



## **POLITICAL ACTION COMMITTEE BYLAWS**

Updated: 12/2/2020

### **Article I - Name**

The name of the Committee shall be the Emergency Department Practice Management Association Political Action Committee (EDPMA-PAC) (“Committee”), an EDPMA Board political committee of the emergency department practice management industry affiliated with and sponsored by the Emergency Department Practice Management Association (“Association”).

### **Article II - Purposes**

The purposes of the Committee are:

1. To promote and preserve a healthcare system that supports the delivery of cost-effective, patient-focused, high-quality emergency medical care.
2. To actively solicit and receive personal voluntary contributions from the membership of the Association and other federally-qualified political action committees and to expend those contributions in support of candidates for federal public office who have demonstrated their general agreement with and support of the above purpose of the Committee; and
3. To the extent permitted by applicable law, to provide support for efforts critical to the mission of the Emergency Department Practice Management Association, its Political Action Committee, and its leadership role on behalf of the industry nationwide.
4. To develop programs that encourage the membership of the Association to become involved in the attainment of the political and legislative goals of the Association, its members, and the emergency department practice management industry through personal contributions to the Committee in support of the purposes stated.

The goal of the EDPMA-PAC is to support the emergency department practice management industry and the emergency medicine profession in the United States of America. To that end, the EDPMA-PAC will support the nomination and election of candidates to federal offices who seek, through responsible means consistent with the principles of a democratic society, to further the mission, goals, and objectives of this field.

The EDPMA-PAC is not affiliated with any political party and will dispense contributed funds without regard to party affiliation of candidates or incumbents. The EDPMA-PAC is empowered to undertake any and all legally sanctioned actions necessary or desirable for the attainment of

the purposes stated above. The funds used to accomplish these purposes shall be acquired entirely from personal fund, voluntary contributions from association members and their PACs.

The Association may assist in the administration of the PAC and in the solicitation of personal voluntary contributions; however, all personal voluntary contributions shall be deposited in a separate segregated fund (a separate campaign fund depository) and no part of the Association's funds shall be co-mingled with those of the EDPMA-PAC's.

In the event of the dissolution of the EDPMA-PAC, all funds not committed to further the purposes for which the Committee was formed shall be either:

1. transferred to any successor committee formed for similar purposes under the sponsorship of the Emergency Department Practice Management Association; or
2. if such successor committee is not formed at the time of the dissolution of the Committee, donated to charitable or educational organizations that promote emergency medicine selected by the Board of Directors of the Association in accordance with applicable federal laws.

### **Article III - Membership**

Membership in the EDPMA-PAC Committee shall be open to employees of members in the Association by nomination of the EDPMA-PAC Chair and upon approval by the Association's Chairperson of the Board of Directors. Only organizational members of the Association may be solicited for contributions after granting permission for such solicitation. Each member of the Committee is strongly encouraged to make a contribution to the Committee's PAC.

### **Article IV –Committee Members**

1. Number. The Committee and its funds shall be overseen by the EDPMA Board of Directors. The Committee shall consist of the following members:

a. A minimum of five (5) and maximum of eleven (11) members, appointed by the Chairperson of the Board of Directors upon the nomination of the EDPMA-PAC Chair, to serve a two-year term. Each term of office shall begin on January 1<sup>st</sup> of odd numbered calendar years and shall conclude on December 31<sup>st</sup> of the subsequent year.

b. The Committee shall be comprised of:

1. A Chair of the Board
2. A representative of the Association's Federal Health Policy Committee
3. A member of the EDPMA Board of Directors, to serve as ex-officio, non-voting member.
4. A minimum of five (5) and maximum of seven (7) members, who shall serve as "At-large" members

2. Compensation. EDPMA-PAC Committee members will not receive any compensation for their services.

3. Reappointment. The Chairperson of the Board may renominate members of the Committee for succeeding terms.

4. Resignation. A member of the Committee may resign at any time by written notice to the Chair of the EDPMA-PAC.

5. Quorum. At all meetings of the Committee the presence of the majority of members shall constitute a quorum.

6. Meetings. The Committee shall meet during the Association's annual meeting and at such other times and places as the Committee Chair may direct.

7. Candidate Support. Any member of the Association may recommend to the Committee that the EDPMA-PAC make a contribution to a particular candidate. However, in order to be considered by the Committee, the recommendation must be in writing and received by the EDPMA staff at least 72 hours prior to the Committee meeting.

