

# **South Carolina**

## **Emergency Medical Services Association**



### **Board of Directors**

## **Policy and Procedure Manual**

### **2023**

# South Carolina Emergency Medical Services Association

## 100.0 General Scope and Guidance

### 100.10 - Organization General Description:

The South Carolina Emergency Medical Service Association (SCEMSA) is a membership-based professional organization tasked with representing and being a unified voice for

- Individual pre-hospital providers including EMR, EMT, AEMT, Paramedic
- EMS agencies including public, private, ground and air services
- Educational partners providing programs for all levels of EMS certification and additional classes associated with EMS.
- Member Partners with a direct interest in the success and advancement of Emergency Medical Service such as vendors, associate members, and other partners.

### 100.20 - SCEMSA Mission Statement:

Improving EMS through Advocacy, Collaboration, and Education.

### 100.30 - SCEMSA Vision Statement:

The SCEMSA's vision is to increase the numbers of EMS professionals in the State, and to subsequently increase the number of those EMS professionals joining the association.

### 100.40 - SCEMSA Objectives/Goals:

1. to study, discuss and recommend improvements in Emergency Medical Services.
2. to investigate and provide means for the exchange of ideas and experiences between Emergency Medical Service directors managers, administrators, executives, technicians, physicians and educators of which shall be all inclusive.
3. to promote and encourage education of emergency medical technicians and directors of emergency medical services.
4. to collect, analyze, and distribute information about emergency medical services.
5. to promote the improvement of patient care.
6. to cooperate with other organizations and to effect more efficient administration of emergency medical services in the State of South Carolina.

### 100.50 - 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.

**110.10 - Overview**

Membership in the South Carolina Emergency Medical Service Association (SCEMSA) is open to entities and individuals with vested interests in the field of Emergency Medical Services. Members of SCEMSA come from individuals, air and ground agencies, associates, regional, transporting, non-transporting, vendors and educational institution members. There are varying levels of memberships that possess different abilities within the organization and different levels of dues.

**110.20 – Voting Privileges**

1. General Voting Privileges - This allows a member to have 1 vote on any item or topic, with the exception of elections, brought up for a vote during regular meetings or when an email vote is requested for general items.
2. Election Voting Privileges - This allows members to vote during a scheduled or special election. The number of election votes allowed for membership with multiple members is listed with each membership description.
3. Full Voting Privileges – This includes both General Voting Privilege and Election Voting Privileges.

**110.30 – Individual Membership Levels****110.31 - Individual Active Member**

**Description:** Individual members are persons engaged in any emergency medical service in South Carolina as an employee or volunteer of a service. An individual member may be a paramedic, emergency medical technician, physician or other allied health professional.

**Roles:** Individual members have General Voting Privileges and limited Election Voting Privileges with one vote in each election for the four at-large DHEC Regional seats (Upstate, Midlands, Pee Dee, Low Country). Individual members may be appointed to committees and may serve as Committee Chairman. Individual members may be elected to the Board of Directors.

**Dues:** \$50 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** Individual members are dually enrolled in SCEMSA and NAEMT.

**110.32 - Individual Associate Member**

**Description:** An individual who does not fall within other membership levels who are interested in supporting the aims and purposes of this association.

**Roles:** Individual associate members are non-voting. They may not serve as the chairperson of a committee. They may not be elected to the Board of Directors.

**Dues:** \$25 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** No dual enrollment with NAEMT.

**110.33 - Student Member**

**Description:** Student members are individuals who are currently enrolled in an EMS certification level program (EMT, AEMT, Paramedic) upon the initiation of their membership into SCEMSA. A student membership is limited to 1 year and is a one-time only membership.

**Roles:** Student members are non-voting. They may not serve as the chairperson of a committee. They may not be elected to the Board of Directors.

**Dues:** \$40 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** Student members are dually enrolled in SCEMSA and the National Association of Emergency Medical Technicians (NAEMT) as a student member.

#### 110.34 - Honorary Lifetime Member

**Description:** The Executive Committee may grant an honorary lifetime membership to a member who has been active in the Association, who has retired, or resigned from their position that made them eligible for membership in the Association. Consideration for this type of membership follows a nomination from a SCEMSA member.

**Roles:** Membership includes Full Voting Privileges. Honorary Lifetime members may be appointed to committees and may serve as Committee Chairman. Honorary Lifetime members may be elected to the Board of Directors.

**Dues:** No Dues

**NAEMT:** Honorary Lifetime Members are not dually enrolled in the NAEMT.

### 110.40 – Organization Membership Levels

#### 110.41 - Air Ambulance Members

**Description:** Air Ambulance Members are public and private entities that are licensed by the South Carolina Department of Health and Environmental Control to operate permitted air ambulances.

**Roles:** Air Ambulance members have full voting rights and are allowed one vote during officer elections. Air Ambulance members may be appointed to committees and may serve as Committee Chairman. Non-Transporting members may be elected to the Board of Directors.

**Dues:** \$500 per permitted aircraft for a 1-year subscription. No automatic recurring payments.

**NAEMT:** Air Ambulance membership include dual enrollment in the NAEMT for one main contact from the organization unless additional add-ons are purchased.

#### 110.42 - Associate Members (Non-Profit)

**Description:** Non-profit organizations that do not fall within other membership levels who are interested in supporting the aims and purposes of this association.

**Roles:** Associate members are non-voting. Associate members are entitled to all other rights of the Association. Associate members may be appointed to committees. They may not serve as the chairman of a committee. They may not be elected to the Board of Directors.

**Dues:** \$500 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** Associate members are not dually enrolled in the NAEMT.

#### 110.43 - EMS Education Institution Members

**Description:** EMS Education Institution Members are institutions that are credentialed by the South Carolina Department of Health and Environmental Control to provide initial and on-going training for those who are, or aspire to be, certified EMS providers.

**Roles:** EMS Education Institution members have full voting rights and are allowed one vote during officer elections. EMS Education Institution members may be appointed to committees and may serve as Committee Chairman. Non-Transporting members may be elected to the Board of Directors.

