

Texas 9-1-1 Trainers Forum



BY-LAWS
Updated: January 6, 2017

Article I. Name and Purpose

Section A. Name

The Forum's name shall be the "Texas 9-1-1 Trainers Forum" herein referred to as the "TNT".

Section B. Purpose

TNT's purpose is to enhance the professionalism of the 9-1-1 Telecommunicator (Operator, Dispatcher, Public Safety Communicator) in the state of Texas. This is accomplished through providing an opportunity to network with its members, share information, and learn from other 9-1-1 trainers from across the State. The networking group discusses items of mutual interest from a wide variety of topics including presentation skills, curriculum development, training resources, and state and national certification and standards. TNT works closely with other agencies and organizations in the development of standardization of training curriculum and training courses.

Section C. Not for Profit

Texas 9-1-1 Trainers is organized exclusively for educational purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt Organization described under Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code.

Upon the dissolution of the organization, assets shall be distributed for one or more exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code, or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for a public purpose. Any such assets not disposed of shall be disposed of by a court of competent jurisdiction in the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated for such purposes.

Article II. Membership

Section A. Membership Eligibility

Membership is open to all Texas personnel employed in the following capacities: in a communications center, in a law enforcement or other public safety related academy, academic alternative, or a Council of Government, Municipal Emergency Communication District or Emergency Communications District; approved contract trainers whose duties include the training (classroom or field training) of Telecommunicators. Other members may be approved by a majority vote of the current members.

Vendor member participation is allowed, with the following caveats:

The vendor must conduct business in Texas and have physical representations (i.e. office or employee) in Texas. The vendor must have a demonstrated interest in issues regarding Telecommunicator standards or training.

In addition:

- TNT officers reserve the right to ask vendor members to leave the meeting if an agenda item has been identified as a potential conflict of interest.
- Vendor members may vote on candidates and issues, unless a potential conflict of interest has been identified.
- Vendor members may not use TNT meetings or the TNT directory to solicit business.
- Vendor members are not eligible to serve on the TNT board as President, President Elect, Treasurer, Secretary, or Hospitality.

Section B. Official E-Mail Record of Members

The Website/Membership chair shall maintain a roster of current Members who are listed in the Website/Membership's official e-mail list.

Section C. Membership Dues

There are no membership dues required to be a member of TNT.

Section D. Meeting Fees

Quarterly meetings are historically held in January, April, July, October, with the April meeting in conjunction with the TX APCO-TX NENA Public Safety Conference. The TNT membership shall set a meeting fee that will be assessed to each member in attendance at a quarterly meeting. The fee shall be evaluated annually to ensure that meetings fees are sufficient to cover meeting costs.

Any member that pre-registers for a meeting that is unable to attend must cancel his/her registration at least 5 days in advance of the meeting. If not, then the member is still responsible for paying a \$15 cancellation fee.

Quarterly meeting fees are used for room rental, catering, and can be used for the professional development of the membership as voted on by a majority of the membership in attendance. The next meeting location and date is also determined by majority vote of the membership in attendance at the current meeting.

Section E. Voting

Each current member on the official e-mail list of the Forum is eligible to one vote. The President will have the decision as to whether an issue will be voted on by the members present at a meeting or through email to all current members.

Article III. Meeting of Members

Section A. Meetings

The Quarterly Meetings of the TNT Membership shall be held at 10:00 a.m., until 3:00 p.m. at the location voted on at the previous meeting with the exception of the quarterly meeting which coincides with the TX APCO-TX NENA Public Safety Public Safety Conference. The membership will be notified by email when the time, location, and agenda are available on the TNT website for the next meeting.

Section B. Special Meetings

Special Meetings may be called by the President or upon request by majority of the membership. Special Meetings will be announced at least one month prior to the meeting to allow for travel arrangements and budgets to be submitted and approved.

Section C. Minutes

The Secretary of the TNT will take minutes at all meetings held by the TNT. Minutes will be posted on the website in a timely manner. Members will approve minutes (with a motion and a second) at the meeting following the one to which the minutes relate.

After review by the President, minutes will be posted on the website in draft form. Once approved at the next meeting, they will be on the website as approved. In the absence of the Secretary at a meeting, the President will designate a substitute.

Section D. Quorum

A quorum for the transaction of all business of the TNT shall be constituted by all those current members present at regular or special meetings subsequent to notification of agenda items.

Section E. Organization

The President of the TNT shall preside at all meetings of the members. If the President is not present, the appropriate officer in succession in the order set forth in Article IV shall preside.

Section F. Parliamentary Authority

The rules contained within the most current edition of "*Robert's Rules of Order Newly Revised*" shall govern quarterly meetings and/or other TNT business in all cases to which they are applicable and in which they are not inconsistent with these bylaws and any special rules of order which TNT may adopt. The President shall be responsible for ensuring that a copy of "*Robert's Rules*" is available at each quarterly meeting to refer to for any parliamentary procedure questions or concerns.

