



July 30, 2013

Via email dia@nasemso.org

FEDERATION OF ASSOCIATIONS
OF REGULATORY BOARDS
1466 Techny Road
Northbrook, IL60062
847-559-3272
847-714-9796 FAX
farb@farb.org
www.farb.org

Dia Gainor, MPA
National Association of State EMS Officials
201 Park Washington Court
Falls Church, VA 22046-4527

Re: Invitation to join the Federation of Associations of Regulatory Boards

Dear Ms. Gainor:

As an organization that will benefit from shared interaction with similar associations, please accept this letter as an invitation for the National Association of State EMS Officials (NASEMSO) to join the Federation of Associations of Regulatory Boards (FARB) as a Governing Member. This letter includes information about FARB, membership benefits, annual meetings, Governing Member representation on the Board of Directors, and dues. FARB has recently rededicated itself to addressing needed information exchange and services to the regulatory community. Expertise and participation from the NASEMSO is critical to continued growth and influence during challenging times of deregulation and reduced budgets.

FARB is a not for profit organization incorporated in 1974 to promote public protection and provide a forum for information exchange for associations of regulatory boards and relevant stakeholders with interests in professional regulation. FARB is recognized as exempt from federal taxation under Section 501(c)(3) of the Internal Revenue Code with a to promote excellence in regulation for public protection by providing expertise and innovation from a multi-professional perspective. We invite you to visit www.farb.org for additional information.

FARB assists its constituents by accumulating and disseminating relevant data; by providing a forum for constructive dialogue; as well as delivering educational programming on legal and practical issues faced by the regulatory community. In addition to our conferences, FARB explores and undertakes initiatives intended to compliment the regulatory community and the public served. FARB has five membership categories, identified as Governing Members, Affiliate Members, Supporting Members, Individual Members and Regulatory Board Members. The membership and mission qualify the NASEMSO for recognition as a FARB Governing Member.

FARB Governing Member Benefits

- Representation on the FARB Board of Directors. The FARB Board of Directors meet in person three times per year.
- Facilitate the exchange of information and participate in joint activities with organization leaders related to the licensing of professionals.
- A forum for cooperation in addressing the mutual issues confronting participating associations in order to benefit from economies of scale and/or promote uniformity across professions and jurisdictions.
- Engage in activities and educational programs to improve the standards of the professions, the delivery of services and the services of regulatory licensing agencies for the welfare and protection of the public.
- Access to FARB educational programs
 - FARB Forum
 - FARB Attorney Certification Seminar (ACS)
 - FARB Leadership Conference

American Association of
State Counseling Boards

American Association of
Veterinary State Boards

Association of Regulatory
Boards of Optometry

Association of Social Work Boards

Association of State and Provincial
Psychology Boards

Federation of Chiropractic
Licensing Boards

Federation of State Massage
Therapy Boards

International Conference of
Funeral Service Examining Boards

National Association of Long Term
Care
Administrator Boards

National Association of
Boards of Pharmacy

National Association of State
Boards of Accountancy

National Association of State
Contractors Licensing Agencies

National Board for Certification
In Occupational Therapy

National Council of Architectural
Registration Boards

National Interstate Council of State
Boards of Cosmetology

FARB Governing Member Benefits (continued)

- Access to reference documents via an on-line platform, including:
 - FARB Generic Model Practice Act
 - FARB Model Code of Conduct for Board Members
 - FARB Model Application for Licensure and Renewal
 - FARB Model Consent/Settlement Agreement.
- Access to the FARB Exam Security video
- Access to the FARB Importance of Licensure video.
- Input and profession placement on lookupalicense.org, an online licensure verification service for consumers and the regulatory community.

As indicated on the letterhead, FARB currently has fifteen Governing Member associations of boards representing organizations that regulate counselors, veterinarians, optometrists, social workers, psychologists, chiropractors, massage therapists, funeral home directors, long term care administrators, pharmacists, accountants, contractors, occupational therapists, architects, and cosmetologists.

