

INTERNATIONAL ASSOCIATION OF FLIGHT PARAMEDICS

POLICIES AND PROCEDURES

Section: General Operating Policies and Procedures

Policy Title: IAFP State Chapter Policy

Review Date: May 2007

Policy: It is the policy of the IAFP to encourage the development of State Chapters.

A. Regional Chapters

1. State Chapters of the IAFP shall at a minimum contain the following in accordance with the Articles of Incorporation.
 - a) Mailing address of the state chapter.
 - b) A statement, article or section that acknowledges compliance with the IAFP Articles of Incorporation. This statement shall specifically state that all chapter members must be members in good standing with the IAFP.
 - c) A statement, article, or section that defines the state chapter boarders.
 - d) The following statement must be included with the chapter's by-laws: *Although the IAFP officially recognizes this local chapter, any action or inaction taken by this local chapter is done so independent of the IAFP and is neither recognized, associated with, nor endorsed by the IAFP.*
2. Unless otherwise noted, the official liaison with the IAFP Association office will be the chapter coordinator, or the account executive.
3. The goals and objectives of the state chapter shall support those of the national organization.
4. State chapter dues collection and distribution are the responsibility of the state chapter.

B. Chapter Recognition

1. All requests for official recognition must be made in writing to the board of director of the IAFP and must include the following:
 - a) A copy of the proposed by-laws.
 - b) A map outlining the state chapter boarders.
 - c) The name of the chapter shall be "(state or region) chapter of the International Association of Flight Paramedics."

- d) The goals and objectives of the chapter shall support those of the national organization.
2. Official recognition as a chapter by the national organization is recognition only. The chapter is responsible for its own actions.
3. The use of the IAFP logo is permissible by recognized chapters following written permission from the IAFP Board of Directors.
4. Recognition of a state chapter will be based on a majority vote of the Board of Directors.
5. Recognition of a state chapter and permission for use of the IAFP logo may be rescinded by a majority vote of the IAFP board. This action may take place for a violation of the Bylaws, Rules of the Association, or for conduct prejudicial to the best interest of the IAFP.

C. Chapter Communication with the IAFP

1. The state chapters will provide the IAFP Association office with membership/board meeting minutes on a quarterly basis.
2. State chapters are responsible for submitting updated membership rosters bi-annually.
3. Communication from the state chapters should be made to the IAFP Association office or chapter coordinator unless specific needs dictate otherwise.
4. The state chapter must file an annual report with the IAFP Association office no later than September 30.