection 2. The Vice-President of the Association:

- A. Is a member of the Executive Committee and Executive Council.
- B. In the absence of the State President, the Vice-President shall Chair the meeting(s) of the Association.

- C. In the event the State President cannot complete their elected term, the State Vice-President shall then become the State President. Should this occur, another member of the Executive Council shall be appointed to the position of Vice-President. This appointment shall be in accordance with Article II, Section 2.
- D. May act as Editor of the Association newsletter, or appoint a person to this position with the approval of the Executive Council.
- E. Is the ex officio Chairman of the Constitutional Revisions Committee.
- B F. Shall assume the official duties of the Office of Vice-President on the first Saturday in December following their election. See Subsection 7.
- G. Will be entitled to recover documented expenses as established by the approved budget. Expenses exceeding the budgeted amount must be documented and submitted for approval by the Executive Council. Documentation must be by receipt and/or mileage voucher.
- H. In the event the State Vice-President cannot complete their term the State President shall appoint an Acting State Vice-President to complete the term of office. This appointment shall be in accordance with Article II.

Subsection 3. The Secretary of the Association:

- A. Is a voting, member of the Executive Committee and the Executive Council. In the event that the State President and State Vice-President offices are vacant, the Secretary shall invoke Article II, Section 2.
- B. Shall receive from the President of the SDEMTA an agenda for each Executive Council meeting at least 30 days prior to the meeting. This agenda shall be mailed to all Executive Council members at least fifteen (15) days prior to the meeting date.
- C. Shall have the responsibility for maintaining an accurate record of all the proceedings of the Executive Council. A copy of these records will be forwarded within fourteen (14) days to all members of the Executive Council, Editor and Editor-in-Chief of the Newsletter, and the Historian.
- D. Shall be the ex officio Chairperson of the Public Relations Committee.
- C E. Shall assume the official duties of the Office of Secretary on the first Saturday in December following their election. (See Subsection 7)
- D F. The Secretary will be entitled to recover documented expenses as established by the approved budget. Expenses exceeding the budgeted amount must be documented and submitted for approval by the Executive Council.

Documentation must be by receipt and/or mileage voucher.

- G. In the event, the State Secretary cannot complete their term the State President shall appoint an Acting State Secretary to complete the term of office. This appointment shall be accordance with Article II.

Subsection 4. The Treasurer of the Association:

- A. Shall have the responsibility of maintaining an accurate record of all Association funds and their allocations.
- B. Shall produce financial reports in both detail and summary form for each Executive Council meeting. The report produced for the October Executive Council meeting shall represent a complete fiscal year financial report. Copies of these reports shall be distributed to all Executive Council members at the beginning of each meeting.
- C. Shall serve as the ex officio Chairperson of the Budget Committee.
- D. Shall be bonded at the Association's expense at a level set and subject to change by the Executive Council.
- E. Shall assume the official duties of the Office of Treasurer on the first Saturday in December following their election. (See Subsection 7)
- F. Will be entitled to recover documented expenses as established by the approved budget. Expenses exceeding the budgeted amount must be documented and submitted for approval by the Executive Council. Documentation must be by receipt and/or mileage voucher.
- G. All checks drawn on the Association's account must be signed by both the SDEMTA President and Treasurer.
- H. In the event the State Treasurer cannot complete their term, the State President shall appoint an Acting State Treasurer to complete the term of office.

Subsection 5. The Liaison Officer is the only Association Officer not nominated from the floor at the conference and elected by the membership-at-large at the Annual meeting.

- A. The Liaison Officer shall be appointed by the Secretary of Department of Public Safety and will serve as the resource link between the Division of Emergency Medical Services and the Association. The appointment to the position will be with the advice and consent of the Executive Council.

Subsection 6. The State Training Officer:

- A. Will be elected at the Annual Conference as a voting member of the

Executive Council. The term of this position will be two years with elections being held in odd-numbered years.

- B. Will chair the Education Committee.
- C. Will represent the SDEMTA at the NAEMT Conference.
- E D. Will be required to give a written report to the Executive Council at the first meeting following the National Conference. A concise report will be published in the Association Newsletter.
- E. Will be entitled to recover documented expenses as established by the approved budget. Expenses exceeding the budgeted amount must be documented and submitted for approval by the Executive Council. Documentation must be by receipt and/or mileage voucher.

Subsection 7. Transfer of State Officer duties:

- A. The newly elected State Officers of this Association shall officially take their new office on or about as practical to the first Saturday in December. All records, files, reports or financial records shall be transferred to the respective officer at this time.
- B. Should the weather be such that such meeting cannot take place, the duties shall be assumed on that first Saturday of December by those duly elected to their respective positions.
- C. The current State President shall chair the meeting until, transfer of office is complete. Should the transfer affect the Office of President, after all records, files, reports, or financial records have been transferred, the newly elected President is the President of the SDEMTA and entitled to all rights and privileges of said office.
- D. Minutes shall be kept and made a part of the record at the January Executive Council meeting. All in attendance at this meeting be entitled to meals and mileage.

