

# OKLAHOMA CHAPTER OF NENA BYLAWS

## Revised January 2010

### **ARTICLE I – MEMBERSHIP**

#### **Section 1. Membership Applications.**

Applications for membership in NENA, and the reporting thereof, shall be executed upon standing forms as approved and directed by National NENA.

##### 1.1 Application for membership

A. All membership applications shall be submitted to National NENA.

1.2. The National NENA Office will report new members to each chapter, where applicable.

#### **Section 2. Membership Classifications Eligibility Requirements.**

All eligibility requirements for membership will be that same as required by the National Bylaws.

### **ARTICLE II - OFFICE (DUTIES AND AUTHORITY)**

All Officers of the Oklahoma Chapter of NENA are voting members and must be members in good standing as defined in Article XV.

#### **Section 1. President**

1.1 Authority: The President's power shall include authority to:

- A. Carry out duties as delegated in this Article, and those policies duly adopted by the Oklahoma Chapter of NENA Executive Board;
- B. Appoint Special Committees to perform tasks deemed necessary;
- C. Authorize reasonable and proper expenses, up to \$1500.00, of any Board Member for the purpose of specific Chapter duties. Such authorization shall be reported to the full Board, by mail, or email within 72 hours.
- D. Call any committee into session at any time.
- E. Engage legal counsel in accordance with ARTICLE XI of the Bylaws.

1.2 Duties - In addition to such other authority, the President's duties shall include the following:

- A. Preside at all meetings of this Association and/or the Executive Board and Serve as Chair of the Executive Board;
- B. Appoint committees in accordance with Article IV of these Bylaws;
- C. Report on the State of this Chapter to the membership at its Annual Conference;
- D. Carry out the purposes of the Chapter as set forth in its Constitution and Bylaws;
- E. Keep the National Executive director appropriately informed of Chapter matters; and
- F. Make appointments to fill vacancies in office.
- G. Supervise the general conduct, planning, and activity of the Annual Conferences in conjunction with the Commercial and Conference Chairs, and provide for the official requirement of the Executive Board during these and other meetings of such bodies.
- H. Oversee the preparation of an annual budget by the Chapter Treasurer. The proposed budget to be submitted to the Executive Board for its consideration and recommendations prior to the Annual Conference.
- I. Assist the committees of the Chapter by furnishing them with information and in preparing their reports.
- J. Supervise such research programs or special studies as Executive Board may prescribe.
- K. Serve as the coordinator of the functions of the Chapter, representing the Executive Board in those matters where she/he has a responsibility in accord with her/his required duties.
- L. Provide information and other services as necessary to perform his/her duties.
- M. The President, or his/her designee, will serve on the State 9-1-1 Advisory Board as provided in the Oklahoma State Statues.

### 1.3 Parliamentary Authority

The President's parliamentary decision upon the Conference floor shall be final, provided it is not in conflict with the Conference Rules of this Chapter; and for other matters by Roberts Rules of Order to the extent practicable.

## Section 2. Vice President(s)

### 2.1 First Vice President/Membership

It shall be the duty of the First Vice President/Membership to perform all the duties of the President in his/her absence. When so acting, the First Vice President/Membership shall have all powers of and be subject to all the restrictions upon the President.

Conduct a continuous effort to increase all classes of membership, and increase the revenues of this Chapter in a manner approved by the Executive Board. The First Vice President/Membership shall have such other duties and exercise such other authority as from time to time may be delegated by the Executive Board.

### 2.2 Second Vice President/Communications

It shall be the duty of the Second Vice President/Communications to perform all the duties of the First Vice President/Membership in his/her absence. When so acting, the Second Vice President/Communications shall have all the powers and be subject to all restrictions upon the First Vice President/Membership.

The Second Vice President/Communications shall provide for the Chapter's communications; be responsible for the daily operation of the Official Publication or other publications, which the Chapter publishes or sponsors.

The Second Vice President/Communications shall have such other duties and exercise such authority as from time to time may be delegated or assigned by the President or Executive Board.

### 2.3 Regional Vice Presidents

Regional Vice Presidents are empowered to perform such duties and exercise that authority delegated or assigned by the President or Executive Board.

OKLANENA's area of influence is divided into five (5) Regions defined by the OklaNENA Executive Board, each of which is headed by a Regional Vice President.

Members holding the position of Regional Vice President must reside within the region that they serve unless otherwise approved by the Executive Board.

