

INTERNATIONAL TRAUMA LIFE SUPPORT OF FLORIDA, INC.

BYLAWS

Revised October 2009

ARTICLE I

This not for profit corporation, an association of individuals active and involved with the provision of trauma care, shall be known as International Trauma Life Support of Florida, Inc. (hereinafter referred to as "ITLS"). The registered office of ITLS is at the office of the Florida College of Emergency Physicians in Orlando, Florida.

ARTICLE II

Purposes and functions of ITLS of Florida, Inc.

Section 1

Mission

ITLS of Florida, Inc. exist to advance and develop the body of knowledge of emergency trauma care and to promote education at all levels in this body of knowledge.

Section 2

Purpose

1. To promulgate acceptable guidelines for quality emergency trauma care.
2. To encourage and facilitate the instruction of quality emergency trauma care courses.
3. To promote and encourage research in emergency trauma care.
4. To promote unity among the various levels of trauma care providers.
5. To promote the development and coordination of ITLS training programs throughout the state.
6. To promote and develop educational materials concerning emergency trauma care.
7. To address the standards of prehospital trauma care.
8. To administer local, state, and federal grants and funds granted or assigned for use by ITLS.
9. To be organized and operated exclusively for charitable and educational purposes as such used in Section 501 (C) (3) of the Internal Revenue Code.

Section 3

Chapter Geographic Area

ITLS of Florida, Inc. encompasses the geographic boundaries of the State of Florida

Section 4
Legal Identity

This corporation shall have no capital stock and shall not be conducted for pecuniary profit. No income or money of any sort received by this corporation shall inure to the pecuniary benefit of any member of this corporation, or those persons with any relationship, which would preclude the corporation from being treated as a tax exempt corporation by the Internal Revenue Code presently in effect, or as it may be changed in the future. However, actual expenses and reasonable compensation for services actually rendered to and for the corporation may be paid to a member or such other person who may incur such an expense or render services.

Section 5
Supremacy

The Bylaws of International Trauma Life Support International, Inc. shall be supreme.

Section 6
Authority

ITLS will have the power to receive, administer and disburse dues, assessments, fees, administrative cost, contributions and grants to further its end; to affiliate with other organizations in pursuit of common aims and appoint delegates or representatives to such organizations; and to establish committees, sections or divisions. This state committee shall have power to acquire, own and convey property, to carry on research, to issue publications, to establish, conduct and maintain courses for the study in emergency trauma patient care, and to use any and all reasonable means for attainment of desirable objectives. This corporation shall have the authority to approve and disapprove or revoke provider and instructor courses, provider certifications, instructor certifications, affiliate faculty appointments, regional coordinator appointments and committee member appointments.

ARTICLE III

Individual Membership

Any individual trained in ITLS is a member of ITLS. Membership in ITLS is a privilege, not a right, and is contingent upon continuing compliance with the Bylaws of ITLS. No person shall be denied membership because of sex, race, and political or religious beliefs.

ARTICLE IV

State Committee Members and Meetings

Section 1
State Committee Composition

Members of the State ITLS Committee will consist of (1) the State Medical Director, (1) State Coordinator, (1) State Co-Medical Director and (1) State Co-Coordinator, all Regional Coordinators and 7 at large Affiliate Faculty members as appointed by the State Executive Committee.

Section 2
Executive Committee Composition

The Executive Committee is comprised of five (5) members: State Medical Directors, State Coordinator, State Co-Coordinator and a member at large elected by State Committee.

Section 3
Meetings

The ITLS State Committee shall meet at least quarterly to carry out the business of the corporation. The time and place of these meetings will be decided by the committee and are open to any member of ITLS. The State Medical Director and State Coordinator will decide the agenda of these meetings. Minutes of these meetings will be distributed to all committee members *once approved by the members at the next scheduled meeting.*

Section 4
Voting Procedure

Only State Committee members have the authority to vote on ITLS issues.

Section 5
Quorum

A quorum will consist of a minimum of 25% of the Committee members. This includes State Committee, Executive Committee and Ad HOC Committee.

Section 6
Vacancies

Vacancies in the State Committee shall be filled by a vote of the Executive Committee. Appointments to vacant positions will be for the duration of the term of that position.

ARTICLE V

State Committee Members
Terms and Duties

Section 1
ITLS State Medical Director

The ITLS State Medical Director must be a Florida licensed physician actively involved in emergency medicine with a demonstrated background of active involvement in pre-hospital care; must be ITLS instructor; and must be familiar with the ITLS program and the organizational goals and objectives. The State Committee shall elect this position for a term of 2 years beginning October 1 and ending September 30.

Duties include, but are not limited to; representing and conducting the business of the organization; review and administer the current and future fiscal budget; establish goals and objectives for the organization; assure the mission and purpose of the organization as established in the bylaws; educate local, state and federal government on trauma care and related educational issues; review the qualifications of nominees to the State Committee; establish quality assurance review of the state and local ITLS educational programs; appoint sub committees to address specific issues; act as a liaison to the Florida College of Emergency Physicians and its staff; represent Florida at the International ITLS Congress; reports to the ITLS State Committee relevant information.