Section 2. The Officers of the respective Districts shall be elected to two (2) year terms. Each District shall hold an annual election. The annual election shall take place at the third quarterly District meeting prior to the commencement of the annual meeting. Even numbered Districts shall elect a President and a Secretary during the annual election held in even numbered years. The Vice-President and Treasurer of even numbered Districts shall be elected at the election held in odd numbered year. Odd numbered Districts shall elect a President and Secretary at the annual election held in odd numbered years. The Vice-President and Treasurer of odd numbered Districts shall be elected at the annual election held in even numbered years. This election shall not prevent a District from filling an office which has been vacated due to resignation,

impeachment, death, or other cause during a year in which the election for that office is not to be held under this section. The respective elected District Officers shall be President, Vice-President, Secretary, and Treasurer.

Subsection 1. The President shall be elected by the membership of the respective District.

- A. The duty of the District President shall be to preside over the affairs of the District.
- B. It shall also be the duty of the President to represent their District on the Executive Council.

Subsection 2. The Vice-President of the District shall also be elected by the membership of the District.

- A. The Vice-President shall have all duties normally accorded a Vice-President and may act in the stead of the President if it becomes impossible for the President to maintain their duties.
- B. It shall also be the duty of the Vice-President to represent their District on the Executive Council.
- C. The Vice-President's of the Districts will also represent their respective Districts on the Constitutional Revisions Committee.
- D. The Vice-Presidents of the Districts shall also serve as Assistant Editors of the State Association Newsletter.

Subsection 3. The Secretary of the District shall also be elected by the members of the respective District.

- A. The District Secretaries shall maintain proper business records of all District meetings. Copies of all minutes shall be sent to the State President, District Presidents, State Secretary, District Secretaries, Historian and the Editor-in-Chief of the Newsletter within fourteen (14) days of the meeting.
- B. It will be the responsibility of the District Secretary to work with the District Treasurer to maintain an accurate record of the membership of the District.

Subsection 4. The Treasurer of the District will also be elected from the membership of the District.

- A. It will be the responsibility of the District Treasurer to maintain an accurate record of all monies received and spent by the District and present evidence of all transactions upon request.
- B. It will be the responsibility of the Association Treasurer to forward to the

District Treasurer the amount of each members dues which has been determined to be appropriate to support the activities of the District. (Refer to article 1, Section 3)

- C. The District Treasurer will also serve as a member of the Budget Committee of the Association.
- D. The Treasurer must give a financial report to the members present at the quarterly meetings and submit a written report to the Executive Council prior to the commencement of the Annual meeting.

Subsection 5. Impeachment of Officers.

- A. All elected officers of the Association are subject to impeachment for negligence and/or misuse of the office.
- B. Impeachment proceedings involves any regular member presenting, in writing, to the Executive Body, thirty (30) days prior to the Annual or quarterly meeting, reasons for impeachment of said officer(s).
- C. The officer(s) cited for impeachment may present, in writing, their defense to all members of the Executive Council no less than fifteen (15) days prior to the Annual or quarterly meeting.
- D. Each side will be granted fifteen (15) minutes to verbally present their arguments before the Executive Council.
- E. Impeachment of an officer requires a two-thirds (2/3) vote of the regular membership present at the Annual or quarterly meeting.
- F. Within five (5) days of the final proceedings of impeachment, all records pertaining to the SDEMTA will be relinquished to an officer of the District from which the person resides.

Section 3. No individual may hold office at both the District and State level concurrently.

Subsection 1. Currently seated officers may run for any other office open for election during their term. If elected to a new position, they must resign their previous post, in writing, within seven (7) days of their installation into their new office.

Subsection 2. Resignations must be submitted, in writing, to the State Secretary.

ARTICLE IV. Meetings:

Section 1. The Districts will hold a minimum of (3) quarterly meetings per year with membership being notified, individually, no less than fourteen (14) days before said meeting.

Section 2. The Association will sponsor the Annual meeting to serve as the fourth quarterly meeting for the members of the Association.

ARTICLE V. Committees:

Section 1. Association Standing Committees.

Subsection 1. The Executive Committee.

- A. Shall be composed of the President, Vice-President, Secretary, Treasurer, and State Training Officer of the State Association.
- B. Shall preside over the meetings of the Executive Council.

Subsection 2. The Budget Committee.

- A. Shall be composed of the Treasurer of each District.
- B. Will cause the Treasurer's records to be reviewed annually by a non-partisan committee with a report of such to be presented to the Annual meeting.
- C. The SDEMTA fiscal year runs from October 1 through September 30.
- D. Shall meet with the Executive Council at the July meeting with a proposed budget to be presented at the next Annual meeting. This draft budget will be finalized at the Executive Council meeting in October. The approved budget will be presented by the Budget Committee at the first business session of the Annual meeting.
- E. Will meet as required prior to the Annual meeting to prepare the Annual SDEMTA financial report and proposed budget. Committee members will be entitled to mileage and meals for such meetings upon proper presentation of expenses to the Executive Council.

