



TEXAS J REGIONAL ADVISORY COUNCIL

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www.texasjrac.org

Standard Operating Procedure

GENERAL SOP:	PARTICIPATING ENTITY REQUIREMENTS
SOP NUMBER:	G # 4
SOP EFFECTIVE DATE:	6/09
SOP REVIEWED:	8/10
SOP REVISED:	8/10

SOP AUTHORITY STATEMENT:

As stated in the By-Laws in Article IV 3. Participating Entity is defined as an organization or specialized interest meeting the requirements for Good Standing status. Good Standing is defined as when an entity is in full compliance with the participation criteria.

OPERATING PROCEDURE:

Participation Criteria:

1. Participating Entity Contact Data Form – As stated in the By-Laws in Article IV 7. Participating Entity is required to maintain a current Texas “J” RAC Participating Entity Contact Data Form. The RAC office must be notified in writing of all changes within 14 business days to remain in good standing.
 - 1.1 Texas “J” RAC Participating Entity Contact Data Form appropriate for the entity must be completed upon joining the RAC. Refer to the attached forms.
 - 1.2 Document changes by submitting a revised form to the RAC Office within 14 days.
 - 1.3 Submit the appropriate updated Texas “J” RAC Participating Entity Contact Data Form with the annual dues in the first quarter of each fiscal year.
2. Annual dues – As stated in the By-Laws in Article IV 7. The Board of Directors may set and change the amount of an initiation fee, if any, and the annual dues payable to the Organization by its Participating Entities. Dues shall be payable in the first quarter of each fiscal year. Any increase in fees will be announced in December for the next fiscal year.
 - 2.1 EMS
 - Ground Ambulance - \$50 per State licensed unit
 - Air Medical - \$100 per State licensed aircraft.
 - 2.2 First Responder Organization, Licensed - \$50 per organization.
 - 2.3 Hospital
 - Level IV - \$ 20 per State licensed bed
 - Level III - \$ 25 per State licensed bed

Level II - \$ 30 per State licensed bed
Level I - \$ 35 per State licensed bed
Specialty Hospital – \$ 15 per State licensed bed.

- 2.4 State/Federal Facilities – no fee.
- 2.5 Nursing Home - \$ 5 per State licensed bed.
- 2.6 Home Health - \$ 50 fee.
- 2.7 Professional Entity - \$ 500 fee.
- 2.8 Non-profit Group – Fee waived.
- 2.9 Specialized Interest Entity - \$25 per entity/individual.

3. Designation of Representative Form

- 3.1 Participating Entity must designate a Director and Alternate Director.
- 3.2 Specialized Interest Entity must designate them self as the Director and may not designate an Alternate Director.