In support of its mission to protect the public and as a way of providing interaction among those in the regulatory community, FARB holds three annual meetings. Attorneys, regulatory board members, Executive Directors, board staff, investigators, and others in the regulatory community consistently comment that FARB conferences are the most valuable conferences that they annually attend. The Annual FARB Forum takes place in January and includes sessions that inform attendees about recent regulatory and examination issues and encourage collaboration among boards to assist them in fulfilling their regulatory responsibilities. The FARB Attorney Certification Seminar (ACS) is held in the fall and the agenda focuses on regulatory legal issues and cases. The ACS is attended by not only Assistant Attorney Generals, but numerous board members and staff. FARB also holds an annual Leadership Conference that provides Executive Directors and Officers of FARB's Governing Member associations with opportunities to discuss current topics, exchange ideas and initiatives, and explore initiatives for increased collaboration on projects.

According to the FARB Bylaws, each Governing Member of FARB is entitled to appoint a representative to serve on the FARB Board of Directors. A copy of the bylaws is enclosed for your reference. We invite the NASEMSO to submit an application to join FARB as a Governing Member. Annual dues for Governing Members of FARB are established according to the organization's annual gross revenue and range from \$500 to \$3000. We would invite you to complete the attached Governing Member application. Should you need any additional materials or information for distribution, please contact me.

On behalf of the FARB Board of Directors, I hope you will consider participating as a Governing Member in this important organization. Thank you for your consideration. I look forward to your application and participation with FARB.

Very sincerely yours,



Dale J. Atkinson
Executive Director

DJA/TRS

Enclosures: Governing Member application, FARB Bylaws



FARB 2013 Governing Membership Application

_____, an individual or an agency, hereby requests Governing Membership in FARB. A check for membership dues is attached or has been requested for the following amount:

- Group 1 – Annual Budget under \$500,000: **\$500.00**
- Group 2 – Annual Budget \$500,001 - \$2,499,999: **\$1,000.00**
- Group 3 – Annual Budget \$2,500,000 - \$4,999,999: **\$1,500.00**
- Group 4 – Annual Budget \$5,000,000 - \$9,999,999: **\$2,000.00**
- Group 5 – Annual Budget over \$10,000,000: **\$3,000.00**

Please complete the following fields:

Organization (Full name)

Street Address/ PO Box

General Phone

Suite/ Department/ Number/ Building

General Fax

City/ State/ Zip/ Country

Website

Designated representative to the FARB Board of Directors

Title

Direct Phone

Direct Fax

E-mail

Please return this form to:

Federation of Associations of Regulatory Boards
c/o Dale J. Atkinson, Executive Director
1466 Techny Road
Northbrook, IL 60062
Ph: 847-559-FARB (3272)
Fax: 847-714-9796

SIGNATURE _____

(Individual or Agency/Organization Representative)

BYLAWS OF THE FEDERATION OF ASSOCIATIONS OF REGULATORY BOARDS

ARTICLE I - PURPOSE

The purpose of the federation shall be to exchange information and engage in programs and joint activities relating to the licensing of professionals, the education of professionals, including accreditation of schools, colleges and continuing education programs, and the improvement of reciprocal relations between the several licensing jurisdictions; to cooperate in solving the mutual problems of the participating organizations and to engage in such further activities as the Board of Directors may determine, all for the purpose of improving the standards of the professions, the delivery of services and the improvement of services of the regulatory licensing agencies for the welfare and protection of the general public.

ARTICLE II - OFFICES

The principle offices of the association shall be in a location determined by the Board of Directors.

ARTICLE III - MEMBERSHIP

Section 1 - Classification and Qualifications

- a. Governing Members of this corporation shall be associations of regulatory boards and other not-for-profit organizations determined by the board of directors to administer services and programs consistent with FARB's tax status and public protection mission. Governing Member benefits extend to all Governing Member staff, and elected and appointed volunteer leaders.
- b. Affiliate Members of this corporation shall be non-governmental professional certifying or credentialing bodies or organizations. Affiliate Member benefits extend to organization staff, and organization elected and appointed volunteer leaders.
- c. Supporting Members of this corporation shall be companies, corporations and other entities that provide goods and services to organizations of regulatory boards and their members. Supporting Member benefits extend to one Supporting Member designated as the primary contact for purposes of member communications, and up to three additional member designated employees may attend/participate concurrently in FARB sponsored events at FARB preferred member rates.
- d. Individual Members of this corporation shall be individuals who have an interest in the regulation of professions and/or occupations and desire to support the mission and goals of FARB. Member benefits are limited to the individual member.
- e. Regulatory Board members of this corporation shall be governmental regulatory boards involved in the regulation of a licensed profession or occupation. Regulatory Board member benefits extend to all regulatory member board staff, current serving board members, and representative board attorney(s).