**Dues:** \$1,500.00 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** EMS Education Institution membership includes dual enrollment in the NAEMT for one main contact from the organization unless additional add-ons are purchased.

#### 110.44 - Ground Ambulance Members

**Description:** Ground Ambulance Members are public and private entities that are licensed by the South Carolina Department of Health and Environmental Control and operate permitted ground ambulances.

**Roles:** Ground ambulance members have full voting rights and are allowed two votes during officer elections. Ground ambulance members may be appointed to committees and may serve as Committee Chairman. Ground ambulance members may be elected to the Board of Directors.

**Dues:** \$100 per permitted ambulance with a \$500 minimum or to a max of 30 units or \$3,000.

**NAEMT:** Ground ambulance membership includes dual enrollment in the NAEMT for one main contact from the organization unless additional add-ons are purchased.

#### 110.45 - Hospital Members

**Description:** Hospital members are made up of 2 categories, Large Hospital and Small Hospital. A Large Hospital Member is a hospital that has 100 or more licensed beds. A Small Hospital Member is a hospital that has fewer than 100 licensed beds.

**Roles:** Hospital members are non-voting. They may not serve as chairperson of a committee. They may not be elected to the Board of Directors.

**Dues:** Large Hospital Member - \$3,000.00 for a 1-year subscription. No automatic recurring payments.

Small Hospital Member - \$1,500.00 for a 1-year subscription. No automatic recurring payments. Corporate hospitals with multiple locations must purchase a membership for each location that would like to be a member and support the SCEMSA.

**NAEMT:** Hospital members are not dually enrolled in the NAEMT.

#### 110.46 - Non-Transporting Members

**Description:** Non-Transporting Members are entities licensed by the South Carolina Department of Health and Environmental Control that employ emergency medical technicians to provide emergency care to the ill and injured. These entities **do not** operate permitted ambulances.

**Roles:** Non-Transporting members have full voting rights and are allowed one vote during officer elections. Non-Transporting members may be appointed to committees and may serve as Committee Chairman. Non-Transporting members may be elected to the Board of Directors.

**Dues:** \$500 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** Non-Transporting membership includes dual enrollment in the NAEMT for one main contact from the organization unless additional add-ons are purchased.

#### 110.47 - Regional EMS Education Institution Members

**Description:** Regional EMS Education Institution Members are the four Regional EMS Councils in South Carolina (Low Country, Midlands, Pee Dee, Upstate) that are credentialed by the South Carolina Department of Health and Environmental Control to provide initial and on-going training for those who are, or aspire to be, certified EMS providers.

**Roles:** Regional EMS Education Institution members have full voting rights and are allowed two votes during officer elections. Regional EMS Education Institution Members may be appointed to committees and may serve as Committee Chairman. Regional EMS offices appoint two board members pursuant to SCEMSA bylaws.

**Dues:** \$3,000.00 for a 1-year subscription. No automatic recurring payments.

**NAEMT:** EMS Education Institution membership include dual enrollment in the NAEMT for one main contact from the organization.

#### 110.48 - Corporate Partners

**Description:** Corporate/Vendor Members are individuals or businesses engaged in the manufacture or sale of products related to the field of EMS; engaged in the delivery of services related to the field of EMS, or; that are otherwise interested in the field of EMS.

**Roles:** Corporate members are non-voting. They may not serve as chairperson of a committee. They may not be elected to the Board of Directors.

**Dues:** Membership benefits and costs for this level are determined by SCEMSA and can be adjusted as needed each year.

**NAEMT:** Corporate Members are not dually enrolled in the NAEMT.

### **110.50 - Organizational Membership Add-Ons**

This applies to membership levels: Ground Ambulance Members, Non-Transporting Members, Air Ambulance Members, EMS Education Institution Members, and Regional EMS Education Institution Members only. These levels have the option to add-on additional options to their annual dues.

#### **110.51 - NAEMT Agency or Institution Designation**

This option adds \$350 to annual dues for each membership level and includes a total of 10 members with dual membership in NAEMT for all membership levels, except education institution members are only allowed five total members for \$175.

#### **110.52 - Additional Individual Members**

This option may be added after the NAEMT Agency or Institution Designation. Individual members or students may be added to the agency/institution membership and will be invoiced at \$40/each annually. The number of members may change each year. Updates to the roster should be made annually with the renewal.

### **110.60 - 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:

- 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.
- Falsification of any information submitted to the Association.
- Failure to meet any financial obligation justly due to the Association.
- Willful acts to discredit the Association.
- Representing the Association or expressing an opinion in the name of the Association without official authority.
- Theft or misappropriation of any property or any act to defraud the Association.
- Engaging in any activity which may conflict with the interests, goals, and objectives of the Association.
- Any inappropriate use of Association materials, resources, and information.
- No member shall knowingly engage in any illegal, self-referral patterns. Illegal is meant to be any violation of federal anti-kickback statutes.

### **110.70 – Membership Discounts for Events**

One of the benefits of membership is a discount to SCEMSA hosted or sponsored events. To get the discount, members must be one of the following:

1. Individual member of SCEMSA in good standing



2. SCEMSA organizational member in good standing
3. Personnel of SCEMSA organizational member in good standing.

Employees of an organizational member are allowed to receive discounts on event registrations. If they are not listed under an agency membership with a membership add-on, they must contact SCEMSA to verify the agency membership and sign up for events at the discounted price.

## 120.0 - Board of Directors

### 120.10 - Overview

The South Carolina Emergency Medical Services Association will maintain a Board of Directors to manage all property and business of the association. The Board of Directors will meet on a regular schedule as well as called meetings as prescribed below. Oversight and management of the association will be accomplished through the Association's President.

