

NENA

NATIONAL EMERGENCY NUMBER ASSOCIATION

SOUTH CAROLINA CHAPTER

South Carolina



Article 1 - Purpose & Authority

Article 2 - Members, Officers & General Info

Article 3 - Officers - Duties & Authority

Article 4 - Committees

Article 5 - Dues

Article 6 - Procedures

Article 7 - Disbursement of Assets Upon Dissolution

Article 8 - Annual Conference

Article 9 - Employment of Counsel

Article 10 - Grants & Contributions

Article 11 - Retention of Property Interest

Article 1 - Purpose & Authority

I. Name and General Membership Requirement

- A. The organization shall be known as the South Carolina Chapter of the National Emergency Number Association, South Carolina NENA.
- B. This membership shall be open to all persons of good character who meet the membership requirements of the Bylaws adopted pursuant to the National Emergency Number Association.

II. Purpose

To foster the technological advancement, availability and implementation of a universal emergency telephone number system (9-1-1). In carrying out its mission, NENA promotes research, planning, training and education. The protection of human life, the preservation of property, and the maintenance of general community security are among NENA's objectives.

- A. Foster the availability and development of a universal emergency telephone number common to all jurisdictions by means of research, planning, training and education; represent its members before communications regulatory agencies, the State of South Carolina 9-1-1 Office and policy making bodies as may be appropriate, and through its efforts strive toward citizens having immediate access to emergency public safety services to the end that the safety of human life, the protection of property and the civic welfare are benefited to the utmost degree;
- B. Provide for membership in this Chapter in accordance with the language and intent of its 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 classification as may be provided from time to time in keeping with the state of development of the art of public safety emergency communications.

III. Authority

A. Executive Board

- 1. The business and affairs of the chapter shall be managed under the direction of the chapter executive board, which shall exercise all of the powers of the chapter except those powers otherwise reserved exclusively to the members.
- 2. The chapter executive board shall:
 - a.) Establish and maintain adequate management of the chapter's activities;
 - b.) Fill vacancies in accordance with these bylaws;

- c.) Appoint additional committees as deemed necessary;
- d.) Engage legal and other counsel as deemed appropriate by the chapter executive board and;
- e.) Issue an annual financial report to the membership and report on chapter activities.

B. Membership

- 1. The membership of the chapter shall approve any anticipated expenses of any projects that are not a part of the regular activities of the chapter;
- 2. Elect the officers and of the chapter;
- 3. Amend these bylaws in accordance with the provisions contained herein.

Article 2 – Membership, Officers and General Information

Applications for membership and the reporting thereof, shall be executed upon standard forms as approved and provided by the National NENA Office and in accordance with the National NENA procedures.

I. Designation

The officers of the South Carolina State Chapter shall consist of the following:

- President
- First Vice President
- Second Vice President
- Secretary/Treasurer
- Immediate Past President
- Midlands Region Director
- Northern Region Director
- Pee Dee Region Director
- Southern Region Director

All Board members of the Executive Board are voting members.

The regions are identified as follows:

Southern Region: Counties of: Barnwell, Orangeburg, Calhoun, Allendale, Bamberg, Hampton, Colleton, Dorchester, Berkeley, Jasper, Beaufort and Charleston

Midlands Region: Counties of: McCormick, Edgefield, Aiken, Saluda, Lexington,

Richland, Newberry, Fairfield, Kershaw, Lancaster, Chester and York

Northern Region: Counties of: Oconee, Pickens, Greenville, Spartanburg, Cherokee, Anderson, Laurens, Union, Abbeville and Greenwood

Pee Dee Region: Counties of: Chesterfield, Darlington, Lee, Sumter, Clarendon, Williamsburg, Florence, Marion, Dillon, Marlboro, Horry and Georgetown