Article IV. Officers

Section A. Officers

The officers of the TNT shall consist of President, President Elect, Treasurer, Secretary and Hospitality.

Section B. Election, Term and Vacancies

Nominations will be taken during the first quarter via e-mail. A slate of candidates will be presented at the 2nd quarterly meeting. An election vote will be conducted via email between the 2nd and 3rd quarterly meetings. The new officers will be announced at the 3rd Quarter meeting and take office beginning at the 4th quarter meeting.

The officers will be elected to a term of two (2) years. Any vacancy will be filled by nominations submitted via e-mail the month prior to the next regular meeting with elections taking place that meeting.

Section C. Duties of Officers

The President shall preside at all meetings, appoint all committees, be responsible for agendas with notification to current members via e-mail, represent the TNT on issues as directed by the membership and perform other duties as required.

The President-Elect shall preside over meetings in the absence of the President, assist the President in conducting association affairs, seek and confirm nominations for biannual elections, conduct an annual review of association needs and direction, and assist the President in filling any board vacancies.

The Treasurer shall preside over meetings in the absence of the President, and President Elect, shall have charge of all funds generated through membership dues, be responsible for proper record keeping of all revenues and expenses, present financial reports as required and serve on committees and perform other duties as required.

The Secretary shall keep minutes of the meetings, report them into the record with a motion and a second, record all transactions of any forum meetings, prepare minutes and submit them to the President for review before they are posted as draft minutes on the TNT website. Current members will receive draft minutes with the reminder email for the next TNT meeting. If the Secretary is unable to attend a scheduled meeting, they will notify the President who will appoint someone to take the minutes for that meeting.

Hospitality shall work with the Treasurer in calculating the registration totals and on distribution of funds for catering appropriate meals for meetings. Hospitality shall be responsible for procuring meeting space and coordinate with the meeting venue for all on-site details.

All officers must attend, at a minimum, half of the year's scheduled meetings. If any officer is unable to do so, they shall notify the President, or the President Elect in the event the officer is the President, so that the vacancy can be filled via election prior to the next meeting.

Article V. Finance

Section A. Expenditures

All expenditures and expenses must be activities approved by the TNT.

The President may spend up to \$500 of the organization's funds, upon a quorum vote of the officers in order to conduct TNT business.

Any expenditure and/or expense, over and above \$500, must be voted on and approved by a majority of the members. The TNT Treasurer will keep and present records of all expenses and expenditures at each meeting of the membership.

Section B. Scholarships

TNT will provide financial assistance, as allowed by the current TNT finances, for educational opportunities provided by attending the TNT meeting, related committee or activities, or conferences/events to promote TNT. The Texas 9-1-1 Trainers Scholarship Application must be completed and submitted to the current TNT president during the application period each quarter. The application periods are as follows:

Applications for 1st quarter meetings/activities: November 1 – Dec 15.

Applications for 2nd quarter meetings/activities: February 1 – March 15.

Applications for 3rd quarter meetings/activities: May 1 – June 15.

Applications for 4th quarter meetings/activities: August 1 – September 15.

Applications will be selected on a case by case basis by the presiding TNT board. No applicant may receive a TNT scholarship more than once in a two year period. The usual TNT meeting fee will be waived for scholarship recipients. Each awarded scholarship amount is not to exceed \$500.

The recipient of the scholarship must contact the TNT treasurer within 30 days of the award date. Approved travel expenses will be approved at the current Per Diem rates established by the U.S. General Services Administration.

Article VI. Committees

Section A. Committees

Committees shall be formed as needed by the direction of the President and members present. Membership of the committees shall include volunteers that are in good standing with TNT. The President shall appoint a Chairperson for that Committee. The Committee shall report developments to the members based on the time table established by the President. Additional time may be requested by the Committee Chairperson, if necessary, to fulfill the assigned mission.

A standing committee called "Board Alumni" shall be formed and be maintained in perpetuity. This committee shall be comprised of Past Presidents. The committee shall be responsible for providing guidance to the current officers and/or the TNT membership.

Article VII. Amendment of By-Laws

Section A. Proposal and Vote of Amendment

Any member in good standing may propose an amendment to the TNT bylaws.

The Secretary will send the proposed change to the membership via e-mail at least thirty (30) days before the next scheduled meeting. The member proposing the amendment may rescind his/her amendment at any time.

The proposed amendment will be placed on the next meeting agenda for consideration. By majority vote of those present, the membership will approve, disapprove, or table the amendment for further study. Electronic votes from members unable to attend the meeting are acceptable.