

CONSTITUTION AND BYLAWS OF THE ALASKA CHAPTER OF NATIONAL EMERGENCY NUMBER ASSOCIATION (AKNENA)



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CONSTITUTION ALASKA CHAPTER OF NENA

ARTICLE I – PURPOSE & AUTHORITY

Section 1. Name and General Membership Requirement

This organization shall be known as the Alaska Chapter of the National Emergency Number Association. (AKNENA)

Its membership shall be open to all persons of good character who meet the membership requirements of this constitution and/or Bylaws adopted pursuant thereto.

Section 2. Purpose

Chapter of (NENA) the NATIONAL EMERGENCY NUMBER ASSOCIATION an international organization whose purpose shall be to:

- A. Lead in the development, availability, implementation and enhancement of a universal emergency telephone number common to all jurisdiction(s) through research, planning, training and education; represent its members before communications regulatory agencies and appropriate policy making and legislative bodies; and strive toward all citizens having immediate access to emergency public safety services so that safety of human life, protection of property and civic welfare are benefited to the utmost degree;
- B. Aid and assist in the timely collection and dissemination of information relating to a universal emergency telephone number;
- C. Prepare, publish and distribute or cause to be prepared, published and distributed a publication at regular intervals. This publication shall contain technical, administrative, operational, training and educational information considered of interest to the membership of this Association and to other people interested in public safety emergency communications;
- D. Provide for membership in this chapter in accordance with the language and intent of its Constitution and Bylaws which are now, and may later be, in effect. Membership shall not be limited other than by classification and good character, and shall have such rights and privileges by classifications as may be provided from time to time.

ARTICLE II – MEMBERSHIP

Section 1. Membership Designations

The membership of this Chapter shall be divided into the classes of Active Member, Commercial Member, Associate Member and Lifetime Member. Lifetime Member requires no annual member fee.

Members shall be admitted in accord with the classification requirements set forth in this Article. Membership shall not be denied on the basis of race, color, creed, national origin, sex, age or numerical limitation. All members are eligible to serve on committees if appointed.

1.1 Active Member

The following shall be eligible for Active membership in this Chapter; any management supervisory or support personnel responsible for planning, organizing, staffing, directing, controlling, supporting and/or operating functions required in the design, promotion, construction, installation, maintenance, command and/or operation of public safety emergency communications systems who are employed, compensated, appointed, or elected by a federal, state, provincial, territorial or local government agency, or an agency substantially supported by government funds, or retired from one of the above categories. All Active Members automatically become members of their Chapter.

1.2 Commercial Member

The following shall be eligible for Commercial membership in this Chapter: those persons in the business sector who receive compensation from the design, manufacture, sale, service, maintenance, lease, rental or promotion of equipment or systems which are used or can be used in public safety emergency systems: and those persons who are engaged in writing, publishing, advising and consulting in the public safety emergency communications field or who distribute goods and represent companies, firms, or persons including themselves and others engaged in such activities or retired from one of the above categories. All commercial members automatically become members of their Chapter.

1.3 Associate Member

The following shall be eligible for Associate membership in this Chapter: those persons not eligible for the Active or Commercial classes of membership: those persons involved in the emergency communications field in a capacity of support personnel or in non-supervisory or non-management positions; those persons who have otherwise qualified for commercial or active membership but are no longer employed or active in the emergency communications field; or persons with no direct or indirect connection to the emergency communications field in any way but who wish to support the goals and objectives of NENA. Privileges of Associate Members are restricted as follows: Associate Members are non-voting members of the national association; may not nominate candidates for national office; may not hold national office. Associate Members may vote on the Chapter level in matters pertaining to Chapter business, and in the election of Chapter officers, and may nominate candidates for Chapter offices. Associate Members will not receive the annual Membership Directory. All Associate Members automatically become members of the Chapter.

1.4 All applications and dues are to be sent to the National Office for processing and disbursement.

1.5 Any question regarding application qualifications will be handled by the National Office.

Section 2. Dues

The dues rate for each class of membership in this Chapter is set forth in Bylaws Article V.

Section 3. Voting and Officer Restrictions

Active, Commercial and Lifetime Members have the right to vote and hold the elected offices of Secretary and Treasurer. Only Active, Commercial or Lifetime Active members may hold the elected position of President, First Vice President and Second Vice President. Members can only run for one position/office.

ARTICLE III – OFFICERS

Section 1. Designation

The offices of the Chapter shall consist of the following: President, First Vice President, Second Vice President, Secretary and Treasurer.