## 2.4 Secretary/Treasurer

It shall be the responsibility of the Chapter's Secretary/Treasurer to perform the following duties:

- A. Publish minutes from membership, Executive Board, and other Chapter business. Copy of said minutes shall be forwarded to the National Emergency Number Association's Office after approval and acceptance by the appropriate body.
- B. Assist the First Vice President/Membership in keeping a complete roll of the membership of this Chapter;
- C. Maintain the records, files and library of the Chapter and handle its general correspondence;
- D. Serve as Historian of the Chapter, coordinate the input and maintain an archive which shall store, list and maintain that which is deemed to be of historical value to the chapter, including the morgue of all Official Publication, information, of historical interest to the membership of this Chapter.
- E. Establish banking facilities; prepare checks for the expenditure of funds to cover the Chapter's indebtedness and deliver them to the President for countersignature; with the provision, however, that separate bank accounts may be established pursuant to the direction of the Executive Board to meet day to day operating expenses which will not require a countersignature except for any amounts in excess of \$1500.00.
- F. Receive all funds due this Chapter and maintain bank accounts for the orderly processing of all funds;
- G. Keep complete records of all money owed to the Chapter and of expenditures incurred by the Chapter and take all appropriate measures to assure the prompt collection or payment of, and accounting for, Chapter funds.
- H. Furnish Quarterly financial statements containing comments and recommendations to the members of the Executive Board;
- I. Make available at each Annual Conference a full written report of his/her activities, and a written financial statement to the Executive Board;
- J. Prepare an annual proposed budget for the Chapter with the oversight of the President. The proposed budget to be submitted to the Executive Board for its consideration and recommendations prior to the Annual Conference.

- K. As requested deliver all funds, books and paper to whomever and within the timeframe as the Executive Board may designate;

The Chapter Secretary/Treasurer shall have such other duties and exercise such authority as from time to time may be delegated or assigned by the President of the Executive Board.

### **ARTICLE III - Executive Board**

#### **Section 1. Designation**

The Executive Board is composed of the President, First and Second Vice Presidents, Secretary/Treasurer, and Five (5) Regional Vice Presidents. Each elected officer and regional vice president shall have full voting power on the Executive Board, with each member possessing one (1) vote.

#### **Section 2. Authority**

Authority is hereby provided for the Executive Board, between Annual Conferences, to perform all functions and do all acts which this Chapter might do or perform with the exception that the Executive Board, shall not have the power to amend the Constitution and/or Bylaws. Its decisions shall be final in matters determined "reasonable and proper".

#### **Section 3. Duties**

The Duties of the Executive Board are as follows:

- A. Make appropriate recommendations to the membership at the Annual Conference on matters considered by the Board since the last Annual Conference;
- B. Supervise all accounts and expenses of the Chapter, and review the audit of the accounts of the Secretary/Treasurer.
- C. Review, modify as necessary, and approve the proposed budget of the Oklahoma Chapter, such budget to show anticipated revenue, expenses and the desired objective, and anticipated expenses of any projects that are not a part of the regular activities of the Chapter.
- D. Conduct the annual conference.

#### **Section 4. Meetings**

The Executive Board shall meet at such times and places as the President shall designate, or as the Board itself may otherwise deem necessary by majority vote of its members.

## Section 5. Quorum

A meeting of the Executive board shall not be official unless attended by a majority of its members.

## Section 6. Dual Offices

Members can only hold one office at any given time.

# **ARTICLE IV - COMMITTEES**

## Section 1. Standing Committees

Committee Members must be in good standing with National and OklaNENA.

### 1.1 Nominating Committee

The members of this committee are the immediate Past President (Chair), an Executive Board member as appointed by the President, Regional Vice Presidents and others at the discretion of the President.

This Committee shall report a slate of nominees for Second Vice President, and Secretary/Treasurer. It shall also report a slate of nominees for each of the Regional Vice President offices consisting of at least one nominee from each Region.

Ballots shall be executed upon a standing voting form and procedure as approved and directed by the Executive Board. The slate of nominees shall be presented to the membership in accord with the election procedure slated in the Constitution.

### 1.2 Legislative Committee

Any member of the OKLANENA Chapter may participate on the Legislative Committee. The chairperson for this committee will be appointed by the President.