Section 2 - Annual Dues

Membership dues for all categories of membership as well as determination of calculating renewal cycles shall be established by the Board of Directors.

Section 3 - Termination of Membership

The Board of Directors may, in appropriate cases, expel any member organization, board or person whose dues are not timely received by this federation.

ARTICLE IV - BOARD OF DIRECTORS

Section 1 - Election, Term of Office, Vacancies

- a. Election and designation procedures
Each Governing Member shall designate a Director to the federation.

At least twenty (20) days prior to the Board of Directors Annual Meeting date, each Governing Member shall advise the Executive Director of the federation, in writing, of the name of its designee who will attend the annual meeting and serve as a Director.

In the event a designated representative is unable to attend any meeting, the Governing Member may designate an alternate representative who shall have all the rights and powers of the original designated representative. Such designation shall be in writing and delivered to the Executive Director of the federation.

Organizations of regulatory boards accepted for Governing Membership in the federation at other times during the fiscal year shall designate, in writing to the Executive Director of the federation, the name of the designee who will serve as a Director.

b. **Term of Office**

A Director serves at the pleasure of the appointing Governing Member. A Director may be removed from office at any time by affirmative vote of two-thirds (2/3) of the Directors.

c. **Vacancies**

Any vacancy on the Board of Directors shall be filled by a designee from the Governing Member originally designating said Director.

Section 2 - Administration and Voting

The property, affairs and business of the federation shall be managed and controlled, and all corporate power shall be exercised by or under the authority of the Board of Directors. The Board of Directors shall have exclusive voting rights on all matters, except as provided in Article V of these Bylaws. Each Director shall have one (1) vote. A Director may not vote by proxy.

Section 3 - Quorum and Procedures

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board of Directors. Except as otherwise required by statute or by the Articles of Incorporation or by these bylaws, the act of a majority of the Directors present at any meeting, at which a quorum is present, shall be an act of the Board of Directors. In the absence of a quorum, a majority of the Directors present may, without notice other than announcement at the meeting, adjourn the meeting.

ARTICLE V - MEETINGS

Section 1 - Annual Meeting

The Board of Directors Annual Meeting shall be held in conjunction with the Annual FARB Forum and except as otherwise provided in these bylaws, forty-five (45) days-notice of the meeting shall be given. The Board of Directors may provide by resolution, the time and place for the holding of additional meetings of the Board of Directors without other notice than such resolution.

Section 2 - Notice and Special Meetings

Special meetings of the Board of Directors may be called by the President, or by a majority of the Directors. Such meetings may be held in person or by electronic means upon majority vote of the Board of Directors. The President shall make every attempt to provide reasonable notice of such meeting.

ARTICLE VI - ELECTION AND APPOINTMENT OF OFFICERS AND EMPLOYEES

Section 1 - Officers

There shall be three (3) officers of the federation, a President, Vice-President and a Secretary-Treasurer.

Section 2 - Election and Term of Office

The Officers of the federation, except Officers appointed pursuant to Section 3, shall be elected by a majority vote of the Board of Directors at any meeting of the Board of Directors. All Officer terms of office shall be two years or until their successors are duly elected or appointed. No individual may serve

as an officer of the Board of Directors for more than two (2) consecutive terms in that office. Any officer or agent may be removed, with or without cause, by the Board of Directors at any meeting.

Section 3 - Additional Officers, etc

The Board of Directors may appoint such other officers and agents as it deems necessary, including one or more Assistant Secretary-Treasurers. Each appointee shall hold office, have such authority and perform such duties as provided in these bylaws or as determined by the Executive Committee.

Section 4 - Committees

The Board of Directors may establish committees as it deems necessary.

Section 5 - Executive Director and Employees

The Board of Directors may, in their discretion, hire an Executive Director and such other personnel as they deem necessary to carry out the functions of the federation. The Board of Directors may determine the duties and responsibilities for any such Executive Director or other employee and may grant to the Executive Director ex-officio status on committees.

Section 6 - President

The President shall preside at all meetings of the federation, and of the Board of Directors, and shall perform all duties incident to the office of President.

Section 7 - Vice President

In the absence of the President, the Vice President (in order of seniority as designated by the President if more than one Vice President) shall assume the duties and responsibilities of the President, and shall perform such other duties as may be assigned.