### 120.20 –Qualifications and Terms

1. Individuals must be a member of the South Carolina EMS Association in good standing a minimum of one year for eligibility to be elected to the Board of Directors. See membership levels in Section 110 for more information on who can be elected to the Board of Directors.
2. No more than two members from any single agency may fill seats on the Board of Directors at any given time.
3. Members of the Board of Directors are volunteers who do not receive compensation.
4. All positions, with the exception of the President, Immediate Past President, Treasurer, and Regional EMS Council Representatives, are elected through the normal nomination process (as specified in Section 120.50) and are voted on by the membership.
5. With the exception of the Treasurer, the term of office for all Directors shall be for two years or until successors are elected and qualify.
6. There are no term limits for board members, so they may be re-elected with the exception of those positions that assume other roles like president elect to president and president to immediate past president.

### 120.30 - 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. Board members shall serve a term of two years. A board member may be appointed for the unexpired term of a member who has resigned, moved or left that office. This individual must then be re-elected at the end of that term.
3. Understand, observe, and be respectful of the roles of the Board, Executive Committee, officers, and the SCEMSA staff.
4. Attend all Board and appropriate committee meetings, giving notice for absence from scheduled meetings and tele-conferences. **Absence at two consecutive board meetings may be considered a voluntary resignation from the Board.**

5. Come to meetings well prepared and be willing to participate actively.
6. 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. Disciplinary action may be taken by the executive committee if a board member actively lobbies against or speaks negatively against the board decision.
7. Respect the confidentiality of Board deliberations and information provided to the Board.
8. Approve and evaluate programs and activities of the Association.
9. Establish financial goals and objectives and monitor their progress.
10. Assist committees who need assistance from board members to complete tasks.
11. Serve as a spokesperson for the Association in coordination with the President or staff.
12. Maintain contact with the membership and appropriate relationships with other associations, governmental entities, and vendors to enhance the image of the Association.
13. Board members will have and maintain an email address and be responsible to check their email regularly and be able to reply to Association business in a timely manner. Any email address change will need to be immediately reported to the Association's staff.

## **120.40 – Board Positions**

### **120.41: Regional Representative**

One member from each DHEC geographical region of the State of South Carolina (Upstate, Midlands, Pee Dee, Low Country) elected at large by the membership.

- a. Pee Dee and Lowcountry are elected in even years.
- b. Upstate and Midlands are elected in odd years.

### **120.42: Large Private Ground Ambulance Provider Representative**

One representative from the Large Private Ground Ambulance Providers shall be elected to the Board of Directors. A Large Ground Ambulance Provider is one that consistently transports at least 12,000 patients per year.

- a. This board seat will be elected on the even number years.

### **120.43: Small Private Ground Ambulance Provider Representative**

One representative from the Small Private Ground Ambulance Providers shall be elected to the Board of Directors. A Small Ground Ambulance Provider is one that consistently transports less than 12,000 patients per year.

- a. This board seat will be elected on the odd number years.

### **120.44: Air Medical Service Representative**

One representative from the Air Medical Services shall be elected to the Board of Directors.

- a. This board seat will be elected on the odd number years.

### **120.45: Non-Transporting Agency Representative**

One representative from a DHEC Licensed Non-Transporting Agency shall be elected to the Board of Directors.

- a. This board seat will be elected on the odd number years.

### **120.46: Large 911 Ground Ambulance Provider Representative**

One representative from the Large 911 Ground Ambulance Providers shall be elected to the Board of Directors. A Large 911 Ground Ambulance Provider is one that consistently transports at least 12,000 patients per year.

- a. This board seat will be elected on the odd number years.

### **120.47: Small 911 Ground Ambulance Provider Representative**

One representative from the Small 911 Ground Ambulance Providers shall be elected to the Board of Directors. A Small 911 Ground Ambulance Provider is one that consistently transports less than 12,000 patients per year.

- a. This board seat will be elected on the even number years.



**120.48: EMS Education Institution Representative**

One representative from the EMS Education Institutions shall be elected to the Board of Directors.

- a. This board seat will be elected on the odd number years.

**120.49: Licensed Emergency Physician Representative**

One representative who is a licensed physician and whose primary job is practicing emergency medicine in a South Carolina hospital Emergency Department.

- a. This board seat will be elected on the even number years.

**120.491: Regional EMS Council Representatives (Two Seats)**

Two representatives from the Regional EMS Councils (Upstate, Midlands, Pee Dee, Low Country) will be selected by the Council Directors.

- a. One Regional EMS Council Representative will be elected in an odd numbered year, and one will be elected in an even numbered year.

**120.50 - Nomination and Election Process**

The President Elect will service as the Nominations Coordinator. If for any reason, the President Elect cannot serve in that capacity, the President shall, at least thirty (30) days prior to each annual meeting, appoint a Nominations Coordinator.

The President Elect or Nominations Coordinator, in cooperation with SCEMSA staff, shall:

1. E-mail, or other appropriate means, notify the membership of upcoming elections. At a minimum, the notification to the membership will include a list of the Board seats that are scheduled to be filled; the minimum qualifications for each seat; and which types of SCEMSA members are eligible to vote.
2. There will be a nominating period (minimum of seven calendar days, maximum of fourteen calendar days) during which members may submit nominations to SCEMSA and the Nominations Coordinator.
3. When the nominating period has closed, the Nominations Coordinator with support from SCEMSA staff will compile a list of nominees and vet the candidates and determine which ones meet the minimum qualifications.
4. The Nominations Coordinator then submits the list to the President for final approval.
5. Prior to the annual meeting, the President, in cooperation with SCEMSA staff, will, by e-mail or other appropriate means, present a slate of qualified candidates to the membership. Members eligible to vote for particular Board seats will be given the opportunity to cast electronic ballots (or another appropriate voting method as determined by President) to elect members to the Board of Directors.
6. The voting period will be open for a period of time not to exceed seven calendar days.
7. The candidate that receives the simple majority of votes will be elected to the Board of Directors seat.
8. In the event of a tie, another voting period will be established and will be open for a period not to exceed three business days. The candidate that receives the simple majority of votes during that voting period will be elected to the Board of Directors seat. If there is another tie, the process will repeat until one candidate receives a simple majority of votes.
9. The President will announce the election results at the annual meeting.
10. New board members take office on July 1 of the year they are elected.