Subsection 3. The Constitution Revisions Committee.

- A. Shall be made up of the Vice-Presidents of each District.
- B. Shall review the Constitution and By-Laws of this organization annually. This review shall be conducted at the first quarterly meeting following the Annual meeting. The Committee may recommend changes necessary to keep the Constitution and By-Laws up to date.
- C. It will be the responsibility of the Constitutional Revisions Committee to review each amendment properly proposed to the Association and to make a recommendation on passage to the Association Annual meeting, at which time the amendments will be acted upon.
- D. Proposed changes to the Constitution and/or By-Laws will be published in the Association newsletter at least thirty (30) days prior to the Annual meeting.

- E. Will be responsible for the circulation of a copy of the proposed amendment(s) to all who register for the Annual meeting.

Subsection 4. The Public Relations Committee.

- A. Shall be composed of one (1) member from each District to be appointed by the President of the respective District.
- B. It will be the responsibility of the Public Relations Committee to make known to the public the activities of the Association which the Executive Council deems pertinent to the function of the Association.

Subsection 5. The Education Committee.

- A. Shall be composed of the State Training Officer and one (1) Training Officer from each District to be appointed by the President of the respective District.
- B. Shall be responsible for the arrangement of the Regional Workshops of the Association.
- C. May suggest training to be utilized by the SDEMTA.
- D. Any training activity planned must be approved by the State Training Officer and Association President prior to the date scheduled for training.

Subsection 6. The EMS Memorial Committee.

- A. Shall be composed of one (1) member of the Executive Committee and three (3) members of the SDEMTA to be appointed by the President of the SDEMTA from a list of nominees provided to the President by the members of the Executive Council.
- B. Shall be responsible for seeing to the cleaning, care, maintenance and up keep of the EMS Memorial on the Capitol grounds in Pierre, SD.
- C. Shall be responsible for meeting to consider eligibility for name placement upon the EMS Memorial when submission of a written nomination is provided to the EMS Memorial Committee by a member of the SDEMTA.
- D. Shall be responsible for submitting a written report to the Executive Council of the committee recommendation for name placement for ratification by the Executive Council at the next scheduled quarterly meeting.

ARTICLE VI. Annual membership fees:

Section 2. The annual membership fees of the Association may be payable to the South Dakota EMT Association (SDEMTA). Article 1, Section 3 allows the annual membership

fee to be collected by the District Treasurer.

ARTICLE VII. Voting:

Section 1. Only paid Active members shall be eligible to vote at the Annual or quarterly meetings.

Section 2. Voting at the Annual meeting will require Active members to raise their current credential cards. Measures may be passed by a plurality of eligible votes cast.

Section 3. Election of officers of the Association shall be done in the following manner.

Subsection 1. All officers shall be nominated from the floor during the business portion of the meeting and/or by the Nominating Committee.

Subsection 2. Any person nominated for an office must either accept or reject the nomination before nominations are closed. Persons present at the Annual meeting may accept or reject the nomination verbally. Persons nominating a member not present at the meeting must present a letter from the nominee stating their acceptance of said nomination.

Subsection 3. All officers shall be elected by a plurality of the ballots cast at the Annual meeting.

Subsection 4. Secret ballots shall determine the outcome of the election(s).

Subsection 5. Ballots containing write-ins or improperly marked will not be counted.

Subsection 6. No absentee voting will be allowed for the election of State Officers at the meeting.

ARTICLE VIII. Amendments:

Section 1. Proposed revisions to these by-laws must be submitted to the Secretary of the Association ninety (90) days before the commencement of the Annual meeting.

- Section 2. Only Active members of the Association may submit amendment proposals must be signed by two (2) current Active members for the purpose of moving and seconding.
- Section 3. The Constitutional Revisions Committee shall meet and discuss the proposed amendments prior to the Annual meeting at which the amendment is to be introduced.
- Section 4. The Constitutional Revisions Committee shall recommend either a do pass, do not pass, or no recommendation to the annual meeting with both the majority and minority opinions of the Committee be given a chance to speak.
- Section 5. The Constitutional Revisions Committee shall distribute a copy of all proposed amendments to each member registering for the Annual meeting prior to the business meeting at which it will be voted upon.
- Section 6. Proposed amendments shall be declared approved upon receiving an affirmative vote of two-thirds (2/3) of the members casting a ballot at the Annual meeting.

ARTICLE IX. Parliamentary procedure:

- Section 1. Robert's Rules of Order shall apply and govern all matters of procedure not previously covered in these By-Laws.