Section 8 - Secretary-Treasurer

The Secretary-Treasurer shall perform all the duties incident to the office of Secretary and Treasurer and such other duties as may be assigned. The Secretary-Treasurer may delegate these responsibilities to staff.

ARTICLE VII - EXECUTIVE COMMITTEE

Section 1 - Composition

The Executive Committee shall be composed of the officers of the federation, the President, Vice-President, and Secretary-Treasurer. The Board of Directors may appoint the Executive Director of the federation to serve on the Executive Committee. The President of the federation shall serve as Chairperson of the Executive Committee.

Section 2 - Powers

The executive committee shall have authority within policies, legal provisions and the federation bylaws, to act for the federation and shall have charge of its routine affairs in the intervals between meetings of the Board of Directors.

Section 3 - Meetings and Quorum

Meetings of the Executive Committee may be held at such time and place as may be fixed by a resolution, adopted by a majority of the members of the Committee. Such meetings may be by electronic means or by personal representation and no notice is required.

Three (3) members of the Executive Committee at the time of any meeting of the Executive Committee shall constitute a quorum for the transaction of business, and the action of any two (2) members present at any meeting at which a quorum is present shall be the act of the Committee.

ARTICLE VIII - FINANCIAL POLICY AND ADMINISTRATION

Section 1 - Funds

All funds of the federation shall be deposited in the name of the Federation of Associations of Regulatory Boards in such banks, trust companies, or other depositories as the Board of Directors may

designate. All checks, drafts, or other orders for payment of money, notes, or other evidence of indebtedness issued in the name of the federation, shall be signed by such person or persons in such manner as determined by the Board of Directors.

Section 2 - Execution of Contracts, Loans, etc

The Board of Directors, except as otherwise provided in these Bylaws, may authorize any officer(s), agent(s), or employee(s) of the federation to enter into contracts, loans, or other instruments in the name and on behalf of the federation, and such authority may be general or confined to specific instances. Unless so authorized by the Board of Directors, no officer, agent, or employee shall have any power or authority to bind the federation by any contract or engagement or to pledge its credit or to render it liable pecuniarily for any purpose or to any amount.

Section 3 - Compensation

None of the Directors or Officers of this federation shall receive compensation for their service, but any Director or Officer may be reimbursed for expenses incurred in connection with the activities of the federation. The federation may employ such agents, representatives, attorneys, accountants or employees as may be necessary to carry out the objectives and purposes of the federation.

ARTICLE IX - MISCELLANEOUS PROVISIONS

Section 1 - Limitation of Liability and Indemnification of Directors and Officers

The federation shall indemnify and hold harmless each Director and Officer, now or hereafter serving the federation, from and against any and all claims and liabilities to which the individual may be or become subject to, by reason of now or hereafter being or having heretofore been an Officer or Director of this federation, or by reason of the individuals' alleged acts or omissions as an Officer or Director as aforesaid, and shall reimburse each Officer and Director of this federation for all legal and other expenses reasonably incurred by the Officer or Director in connection with defending against any such claims or liabilities, provided, however, that no Officer or Director shall be indemnified against or be reimbursed for any expenses incurred in defending against any claim or liability arising out of the Officer's or Director's own negligence or willful misconduct. The foregoing rights of Officers and Directors shall not be exclusive of other rights to which they may be entitled lawfully.

Section 2 - Insurance

The federation may secure and maintain general liability and director's and officer's insurance policies, under policies and in amounts as determined by the Board of Directors.

Section 3 - Rules of Order

The meetings of the Board of Directors shall be conducted in accordance with Robert's Rules of Order, except where such rules are contrary to any provisions of the Articles of Incorporation or Bylaws of the federation, which provisions in that event shall prevail.

ARTICLE X - AMENDMENTS

The Bylaws may be altered, amended, or repealed, or new Bylaws may be made only by the affirmative vote of a majority of the total number of Directors at a meeting of the Board of Directors. Amendments may be proposed by any member of the Board of Directors. Notice of any meeting in which an amendment to these Bylaws is to be considered shall be given at least thirty (30) days prior to the date of the meeting and shall contain in its entirety the amendment or change in the Bylaws which is to be considered.

The foregoing are the Bylaws of the Federation of Associations of Regulatory Boards, as amended in Scottsdale, AZ, 2005; Chicago, 2007; Northbrook, 2011; July Board of Directors Meeting, Chicago, 2012; January Board of Directors Meeting, San Diego, CA, 2013;