**120.60 – Board Meetings**

The Board of Directors of the South Carolina EMS Association will maintain scheduled meetings on a quarterly basis. These meetings will be the second month of each quarter of the calendar year, including: February, May, August, November. Board of Director members are required to attend 75% of scheduled meetings. Meetings may be both in person and virtual when available.

Special meetings of the Board of Directors may be called by the President of the Association by providing a five-day notice of the time, place, and purpose of the meeting. This notice would be sent to each member of the Board of Directors.

### **120.70 – Meeting Operating Procedures**

1. The President 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 meetings 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.

### **120.80 - 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 publications shall be made available for member 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. Scanned images of documents are an acceptable alternative to postal mail except in the case when original signatures of Officers or Directors are required.

## **130.0 – Executive Committee - Roles and Responsibilities**

### **130.10- Executive Committee:** The Executive Committee shall:

1. Consist of the President, President Elect, Secretary, Treasurer and up to three individuals appointed by the President along with 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 \$3,000.00 and bylaw changes.
3. Develop and recommend procedures to ensure the successful implementation of the Association's Strategic Plan.

**130.20 – 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.
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 board meetings.
6. Serve as liaison with other organizations or appoint the appropriate designee.
7. Submit articles for the "President's Message" in *The Voice of South Carolina EMS* magazine.
8. Draft agendas for meetings of the Board of Directors with the help of staff and the secretary.
9. Conduct and organize a strategic planning meeting annually or as needed.
10. Shall have the power to enter into contracts on behalf of the Association with the approval of the Board of Directors.
11. At the end of the President's term, they will assume the board seat of Immediate Past President.

**130.30 - President Elect:** The President Elect 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 that makes him/her unable to perform their job duties.
4. The President Elect will assume the role of President at the end of the current President's Term. This transfer of the position will take place on the even number years.
5. Serve as the Nominations Coordinator.

**130.40 - Secretary:** The Secretary shall:

1. Be responsible for the recording of the minutes of the business meetings, annual meetings, and other meetings of the Association.
2. Be responsible for maintaining a record of the minutes, and ensuring the minutes are presented to the Association for approval at subsequent business meetings.
3. Maintain a record of all Board motions in an action log and minutes in an ordered file to make sure the SCEMSA office has a permanent copy for record retention purposes.
4. This office is elected on even number years.

**130.50 - Treasurer:** The Treasurer shall:

1. Assist the office staff with preparing the Association's annual budget.

2. Work with SCEMSA staff to prepare the Association's financial statements in a format acceptable to the Board of Directors and in accordance with generally accepted accounting principles.
3. Provide and present the financial statements and current financial position of the Association along with SCEMSA staff to the Board of Directors.
4. Monitor all expenditures and approve them before payment.
5. The Treasurer may enter into contracts, bills of exchange, or obligation of any kind binding the Association to the payment of any sum of money, subject to policies and procedures adopted by the Board of Directors subject to approval by the board.
6. The Treasurer is appointed by the Board of Directors and not elected.
7. The Treasurer shall be bonded in an amount to be determined by the Board of Directors.
8. The Treasurer will serve until they resign or until the Board of Directors appoints another individual to the position.

**130.60 - Immediate Past President:** The Immediate Past President shall:

1. Serve as a member of the Board of Directors for a two-year term. This is an automatic appointment following the completion of their term as President. This is not an elected position and is not part of the Executive Committee unless appointed by the President.
2. Serve as a liaison and board member of the EMS Foundation during their term as past president.

## Section 140.0 Committees:

The Association's Bylaws give the President authority to call for the establishment of standing committees.

### 140.10 - Committee Make-up

The President, at his/her discretion, appoints chairpersons and co-chairpersons for each committee. With the help of the chair/co-chair, the president will appoint three at-large members to each committee. These members could be board members or other SCEMSA members. All SCEMSA members may participate in any committee they wish, but there will be at least five members appointed to each one.

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.

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.

It is the responsibility of committee chairpersons to:

1. Assist committee members in meeting their expected contributions and responsibilities.
2. Prepare meeting agendas and distribute relevant information to all members prior to meetings with the help of SCEMSA staff.
3. Preside over committee meetings to assure adherence to issues and purposes.

4. Encourage active participation in Association activities.
5. Prepare committee status reports for the Board of Directors.
6. Provide copies of all correspondence to the President or association staff.
7. Prepare committee priorities and strategic plans with direction from the board.
8. Prepare committee budgets and capital expense requests to be presented to the board.
9. Work in conjunction with SCEMSA board and staff members to fulfill their purpose.

#### **140.20: Community Paramedic and Mobile Integrated Healthcare**

Purpose: This committee provides a platform for discussion and collaboration on the various topics and issues important to Community Paramedicine and Mobile Integrated Healthcare professionals.

#### **140.30: Data, Administration, and Compliance Committee**

Purpose: This committee shall serve as a resource to the membership of the SCEMSA to obtain, review and provide data, assist individual and service members with administrative assistance with policy and procedure formulation, compliance concerns and best practice models, and overall guidance with leadership assistance and guidance.

#### **140.40: Disaster Preparedness Committee**

Purpose: This committee shall advise ways to strengthen the role of EMS in our state's emergency preparedness strategy and response activities. They will work with SCEMD and other disaster response teams on a local, state, and federal platform to develop response plans and actions in the event of a disaster. This committee will help identify gaps in preparedness and training and offer means of improvement.

#### **140.50: Education and Certification Committee**

Purpose: This committee shall work with educators, educational institutions, and continuing education providers to establish, review, and maintain high quality education for all pre-hospital clinicians. They shall work with the SCEMSA Board and Staff to be the voice and advocate for EMS learning in South Carolina.