Section 2
ITLS State Co-Medical Director

The ITLS State Co-Medical Director must be a Florida licensed physician actively involved in emergency medicine with a demonstrated background of active involvement in pre-hospital care; must be ITLS instructor; and must be familiar with the ITLS program and the organizational goals and objectives. The State Committee shall elect this position for a term of 2 years beginning October 1 and ending September 30.

Duties include, but are not limited to; representing and conducting the business of the organization in the absence of the State Medical Director; review and administer the current and future fiscal budget; establish goals and objectives for the organization; assure the mission and purpose of the organization as established in the bylaws; educate local, state and federal government on trauma care and related educational issues; review the qualifications of nominees to the State Committee; establish quality assurance review of the state and local ITLS educational programs; appoint sub committees to address specific issues; act as a liaison to the Florida College of Emergency Physicians and its staff; represent Florida at the International ITLS Congress; reports to the ITLS State Committee relevant information.

Section 3
ITLS State Coordinator

The ITLS State Coordinator shall be an active Committee Member who has extensive experience managing continuing education courses and who has demonstrated an in-depth knowledge of pre-hospital care. He/she must be a ITLS affiliate faculty and have served actively for at least one year as a State Committee member and be familiar with the ITLS program and the organizational goals and objectives. He/she must have served as Co-Coordinator for a minimum of one year in the past. The State Coordinator shall be elected by the State Committee.

Duties include, but are not limited to; oversee the approval of ITLS courses; insure minutes of all meetings are recorded; assist the State Medical Director in conducting the business of the organization; develop the release of information to ITLS members; utilize resources to inform potential providers of courses; maintain communication with regional coordinators, affiliate faculty and staff; represent Florida at the International ITLS International Conference; and report relevant information to the State Committee.

The term of office for the ITLS State Coordinator shall be a two-year beginning October 1 and ending September 30.

Section 4
ITLS State Co-Coordinator

The ITLS State Co-Coordinator shall be an active Committee Member who has extensive experience managing continuing education courses and who has demonstrated an in-depth knowledge of pre-hospital care. He/she must be a ITLS affiliate faculty and have served actively for at least one year as a State Committee member and be familiar with the ITLS program and the organizational goals and objectives. The State Co-Coordinator shall be elected by the State Committee.

Duties include, but are not limited to; becoming familiar with all the duties of the State Co- Coordinator; acting as State Co-Coordinator in his/her absence; represent Florida at the International ITLS Congress; and any other duties designated by the State Medical Director.

The term of office for the State Co-Coordinator shall be two years beginning October 1 and ending September 30.

Section 5
Executive Committee Member at Large

The State Committee will elect the Member at Large from the State Committee membership. This will be a two-year term beginning October 1 and ending September 30.

SECTION 7
Compensation

The members of the ITLS State Committee shall not receive any compensation for their services as such, except as mentioned in Article II, Section 3 - Legal Identity.

ARTICLE VI
ITLS State Regional Coordinators

The State of Florida shall be geographically divided into eleven sub-sections designated as "regions." Two Regional Coordinators shall represent each region.

Regional Coordinators

Regional Coordinators shall be members of the Affiliate Faculty who have extensive experience in coordinating and instructing ITLS courses, and have demonstrated an in-depth knowledge of pre-hospital care. The Regional Coordinators should be familiar with the goals and objectives of the ITLS State Committee and keep the Committee informed about ITLS related activity in their region. The Regional Coordinators shall be recommended by the Executive Committee and confirmed by the State Committee.

Duties include, but are not limited to, review course outlines and schedules for courses in their region; receive and review all requests for course approvals from course coordinators in their Region and forward that request to the State Coordinator and State Medical Director with recommendation for approval or disapproval; assist course coordinators as needed; maintain an inventory of ITLS textbooks and materials; attend State Affiliate Faculty updates yearly; attend quarterly State Committee meetings or prepare a quarterly report of activities to be submitted 15 days prior to each quarterly meeting; contact the State Coordinator as needed concerning ITLS matters; monitor courses being held in the region and hold instructor update as directed by the State Medical Director.

The term of office for Regional Coordinators shall be two years from Oct 1 to Sept 30 with consideration for reappointment by the State Medical Director. Regional Coordinators serve as official members of the ITLS State Committee.

ARTICLE VII

Section 1
State Affiliate Faculty

State Affiliate Faculty members must be an ITLS Instructor who is active in conducting and teaching ITLS Courses, ***confirmed by review of the State ITLS Office Administrator***. Affiliate Faculty members must attend ***any and all scheduled*** Affiliate Faculty update as required by State Committee. They must also ***coordinate and/or*** teach a minimum of one course per year ***within their assigned region***. ~~Affiliate Faculty may also be asked to monitor courses and instruct in their region.~~ ***Affiliate Faculty members shall also participate in at least one sanctioned ITLS event per year as identified by the ITLS Executive Committee as a condition of reappointment.*** Affiliate Faculty members shall be nominated by State Committee Members and appointed by the State ITLS Committee for a term of two years. Reappointment will be determined by yearly activity of the Affiliate Faculty and review by the State Committee.