### 1.3 Telecommunicators Emergency Response Team (TERT) Committee

The president shall appoint members of this committee. Members of this committee shall serve at the pleasure of the president, and their terms otherwise shall expire concurrently with that of the president, or on the completion of the appointed duty. The president shall coordinate with the Oklahoma Chapter of the Association of Public Safety Communications Officials (APCO) and the Oklahoma Office of Emergency Management through their liaison from their respective agency.

#### 1.4 Annual Conference Committee

The first vice president or designee shall chair this committee, and may appoint other members in good standing to serve on this committee. This committee shall work with the Oklahoma Chapter of APCO to coordinate and be responsible for developing the program for the annual conference, scheduling speakers, securing vendors and entertainment, and making other necessary arrangements. These tasks shall be performed in close coordination with the president.

#### 1.5 Other Standing Committees

The President has the authority to create standing committees as necessary to promote the mission and goals of OklaNENA. The President shall appoint the chairperson of any standing committee.

### Section 2. Special Committees

The President as necessary may appoint special committees. Members of these committees shall serve at the pleasure of the President, and their terms otherwise shall expire concurrently with that of the President.

### Section 3. Duties Of Committees

Where not otherwise specified, the President shall designate duties of committees.

## **ARTICLE V - DUES**

### Section 1. Dues Rates

Annual dues rates for National NENA are set by the Executive Board of the National Association for each membership classification, and a designated portion of those dues shall be returned to the Oklahoma Chapter.

There are no separate dues for membership in the Oklahoma Chapter.

### Section 2. Dues Payment Schedule.

Dues are due in January of each year. Members who are delinquent over 90 days from January 1 shall be dropped from the National and State Chapter Membership rolls.

## **ARTICLE VI -OFFICIAL PUBLICATION**

There shall be an Official publication of the Chapter, which shall be governed by the Executive Board. Operation of this publication shall be the responsibility of the Second Vice President/Communications. The publication will be distributed to all paid members of the organization, regardless of membership classification. Additionally, the publication may be offered for sale by annual subscription to non-members.

## **ARTICLE VII - OFFICIAL PROCEDURES**

### **Section 1. Amendment Procedure**

#### 1.1 Statement of Restrictions

The Constitution and/or Bylaws of this Association may be amended only by a majority vote of the voting membership, except as provided for in Bylaws Article IX, Section 2.

#### 1.2 Requirements

The proposal to amend the Constitution and/or Bylaws of the Association shall be honored from any chapter member. Errors in the format of such proposal shall not be sufficient cause for rejection.

An amending proposal shall be submitted by the maker in written form to the Executive Board and its format shall in order be:

- A. Indication of the name of the maker of the proposal;
- B. Indication of the intent of the proposal;
- C. Indication of the Annual Conference where consideration is desired;
- D. Indication of the Article(s), Section(s), and Paragraph(s) of the Constitution and/or Bylaws proposed to be amended;
- E. Proposed amending language.

#### 1.3 Drafting of Resolutions to Amend

A resolution to amend the Constitution and/or Bylaws of this Association shall be based upon the required amending proposal and with the guidance of the Executive Board; it shall be so devised and forwarded to the National Executive Director for approval.

A copy of the Draft resolution shall be provided to the originator prior to publication for his/her concurrence.

Participation by the Executive Board in these matters shall not be construed to imply their support of the measures considered therein except when the Executive Board initiates an amending resolution.

#### 1.4 Required Publication

An amending resolution which has been processed with the requirements of Section 1.2 and 1.3 of this Article shall be published and distributed to all members of this Chapter no less than 30 days before the Annual Conference for consideration.

### 1.5 Quorum Revision of Resolutions

An amending resolution which has been processed with the requirements of Section 1.2 and 1.3 of this article shall be published and distributed to all members of this Chapter no less than 30 days before the Annual Conference for consideration.

### 1.6 Effective Date of Amendments

Resolutions passed and adopted by this Chapter in accord with other provisions of the Constitution and/or Bylaws shall be in force and effect upon the adjournment of the Annual Conference where considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution adopted.

## Section 2. Impeachment

A two-thirds majority vote of the total membership shall be required for the removal from office of an officer of this Chapter.

## Section 3. Parliamentary Procedure

Upon any question coming before this Chapter, not otherwise specifically provided for in the Constitution and/or Bylaws, the presiding officer shall be governed to the extent practicable by Roberts Rules of Order.

## Section 4. Fiscal Year

The Chapter shall observe a fiscal year beginning January 1st and ending December 31st.