All offices will be filled by election at the Annual Meeting of the Chapter. A succession of officers as set forth in Bylaws; Article II requires only the election of Second Vice President, Secretary and Treasurer at subsequent Annual Meetings.

The term of office for the officers of this Chapter is established in the Bylaws, Article II.

Section 2. Election Procedure

- 2.1 The Alaska Chapter will conform to the national Constitution requirements as shown in Section 3 Requirements. The Chairman of the Nominating Committee shall request nominations for particular offices from the membership through a mailing prior to the annual October meeting. Nominees must be eligible to hold the office nominated for in accord with the Constitution Article II, Section 3.
- 2.2 After receipt of nominations from the membership, the Nominating Committee will report a final slate of candidates to the membership at the August meeting before the annual October meeting, together with ballots. Election ballots will not be issued during the thirty (30) day period prior to the first day of the conference. Officers shall be elected by secret ballot from this final slate, prepared as required by Bylaws, Article IV, and this section.
- 2.3 Election ballots shall be returned unopened to the Chairperson of the Nominating Committee not later than 2 o'clock p.m. on the first day of the conference. The Committee appointed by the President will then open and count each ballot.

Challenges as to the validity of any ballot shall be settled by the Executive Board. Upon completion and certification of the ballot count, the results shall be forwarded to the Chapter President.

- 2.4 Election of office shall be determined by receiving a simple majority (50% plus 1) of the votes cast. If more than two candidates compete for the same office and a simple majority by one candidate is not achieved, the candidate receiving the most votes shall be declared the winner.

ARTICLE IV – ANNUAL MEETING

Section 1. Definition

The annual meeting of this Chapter will be held each year in October. The date, time and location of the annual meeting will be determined by the Chapter Executive Board.

ARTICLE V – TRADEMARK PROTECTION

Section 1. Statement of Policy

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

- 1.1 Chapters are specifically authorized to use the logo for stationary purposes in the pursuit of their normal business activities.
- 1.2 The use of the logo in the manufacture of jewelry and hardware and in conjunction with 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 National Executive Director in each particular instance.

BYLAWS ALASKA CHAPTER OF NENA

ARTICLE I – ELECTION OF MEMBERS

Section 1. Membership Applications

Applications for membership and the reporting thereof, shall be executed upon standard forms as approved and directed by the National Executive Board.

- 1.1 All membership applications shall be submitted to the National Office.
- 1.2 The National Office will report new members to each chapter, where applicable.

ARTICLE II – OFFICERS – GENERAL

Section 1. Terms of Office

The President, First Vice President, Second Vice President, Secretary and Treasurer shall assume their duties and authorities on the last day of the Annual meeting at which they were elected. They shall remain in office until the installation of their elected successor or the investiture of their successor, as provided in Section 2 herein.

Section 2. Succession of Office

At each Annual Meeting, an investiture will be held wherein the person holding the office of First Vice President shall succeed to the office of President, and the person holding the office of Second Vice President shall succeed to the office of First Vice President.

Section 3. Vacancies in Office

- 3.1 Vacancies in the offices of President and First Vice President shall be filled by advancement in rank, provided that such fulfillment shall be in acting capacities until the next Annual Meeting where the acting officer shall be eligible for regular investiture to office. Such acting capacities shall have no otherwise effect upon their normal terms of office or eligibilities thereto.
- 3.2 Vacancies in the office of Second Vice President, Secretary and Treasurer shall be filled by Presidential appointment as confirmed by the Executive Board, and such approved appointee shall perform his/her duties for the remainder of the term of the office being filled.

ARTICLE III – OFFICERS (DUTIES AND AUTHORITY)

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 Executive Board;
- B. Appoint special committees to perform tasks deemed necessary;
- C. Authorize the necessary expenses of any board member or committee chairperson for the purpose of official chapter business. Such authorization shall be reported to the Executive Board in a quarterly financial statement;
- D. Call any committee into session at any time;
- E. Engage legal counsel in accordance with Article IX of these 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 Chapter 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 the chapter to the membership during its Annual Conference;
- D. Carry out the purposes of this chapter as set fourth in its Constitution and Bylaws;
- E. Make appointments to fill vacancies in office.

1.3 Parliamentary Authority

The President's parliamentary decision upon the Conference floor shall be final, provided it not be 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

2.1 First Vice President

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

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

2.2 Second Vice President

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

The Second Vice President 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 Secretary

It shall be the duty of the Secretary to provide the notice and keeping of the minutes and records of the Chapter meetings, including the meetings of the Executive Board.