Section 2
Instructors

A ITLS Instructor shall be a physician, registered nurse, licensed paramedic, physician assistant or EMT* who has successfully completed requirements to become an instructor set forth by ITLS Policies and Procedures.

ITLS Instructor Candidates shall be a physician, registered nurse, licensed paramedic or physician assistant who has successfully passed a ITLS Provider Course with a grade of 85% or better on the written exam and an “Instructor Potential” score on the patient assessment testing; must have the ability to teach; must have two years of emergency trauma care experience either hospital or pre-hospital; must be DOT First Responder trained; must have a letter of recommendation from the course medical director or emergency physician and must attend a State approved ITLS Instructor Course. Physicians, who are ITLS Instructors or individuals that are PHTLS Instructors, upon proper documentation of such, may be permitted by the State Medical Director to forego completing the ITLS Provider Course prior to attending an ITLS Instructor Course.

Section 3
Providers

A ITLS Instructor shall be a physician, registered nurse, licensed paramedic, physician assistant or EMT* who has successfully completed requirements to become an instructor set forth by ITLS Policies and Procedures.

* EMT's wishing to be Instructors may only be rated Basic Instructor.

ARTICLE VIII

Section 1
Cards, Certificates and Record Keeping

Cards, certificates and certification shall be the responsibility of the State Committee and Medical Director who shall have the final authority in validation of such as defined in the Policies and Procedures. All cards and certificates shall have the appropriate International ITLS logo or marking, signatures and dates. Any card or certificate that is in violation of this article shall be considered invalid.

Section 2
Inspection of Records

The minutes of the proceedings of the State Committee and books of accounts of ITLS shall be open to inspection upon written request by any member of ITLS or the State Committee.

Section 3
Annual Report

An annual financial statement shall be presented to the State Committee to include income, profits, loss and expenditures for the fiscal year. A projected budget for the upcoming fiscal year shall also be presented.

Section 4
Seal and Mark (logo)

The seal and mark (logo) used by ITLS shall be of similar nature to the seal and mark (logo) of ITLS International, Inc.

Section 5
Fiscal Year

The fiscal year of the corporation is defined as January 1 to December 31.

Elections

All nominations and elections must occur by October of the proceeding beginning year.

Section 6
Conflict of Interest

No State Committee member shall vote upon or otherwise use his or her personal influence to affect the outcome of Committee action with respect to any matter where it can be shown that a direct conflict of interest exists. The Committee shall handle matters relating to possible conflict of interest in a manner, which will satisfy the highest legal and ethical standards.

Section 7
Insurance and Indemnification

The State Committee may elect to purchase and maintain insurance on behalf of any person who is or was a Committee member, officer, employee or agent of ITLS against liability asserted against such a person and incurred in any such capacity, or arising out of such person's status as such whether or not ITLS would be required or would have the power to indemnify such person against liability under the Section.

No Committee member, officer or employee shall be entitled to reimbursement or indemnity as described above if the claims, liability or losses to the Committee member, officer or employee or agent of ITLS are the result of the person's own willful misconduct, bad faith, gross negligence or reckless disregard of his or her duties to ITLS.

Section 8
Checks, Drafts and Notes

All checks, drafts and other orders for payment of money, notes or other evidences of indebtedness issued in the name of the corporation shall be signed by the Executive Staff person or designee made by the Medical Director.

Section 9
Amendments

These Bylaws may be amended by a 2/3 majority vote of those members of the State Committee that are qualified to vote and present at a quarterly meeting. There must be at least a 30- day notification to the State Committee members prior to the meeting.

Section 10
Rules of Order

The Rules of Order for meeting shall be Robert's Rules of Order.

Section 11
Dissolution of Organization

In case of dissolution of the organization, the ITLS State Committee will determine method and manner in which any assets are distributed after debts are satisfied.

Section 12

It is the policy of ITLS of Florida, Inc. that all our participants should be able to enjoy an educational environment free from all forms of discrimination, including sexual harassment. No person shall, on the basis of race, color, religion, sex national origin, handicap, age or marital status be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any ITLS of Florida, Inc. approved education program.

ITLS of Florida, Inc will not tolerate any instances of Human Rights violations. Any agency, organization, or group that conducts or sponsors an educational course approved by ITLS of Florida, Inc. is responsible for providing the above stated discrimination free education environment, and should have available and on file a copy of the Non-Discrimination Policy.

ITLS of Florida, Inc is not liable for any actions arising from any EMS agency, Training Center or other entity as a result of their hosting and/or conducting an ITLS of Florida, Inc. approved course.