8. Duties and Responsibilities.

a. The Committee shall have the following general duties and responsibilities:

- advise and plan the development of specific Committee fundraising programs, and oversee the development and implementation of a long-range fundraising plan;
- establish fundraising goals for Committee fundraising programs;
- establish a Political Action Committee fundraising communication plan with the membership;
- aid and encourage EDPMA members to participate in the attainment of the political and legislative goals of the Association by the successful implementation of Committee fundraising programs;
- consider and vote on member and staff recommendations for candidate and campaign contributions; and
- report to the membership of the Committee and to the EDPMA Board of Directors on a timely basis as to the effectiveness of the Committee's fundraising and contribution programs.

b. In addition to the above general duties and responsibilities, other responsibilities may be assigned to the Committee by the EDPMA Board of Directors in keeping with the Association's strategic plan.

#### **Article V – Committee Officers and Term**

The Officers of the Committee shall include a Chair, a Vice Chair, a Secretary, and a Treasurer.

The EDPMA-PAC Chair shall be appointed by the Chairperson of the Association and shall preside at all meetings of the Committee. The Chair shall be responsible for issuing all calls for meetings of the Committee. The Chair shall serve a two-year term of office which shall begin on January 1<sup>st</sup> of odd numbered calendar years and shall conclude on December 31<sup>st</sup> of the subsequent year. The Chair may be reappointed by the Chairperson of the Association.

The Vice-Chair shall be appointed by the PAC Chair upon approval of the Association's Chairperson. The Vice-Chair shall serve a two-year term which shall begin on January 1<sup>st</sup> of odd numbered calendar years and shall conclude on December 31<sup>st</sup> of the subsequent year. The Vice-Chair shall perform such duties as assigned by the EDPMA-PAC Chair. In addition, the Vice-Chair shall perform the duties and responsibilities of the EDPMA-PAC Chair in the absence of the Chair.

The Secretary shall be the Association's Executive Director or his/her designee. The Secretary shall maintain the written records of the proceedings of the Committee.

The Treasurer shall be responsible for the oversight of EDPMA-PAC funds and ensuring the appropriate filing of all PAC reports. The Treasurer, or his/her designee who may be a staff member of the Association's association management firm, shall make such financial reports as shall be required by the The Treasurer shall be appointed by the Committee Chair. The Treasurer will ensure that there is a detailed account of the following as part of the EDPMA-PAC records:

1. all contributions made to and disbursements from the Committee funds;
2. the full name and mailing address (occupation and the principal place of business, if any) of every person making a contribution and the date and amount thereof;
3. all expenditures made by or on behalf of the Committee;
4. the full name and mailing address (occupation and the principal place of business, if any) (of every person to whom any expenditure is made, the date and amount thereof and the name and address of, and office sought by, each candidate on whose behalf such expenditure is made; and
5. the receipted bills, stating particulars, for every expenditure made by or on behalf of the Committee in excess of one hundred dollars (\$100.00), and for any such expenditure in a lesser amount, if the aggregate amount of such expenditures to the same person during a calendar year exceeds two hundred dollars (\$200.00), and shall file with the appropriate officials reports of receipts and expenditures on prescribed forms.

#### **Article VI - Ex-Officio Member**

The Chairperson of the Association shall serve ex-officio, as a non-voting member of the Committee and shall be given notices of all Committee meetings.

#### **Article VII - Operations**

No expenditure shall be made, or contribution received by the Committee when there is a vacancy in the office of the Chair or Treasurer, in accordance with federal regulations.

Contributions received and expenditures made by or on behalf of the Committee shall be used primarily for the purpose of supporting the nomination or election of candidates to public offices in the Federal Government, and supporting the national party and campaign committees dedicated to that same purpose. These funds shall not be limited to this purpose, however, and to the extent permitted by applicable law, shall also be used in accordance with the purposes established in Article II. To ensure that the limited funds of the PAC are best directed in accordance with Article II,

restrictions are placed on expenditures as follows:

1. Contributions may be made to campaign committees of announced and qualified candidates to federal elective public office, leadership committees of federal elected officials, and national political party committees;

Contributions will be permitted to primary, general and run-off elections of candidates.

**Article VIII - Amendment**

Any amendments to the Bylaws must be approved by a majority vote of the EDPMA Board of Directors, or Executive Committee, whichever meets first.

**Article IX - Office**

The principal office of the Committee shall be located at the Association's offices in McLean, VA.