#### **140.60: Events Committee**

Purpose: This committee shall work with association staff to plan, organize, and execute association sponsored events and activities, including, but not limited to: conferences, workshops, fundraisers, and more. This committee may be divided up into smaller groups to work on specific events or projects. This committee shall include the annual EMS Bike Ride and Honor Guard activities.

#### **140.70: Finance & Reimbursement Committee**

Purpose: This committee shall develop and monitor current issues which affect EMS Finance and Reimbursement practices that impact EMS Systems and providers within South Carolina. They will also work with local, state, and federal partners to improve payment models and allowable funding options on behalf of the SCEMSA membership and partners.

#### **140.80: Health, Safety and Wellness Committee**

Purpose: This committee shall work to focus on the promotion of wellness and resiliency for EMS providers in South Carolina by a point of contact for first responders to access specific resources while

reducing the stigma surrounding mental health in the first responder community. They shall also be a source of physical wellbeing to include exercise, diet, and conditioning that results in a healthier clinician.

#### **140.90: Legislative & Advocacy Committee**

Purpose: This committee shall establish legislative priorities, set direction of the EMS profession in SC through advocacy, and advise the Board on pending local, state and federal legislation and regulation that could impact the practice of emergency and mobile healthcare.

#### **140.100: Membership & Marketing Committee**

Purpose: This committee shall develop recruitment and retention efforts as related to membership, seek out and maintain member benefits, and advocate the overall mission of the SCEMSA through various marketing strategies. They will review current membership level numbers and work with present membership to make improvements for the members and the association.

#### **140.110: Workforce Planning and Development Committee**

Purpose: This committee shall advise on issues that impact the ability of our state's EMS workforce to provide quality, pre-hospital emergency and mobile healthcare, and recommend actions the association could take to address these issues. Areas of consideration are EMS recruitment and retention, workforce data collection, career development, and advocacy for the EMS profession in South Carolina.

Additional committees could include, but are not limited to: bylaws, nominations, conference, awards, or a competition committee.

### **150.0 – Conference/Event Policies**

Board members may be asked to help at a conference or event hosted by the Association.

#### **150.10 Board Member Policy for Complimentary Hotel Rooms and Conference Fees**

To have the EMS Symposium conference fees and hotel room paid for the entire conference, the board member must:

1. Have good attendance at board meetings, with no more than 2 missed meetings.
2. Commit by 90 days prior to the event to what days you will be at the conference.
3. SCEMSA staff will make staff assignments for all board members.
4. Board members will be expected to work at least half of the hours of the conference in some capacity.
5. If a Board member is assigned to a duty, time or task that conflicts with something else it is the board members responsibility to trade with another person to ensure that each time/task is covered. This is done in writing on the posted schedule at the event.
6. Failure to meet the above mentioned guidelines once at the conference will result in the board members' repayment of all hotel costs to the organization.

#### **150.20 Conference Policy for Association President**

It is understood that the Association President should be present at the spring and fall conferences to represent SCEMSA and address the attendees as needed. Therefore, it is our policy that the President's hotel and conference fees will be covered for the conference days by the association. The president must



commit to being at the event at least 90 days in advance. The president must be active throughout the event as needed/requested by association staff or repayment of hotel costs will be required.

### **150.30 Speaker Compensation Reimbursements**

This applies to pre-conference or regular conference days. These terms can be negotiated directly with the speaker if other items or compensation are needed.

#### **A. National Speakers**

1. National speakers are from more than 300 miles (or 5 hours) from the conference location and present three or more lectures throughout the conference. Compensation is as follows:
  - A. Lodging, meals and travel are covered by SCEMSA.
  - B. Speakers are given a full conference registration and a gift.
  - C. National speakers are also compensated a mutually agreed upon amount by SCEMSA in addition to the above.

#### **B. Regional Speakers**

Regional speakers are from South Carolina or within 300 miles/5 hours of the conference location and present one or more sessions. SCEMSA does not pay regional speakers, unless negotiated ahead of time, for their presentation, but compensation is as follows:

- a. Presenters traveling 90 miles (one way) or greater receive one night hotel for each day speaking at the conference, a full conference registration, and a gift.
- b. Presenters traveling less than 90 miles (one way) receive a mileage stipend as specified at the current IRS mileage rate, a full conference registration, and a gift.

### **150.40 Speaker Frequency**

Unless there are extenuating circumstances, national speakers will not be permitted to speak at more than one conference in a calendar year. If a national speaker presents at conferences for two consecutive years, they will take at least a one-year break before they are invited back. This ensures fresh content and a variety of topics/speakers.

## **Section 160.0 Board - Administrative and Financial**

### **160.10 - Purchase of Services Policy**

1. The Board shall have the power and authority to make purchases of services for the Association.
2. The SCEMSA staff or Board of Directors shall conduct due diligence to collect price estimates from potential contractors and research the comparability of price with similar services.

3. The SCEMSA staff or 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. A simple majority, roll call vote, of the body holding the authority to make the purchase, will authorize the purchase.

#### **160.20 - Site and Facility Selection:**

It is the general policy of the Association to hold one annual spring conference and one annual fall leadership conference at a site and time determined by the board or events committee.

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 SCEMSA staff and/or Events Committee is charged by the Board of Directors to review and recommend 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 along with exhibitors if applicable.
  - 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 annual conference, and the staff and/or Events Committee will make recommendations for Board approval.

#### **160.30 - 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 Executive Committee 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 should consider the following criteria:
  - a. Advertise in the *The Voice of South Carolina EMS* magazine a minimum of two times per year for the entire term of the endorsement.

- b. Exhibit at one of the two conferences during the year of the endorsement.
- c. Bear all costs of marketing and accounting for the product/service for the term of the endorsement.
- d. Indemnify the Association against all costs associated with any and all legal action which may arise resulting from the endorsement.
- e. Execute a written agreement stipulating the previous conditions.
4. An agreement may also be considered with a company who chooses to join as a vendor member with the association. Terms and conditions will be outlined in the agreement.
5. Upon confirmation of the conditions above being met, the Board of Directors may then consider approval of the proposed endorsement or recommendation.