The Secretary 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.

2.4 Treasurer

The Treasurer will be responsible for administrating any and all funds of the Chapter.

The Treasurer shall make financial reports to the Executive Board at all regular Board meetings and general membership meetings.

The Treasurer 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.

Section 3. Executive Board

3.1 Designation

The Executive Board membership shall include the President, First and Second Vice Presidents, the Secretary and Treasurer voting. All past Presidents shall serve the Executive Board in an advisory capacity, without vote.

3.2 Authority

Authority is hereby provided for the Executive Board, between annual meetings, to perform all functions and do all acts which this Chapter might do or perform. Its decisions shall be final in matters determined reasonable and proper. It has the power to convene or poll itself by a majority vote.

3.3 Duties

The duties of the Executive Board are as follows:

- A. Make appropriate recommendations to the membership at the annual meeting on matters considered by the board since the last annual meeting;
- B. Supervise all accounts and expenses of the chapter;
- C. Review, modify as necessary, and approve the proposed budget of the chapter, such budget to show anticipated revenues by source, anticipated expenses and the desired objective, and anticipated expenses of any projects that are not a part of the regular activities of the chapter.

3.4 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 to be a majority vote of its members.

3.5 Quorum

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

ARTICLE IV – COMMITTEES

Section 1. Standing Committees

1.1 Nominating Committee

The Members of this committee are the immediate Past President (Chair) and two other members at the discretion of the President.

The committee shall report a slate of nominees for Second Vice President, Secretary in even numbered years and Treasurer in odd numbered years.

The slate of nominees pre-qualified by the nominating committee using criteria adopted by the board shall be presented to the membership in accord with the election procedure slated in the Constitution Article III, Section 2.2.

Section 2. Special Committees

Special committees may be appointed by the President as necessary. 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, duties of committees shall be designated by the President.

ARTICLE V – DUES

Section 1. Dues Rates

The annual dues rates for Active and Commercial Members of this association are set by the Executive Board of National Emergency Number Association, Inc. (NENA). For each membership a set amount also determined by the National Emergency Number Association, Inc. will be returned to the Alaska Chapter for each member.

Section 2. Dues Payment Schedule

Membership dues are payable once a year in January. Members who are delinquent over 90 days from January 1 shall be dropped from the National and State chapter Membership rolls.

Section 3. Pro-Ration Schedule

A pro-ration schedule will be established to allow for credit to all Active and Commercial members based on their anniversary date. Associate members will not receive pro-ration treatment.

ARTICLE VI – OFFICIAL PUBLICATION

There may be an official publication of this Chapter, which shall be governed by the Executive Board. Operation of this publication shall be the responsibility of the Chapter President. 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 and members requiring more than one copy per issue.

ARTICLE VII – PROCEDURES

Section 1. Amendment Procedure

1.1 Statement of Restrictions

The Constitution and/or Bylaws of this chapter may be amended by an affirmative vote of at least five Executive Board members.

1.2 Requirements

A proposal to amend the Constitution and/or Bylaws of the Chapter shall be honored from any 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 Executive Board Meeting 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 Chapter shall be based upon the required amending proposal and it shall be so devised and drafted by a designee appointed by the President. A copy of the draft resolution shall be provided to the maker prior to consideration for his/her concurrence.

Participation by the preparer in these matters shall not be construed to imply his/her support of the measures considered therein.

1.4 Effective Date of Amendments

Resolutions passed and adopted by this Executive Board in accord with other provisions of the Constitution and/or Bylaws shall be in force and effect upon the adjournment of the Executive Board meeting where considered and adopted, provided an exception to this effect is not otherwise contained in the language of the resolution adopted. Adopted amendments shall be published in the next official chapter publication after adoption.

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 Robert Rules of Order.

ARTICLE VIII – DISBURSEMENT OF ASSETS UPON DISSOLUTION

Section 1. Statement of Intent

Should AK-NENA be dissolved, all assets shall be distributed to an organization, or 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 – EMPLOYMENT OF COUNSEL

Section 1. Employment Procedures

Counsel shall be employed upon direction of the Executive Board.

Section 2. Purpose

Counsel shall be employed for the purpose of providing legal advice to the Chapter and for the preparation and presentation of matters before governmental bodies as desired by the Chapter.

ARTICLE X – RETENTION OF PROPERTY INTEREST

Section 1. Retention of Title

All right, 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

Any 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, expulsion or termination of relationship with this Chapter.