## Section 5. Issues not Covered

The Bylaws of the National Emergency Number Association will prevail on any issues not covered by the Bylaws of OKLANENA.

## **ARTICLE VIII - DISBURSEMENT OF ASSETS UPON DISSOLUTION**

### Section 1. Statement of Intent

Should OKLANENA be dissolved all assets shall be distributed to an organization of similar purpose as selected by a two-thirds majority vote of an Annual Conference quorum, or by the Executive Board if between Annual Conferences.

## **ARTICLE IX - CONFERENCE QUORUM**

### **Section 1. Conference Quorum**

The members attending a business session of an Annual Conference shall constitute a Conference Quorum.

### **Section 2. Conference Rules**

Conference rules may be established by a majority vote of the Annual Conference Quorum. The Conference rules shall be part and parcel of these Bylaws provided the provisions of Bylaws Article VII, Section 1.5 are waived with respect to the Conference rules only.

## **ARTICLE X – BONDS**

### **Section 1. Requirements**

The President, First Vice President, Second Vice President, and Secretary/Treasurer shall be bonded in the minimum amount of Ten Thousand dollars (\$10,000.00) and/or otherwise stipulated by the Executive Board at any time the value of the treasury becomes or exceed \$ 10,000.00. Estimated of the value of the treasury are to be made at the Annual Conference and each officer identified above are to be bonded to a minimum of \$10,000.00.

## **ARTICLE XI – EMPLOYMENT OF COUNSEL**

### **Section 1. Employment Procedure.**

Counsel shall be employed upon a recommendation by the President and a simple majority approval of the Executive Board. The Executive Board shall stipulate the retainer fee in advance of employment.

## **ARTICLE XII - GRANTS AND CONTRIBUTIONS**

### **Section 1. Application for Funds**

The President of this Chapter or any member designated by him/her may make application to philanthropic organizations, corporations, agencies, groups, or persons for grants or contribution of funds or property for carrying out general or specific purposes of this Chapter.

No application shall be made to, or contribution received from, any person or agency except after a determination by the Executive Board that a grant or contribution to the Association would be motivated by the desire to further the purposes of the Chapter and not to derive personal benefit or privilege to the donor.

## Section 2. Acceptance of Grant or Contribution

Any member who may be offered a grant, or contribution, or contract for this Association shall immediately notify the President and no grant or contribution shall be finally accepted by the Association except upon approval of the Executive Board. The terms of any such grant or contribution shall be set forth in writing and signed on behalf of the Chapter and the donor.

## Section 3. Administration of Funds.

Any grant or contribution of the Chapter shall be credited to its general fund unless, under the terms thereof, a special fund is of such grant or contribution shall follow the procedure defined for general funds of the Chapter, unless provided for otherwise in the terms of the grant or contribution and agreed upon by the Executive Board.

## **ARTICLE XIII – RETENTION OF PROPERTY INTEREST**

### Section 1. Retention of Title

All rights, title, and interest, both legal and equitable, in and to property of this Chapter shall remain in the Chapter.

### Section 2. Requirements for Return of Property

All property of the Chapter in the possession or trust of a member or employee shall be returned immediately to the Chapter in the event of his/her death, resignation, suspension, or expulsion.

## **ARTICLE XIV - TRADE MARK PROTECTION**

### Section 1. Statement of Policy

The OKLANENA logo is a registered trademark and its use, except as specifically provided for in this Article, shall be strictly controlled by the Executive Board.

- 1.1 The Chapter is specifically authorized to use the logo for stationery purposes in the pursuit of their normal business activities.
- 1.2 The use of the logo in the manufacture of jewelry, apparel, and hardware and in conjunction with the identification and/or commercial activities is expressly prohibited except as provided for in Section 1.3 herein.
- 1.3 Any deviation from the restrictions of Section 1.2 above shall require the express written authority of the Executive Board in each particular instance.

## **ARTICLE XV – A MEMBER IN GOOD STANDING**

Section 1. To Be an Officer, Elected or Appointed, to the Oklahoma Chapter of NENA the following qualifications must be met:

- 1.1 You must be a member of NENA for a minimum of one (1) year.
- 1.2 You must be an active member of OklaNENA by attending posted meetings, serving on standing committees or other qualifying activities as determined by the Executive Board.
- 1.3 You must be active in the 9-1-1 Community at the Regional, State or National level.
- 1.3 The Executive Board will determine if candidates meet the qualifications as set forth in this Article.