## Section 170.0 Travel/Reimbursement

Often SCEMSA board members/employees are required to travel both in state and out of state to represent SCEMSA and South Carolina EMS. It is understood that some travel is expected, especially for executive committee members, however; in state travel (if expecting reimbursement) should receive prior approval by the executive committee (one or two persons) or entire board of directors (more than two persons) prior to any travel taking place in order to assure reimbursement unless already approved in budget.

Furthermore, any travel out of state must receive approval from a majority of the board of directors prior to travel taking place in order to assure reimbursement unless already approved in budget. Whenever possible any expenses incurred prior to or during travel should be placed on a SCEMSA credit card.

### **170.10 - SCEMSA Credit Cards:**

1. The SCEMSA President, Treasurer, and paid staff will each retain a credit card to use for travel and purchases associated with travel along with other approved expenses. These individuals will use a card to pay for advanced expenses such as airfare, hotel reservations, etc. Per this policy, every attempt should be made to pay, in advance, for any possible expenses.
2. Board member card limits will be set at \$3,000 per monthly cycle. This will only be adjusted with a vote from the executive committee or board of director for certain circumstances.
3. Whenever possible one of the credit cards should be taken with the person(s) traveling for incurred expenses. It is a much cleaner business practice to pay directly for expenses rather than reimburse the travelers.
4. Any expenses put on the SCEMSA card must have a coinciding receipt turned in to SCEMSA staff.
3. Personal expenses, non-associated entertainment expenses, and alcoholic beverages should not be placed on a SCEMSA card.

### **170.20 - Reimbursement vs. Per Diem**

1. The policy of the SCEMSA board is that the reimbursement model is the preferred method of paying for travel expenses. Hotel, airfare, meals, registration expenses, etc. will be reimbursed exact cost and receipts must be turned in to receive reimbursement. Mileage will be reimbursed at the current IRS rate for every mile of travel incurred.

2. If the reimbursement method is the only mechanism for the board member/employee to travel; hotel, airfare, meals, registration expenses, etc. will be forwarded with receipts. Mileage expenses will be forwarded based on base mileage from start point to destination to end point. If the per diem method is used, the board member/employee must, upon return, provide receipts to the treasurer and any difference will be paid to SCEMSA or the board member/employee for variance in expenses.
3. Mileage and fuel expenses will not both be reimbursed. The board member/employee will be reimbursed or paid per diem for one or the other but not both. Neither mileage nor fuel will be reimbursed to the board member/employee personally for travel in a staff/department rental vehicle.
4. Personal expenses, non-associated entertainment expenses, and alcoholic beverages will not be reimbursed by SCEMSA.

#### **170.30 - In-State Travel:**

1. In-state mileage and hotel expenses should be kept at the published federal government rate if possible. Occasionally hotel rates will be higher if the travel is associated with a conference or meeting. Those are understandable expenses.
2. Meal expenses should be kept reasonable and prudent for the time of day and location.
3. Travel in-state for one or two people should be approved by the executive committee prior to travel taking place.
4. Travel in-state for more than two people should be approved by a majority of the board of directors prior to travel taking place.
5. If a board member/employee travels in-state and represents SCEMSA at meetings, testimony, or other SCEMSA related activities, meals or other reasonable expenses may be charged to a SCEMSA credit card or submitted for reimbursement for approval by the SCEMSA treasurer. Expenses should be kept reasonable and prudent for the time of day and location.

#### **170.40 - Out-of-State Travel:**

1. Out-of-state mileage and hotel expenses should be kept at the published federal government rate for the area of travel if at all possible. Occasionally hotel rates will be higher if the travel is associated with a conference or meeting. Those are understandable expenses.
2. Meal expenses should be kept reasonable and prudent for the time of day and location.
3. Airfare should be booked at least three weeks prior to travel. Flying should only be an option when car travel is either too far or unreasonable. The mileage rate should be compared to airfare when determining travel types.
4. All out-of-state travel must be approved by a majority of the SCEMSA board of directors or executive committee before travel arrangements and associated fees are made or paid unless it is already in the approved budget.

## **Section 180.0 SCEMSA Professional Dress**

Often SCEMSA Board Members and/or employees are expected to represent the organization at public events. When expected to do so a board member/employee should be dressed in a professional manner.

Board members/employees should wear either a SCEMSA logo business shirt and slacks or their service uniform while at the event. Occasionally an event calls for a more formal appearance such as a coat/suit and tie or a class “A” or departmental dress uniform. Good judgment and advanced preparation should be used when determining what level of dress is appropriate.

### **180.10 – SCEMSA Logo Clothing**

All SCEMSA Board Members/employees will be issued a SCEMSA shirt to wear at SCEMSA events.

### **180.20 - Board Meetings**

1. SCEMSA board meetings are generally a casual event and normal department dress or personal dress is appropriate.
2. If a SCEMSA board meeting accompanies another event or function, board members/employees should wear a SCEMSA logo shirt with business casual clothes or their departmental uniform unless the situation calls for more formal dress.

### **180.30 - Non-Formal Events When Representing SCEMSA**

If, as a board member/employee, you are representing SCEMSA or the SCEMSA Board of Directors, one should wear a SCEMSA logo shirt with business casual clothes or a departmental uniform. Examples of this might be, but are not limited to: talks about the organization, gatherings of other organizations, representing SCEMSA at a meeting and/or state-wide gatherings.

### **180.40- Formal Events When Representing SCEMSA**

If, as a board member/employee, you are representing SCEMSA or the SCEMSA Board of Directors, one should wear business (coat and tie for men and dress outfit/suit for women) attire or a class “A” or departmental dress uniform. Examples of this might be, but are not limited to: retirement receptions, legislative testimony, banquets, legal proceedings, swearing in ceremonies, and more.

### **180.50 – Conferences/Events**

1. It is customary for SCEMSA board members/employees to attend a SCEMSA conference or event. Depending on the time of year, it is perfectly acceptable for SCEMSA board members/employees to be in comfortable, climate appropriate clothing as long as it is tasteful. SCEMSA logo shirts as assigned and business casual attire are acceptable.
2. The annual awards banquet is also held at the EMS symposium. This is a formal affair, so dress appropriately.

\* Common sense is a key when addressing this policy. Severe spring and winter weather, temperatures

and board member/employee safety are paramount when choosing what to wear. Never compromise safety when utilizing this guideline.



**190.10 - Discrimination and Harassment**

It is the policy of the Association to strictly prohibit and not to tolerate discrimination against or harassment of any person employed or seeking employment; any individual seeking membership; or, any member seeking elected office within the Association because of race, religion, creed, national origin, ancestry, sex (including pregnancy), gender (including sexual orientation, gender identity, and status as a transgender or transsexual individual), age, physical or mental disability, citizenship, genetic information, past, current, or prospective service in the uniformed services, medical condition (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, 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), or any other characteristic protected under applicable federal, state, or local law. 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.

**190.20 – Sexual Harassment**

Sexual harassment means any harassment based on someone's sex or gender. It includes harassment that is not sexual in nature (for example, offensive remarks about an individual's sex or gender), as well as any unwelcome sexual advances or requests for sexual favors or any other conduct of a sexual nature, when any of the following is true:

- Submission to the advance, request, or conduct is made either explicitly or implicitly a term or condition of employment or membership.
- Submission to or rejection of the advance, request, or conduct is used as a basis for employment or membership decisions.
- Such advances, requests, or conduct have the purpose or effect of substantially or unreasonably interfering with association performance by creating an intimidating, hostile, or offensive environment.

SCEMSA will not tolerate any form of sexual harassment, regardless of whether it is:

- Verbal (for example, epithets, derogatory statements, slurs, sexually related comments or jokes, unwelcome sexual advances, or requests for sexual favors).
- Physical (for example, assault or inappropriate physical contact).
- Visual (for example, displaying sexually suggestive posters, cartoons, or drawings, sending inappropriate adult-themed gifts, leering, or making sexual gestures).
- Online (for example, derogatory statements or sexually suggestive postings in any social media platform including Facebook, Twitter, Instagram, Snapchat, etc.).

This list is illustrative only and not exhaustive. No form of sexual harassment will be tolerated.

Harassment is prohibited at association-sponsored events and events attended by association members or staff.

### **190.30 - Other Types of Harassment**

SCEMSA's anti-harassment policy applies equally to harassment based on the other characteristics listed previously.

### **190.40 - Complaint Procedure**

If you are subjected to any conduct that you believe violates these policies or witness any such conduct, you must promptly speak to, write, or otherwise contact the association president. If the conduct involves the association president, contact the Executive Director. Ideally conduct should be reported within 10 days of the offending conduct. If you have not received a satisfactory response within 5 days after reporting any incident of what you perceive to be harassment, please immediately contact the Past President of the Association.

Your complaint should be as detailed as possible, including the names of all individuals involved and any witnesses. SCEMSA will directly and thoroughly investigate the facts and circumstances of all claims of perceived harassment and will take prompt corrective action, if appropriate.

### **100.50 - No Retaliation**

No one will be subject to, and SCEMSA prohibits, any form of discipline, reprisal, intimidation, or retaliation for good faith reporting of incidents of harassment of any kind, pursuing any harassment claim, or cooperating in related investigations.

SCEMSA is committed to enforcing this policy against all forms of harassment. However, the effectiveness of our efforts depends largely on members or employees telling us about inappropriate workplace conduct or conduct of our members or elected board members. Report all harassment immediately. If individuals do not report harassing conduct, SCEMSA may not become aware of a possible violation of this policy and may not be able to take appropriate corrective action.

## **Section 200.00      Social Media Business Use Policies**

Participating in blogs and other social media outlets and contributing to relevant online communities can be a terrific way to expand and elevate SCEMSA's business presence and your status as an expert in our field. If your job duties or volunteer duties require you to speak on behalf of SCEMSA in a social media environment, you must follow these guidelines.

The following are guidelines to assist you in putting your best foot forward online, which will reflect well on all of us.

These guidelines apply when you are using social media as part of SCEMSA's strategic marketing, public relations, corporate communications, shareholder relations, or recruiting programs.

All use of social media by employees and volunteers, whether for business or personal activities, is subject to SCEMSA's social media policies, rules, and contractual obligations, set forth in these guidelines.

If you have any questions about social media, these guidelines, or SCEMSA's expectations, please contact the SCEMSA Executive Director or other designated staff person.

1. **Speak Knowledgeably.** You are an industry leader in your area of expertise. Make sure that your online postings and communications reflect this expertise, and that you speak only about what you know. Before posting content, take the time to review the context and what others have said, to be sure you are contributing in a meaningful way. Consider linking to fellow SCEMSA postings to build on and maximize our overall presence and leadership online.

2. **Be Transparent.** When promoting the association on social media platforms, identify yourself as an employee or volunteer of SCEMSA clearly and conspicuously if needed.
3. **Be Interesting and Interactive.** As a volunteer, write in the first person and, to the extent you feel comfortable, share some information about yourself that others would find interesting to increase the appeal of your postings. If you are posting about SCEMSA, identify your affiliation with SCEMSA and your role. Create excitement about the work you are doing and invite a dialogue to learn from others doing similar or related things.
4. **Add Value.** Consider the value of your contribution before you post. If what you are posting assists others in the community, including your peers or our members, or solves a problem, you are adding value. Similarly, if your contribution enhances the sense of community surrounding SCEMSA or improves the image of SCEMSA and our benefits or services, it is adding value.
5. **Respond to Your Mistakes Quickly.** If you post something in error, respond quickly to correct it. Your credibility is judged by your accuracy and your willingness to recognize and fix your mistakes. If you modify a prior online post, be up front about doing so.
6. **Don't Be Argumentative.** If you choose to disagree with fellow online commentators, do so respectfully and factually. If you speak negatively about a competitor's business in any way, do not disparage the competitor beyond stating the facts to make your point. Engaging in arguments and inflammatory debates can tarnish your credibility and reputation, and by association, that of SCEMSA. Be respectful to all others in the online community.
7. **Be Respectful.** Never post anything that might be offensive to others, such as sexual comments or racial slurs. Remember that talk of religion or politics can also easily offend others.

#### **200.10 - Compliance With Our Policies.**

If your post would violate any of SCEMA's policies in another forum, it will also violate them in an online forum. Do not use social media to disclose confidential or proprietary SCEMSA information, harass or discriminate against fellow employees, volunteers or members, defame [or disparage] SCEMSA, or violate any other SCEMSA policy. You must also not use social media in a false or misleading way, for example, by claiming to be someone other than yourself or by creating an artificial "buzz" around SCEMSA's purpose or mission.

#### **200.20 - Protect Customers, Suppliers, Business Associates, and Investors.**

Do not cite or refer to our customers, vendors, business associates, or members, identify them by name, or reveal any confidential information related to them without getting their [explicit/written] permission in advance. Also, do not discuss or conduct business with a customer, supplier, business associate, or investor in an online forum.

#### **200.30 - Do Not Comment on SCEMSA's Business Performance or Plans.**

Disclosing or commenting on SCEMSA's confidential business information is absolutely prohibited, whether related to sales, customer lists, financials, business or marketing plans, performance, or prospects. Do not comment in any way on rumors about the same. If asked directly, [do not respond or] simply state "no comment."

#### **200.40 - Respect and Comply with Terms of Use of All Sites You Visit.**

Do not expose yourself or SCEMSA to legal risk by accessing or using a web site in violation of its terms of use. Review the terms of use of all social media sites you visit and ensure your use complies with them. Pay particular attention to terms relating to:

- Prohibitions or restrictions on the use of the social media site, including prohibitions or restrictions on use for advertising, marketing and promotions, or other commercial purposes (for example,

Facebook's Statement of Rights and Responsibilities (its terms of use) and accompanying Promotion Guidelines specify the terms for businesses that administer promotions through Facebook).

- Ownership of intellectual property used on, or information collected or generated through use of, the site (for example, any of SCEMSA's copyrighted material and trademarks that might be posted on the site, or user information the company collects through the site).
- Requirements for licenses or other permissions allowing use by the site owner and other third parties of the company's trademarks or other intellectual property.
- Privacy rights and responsibilities of the site owner and users.

#### **200.50 - Be Aware That All Social Media Accounts Created or Used on Behalf of SCEMSA Belong Solely to SCEMSA.**

Any social media accounts created or used by employees or volunteers on behalf of SCEMSA or otherwise for any SCEMSA's business purposes belong solely to SCEMSA, including any and all log-in information, passwords, and content associated with each account, including followers and contacts. SCEMSA shall at all times retain sole ownership of all such accounts, including all log-in information, passwords, and associated content.

You agree that you will not create any social media account to be used on behalf of SCEMSA or for any business purposes without SCEMSA's express prior authorization. If you have any questions about creating or managing a social media account, please contact the SCEMSA Executive Director.

#### **200.60 - Be Aware That You Can be Subject to Disciplinary Action for Violation of These Guidelines.**

Violation of these guidelines, particularly in a way that could subject SCEMSA to liability, will be subject to appropriate discipline, up to and including termination or removal from SCEMSA membership or your volunteer position. If you are unsure whether your planned actions might violate any of these guidelines, speak to the SCEMSA Executive Director for clarification.

#### **200.70 - Conduct Not Prohibited by This Policy**

This policy is not intended to restrict communications or actions protected or required by state or federal law.

## **Section 210.00 Other Policies and Procedures**

#### **210.10 - Conflict of 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. 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.

3. 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 our 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.
4. 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 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.
5. Each officer, director, and employee may 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 annually.

## **210.20 - Whistleblower Policy**

SCEMSA requires its directors, officers, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the association, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

Each representative has the responsibility to report in good faith any concerns about actual or suspected violations of the association's policies or any federal, state, or municipal law or regulation governing association operations (each, a "Concern"). Appropriate subjects to report under this Policy include but are not limited to financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices, such as:

- a. Fraud.
- b. Theft.
- c. Embezzlement.
- d. Bribery or kickbacks.
- e. Misuse of the Non-Profit's assets.
- f. Undisclosed conflicts of interest.

Anyone reporting a Concern must act in good faith and have reasonable grounds for believing the information disclosed indicates a violation of law and/or ethical standards. Any unfounded allegation that proves to have been made maliciously, recklessly, or knowingly to be false will be viewed as a serious offense and result in disciplinary action, up to and including termination of employment or volunteer status.

No representative who in good faith reports a Concern or participates in a review or investigation of a Concern shall be subject to harassment, retaliation, or, in the case of an employee, adverse employment consequences because of such report or participation. This protection extends to representatives who report in good faith, even if the allegations are, after an investigation, not substantiated.

### **210.30 - Officer and Director Insurance**

It is the policy of the Association to provide personal liability insurance for its Officers and Directors 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.

### **210.40 - Bylaws Amendments**

The right to vote on the bylaws shall be granted to active members of the organization. Voting will be available to members through any electronic means, approved by the Board of Directors, that is both reasonably secure as to limit failures, losses, or tampering and that does not require such a level of expertise or advanced hardware or software that it would create an unreasonable hardship for members to cast a vote. Notices of bylaws changes will be sent out thirty (30) days before the voting begins through reasonable means. Voting on bylaws changes will be open for seven (7) days before the votes are tallied by an unbiased party like SCEMSA personnel.

## **Section 220.0 Changing of Policies**

The SCEMSA 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.

Entire Document Approved 8/17/23