II. Nominations, Elections

- A. A nominating committee of three members shall be appointed by the President. The nominating committee shall elect its own chairperson and shall propose one or more candidates for election, taking into consideration professional reputation, character, and other qualifications that are deemed appropriate by the nominating committee.
- B. Any candidate nominated either by the nominations committee or the membership must be contacted in writing by the nominations committee chair or their designee to obtain their consent for their name to appear on the ballot for election to the office nominated.
- C. The nomination committee will review and determine the eligibility of all persons nominated for office, to include confirmation from the nominees' employer.
- D. A nominee's name may appear on the ballot for only one office per election process. In the event a person is nominated for more than one office, the nominations committee will contact the nominee and the nominee shall select the office they wish to seek from the offices in which they have been nominated.
- E. All elections shall be by personal or electronic ballots. The State Chapter Executive Board is charged with the elections process and the board will send voting ballots a minimum of (40) days before the date of the annual chapter meeting.
- F. Members must be listed with the National NENA registry as a member of the South Carolina Chapter sixty days (60) prior to the date of the South Carolina NENA annual business meeting and elections in order to receive a ballot.
- G. Election ballots shall be returned as designated on the ballot. No ballot will be counted if it is received after the date and time listed on the ballot.
- H. Ballots shall be destroyed 90 days after the result of the election has been

announced unless a petition for recount has been properly filed. If a recount petition is filed, ballots will be maintained until directed by a vote of the executive board.

- I. A written request for a ballot recount must be filed with the secretary within 30 days after the result of the election has been announced. Any recount shall be performed in accordance with policies adopted by the executive board.
- J. The quorum for the annual meeting shall be the voting members present. Each voting member shall be entitled to one vote on business brought before the assembly at the annual conference. Proxy voting shall not be allowed.
- K. All questions of membership eligibility, including eligibility for nomination and election, shall ultimately be determined by the executive board.

III. Terms of Office

- A. Elected officers shall assume duties commencing January 1st after the Annual Conference, at which they were elected.
- B. Officers shall remain in office until the installation of their elected successor or the investiture of their successor, as provided in Section III herein.

President

The President shall serve for a two-year term immediately following a completed two-year term as 1st Vice President.

First Vice President

The Vice President shall serve a two-year term immediately following a completed two-year term as 2nd Vice President

Second Vice President

Shall serve a two-year term commencing on January 1st, after Annual Conference elections.

Secretary/Treasurer

Shall serve a two year term commencing on January 1st, after Annual Conference elections.

Immediate Past President

Shall serve a two-year term commencing on January 1st, after Annual Conference elections.

Region Directors

Shall be elected, from within their respective regions, for a two-year term after Annual Conference elections. This term will commence on January 1st. The Northern Region Director and the Southern Region Director elected on odd years while the Midlands Region

Director and the Pee Dee Region Director elected on even years.

Term Limits; all elected offices are prohibited from holding the same office for more than two consecutive years.

IV. Vacancies in Office

- A. A vacancy in the office of president shall be filled by the 1st vice president for the remainder of that term, followed by one full term as President.
- B. A vacancy in the office of 1st Vice President shall be filled by the 2nd Vice President for the remainder of that term, followed by one full term as 1st Vice President. The current president and immediate past president shall serve the remainder of the term, followed by an additional term as president and immediate past president.
- C. A vacancy in office of 2nd Vice President will remain vacant until the next annual election.
- D. A vacancy in any other office will be appointed by the President.

ARTICLE 3 – Officers (Duties and Authority)

I. President’s Authority

- A. The President will carry out duties as delegated in this Article, and those policies duly adopted by the Executive Board;
 - 1. Appoint special committees to perform tasks deemed necessary during his/her term of office;
 - 2. Authorize reasonable and proper expense of any member for the purpose of specific Chapter duties;
 - 3. Call any committee into session at any time;
 - 4. Engage any employee or agent, in accordance with Article IX of these Bylaws if approved by Executive Board action.
 - 5. Preside at all meeting of this Chapter and/or the Executive Board and serve as Chairperson of the Executive Board;
 - 6. Appoint committees in accordance with Article IV of these Bylaws;
 - 7. Serve as the coordinator of the functions of the Chapter representing the Executive Board in those matters where he/she has responsibility in accord

with his/her required duties;

8. Supervise the general conduct, planning, and activity of the annual conference, and provide for the official requirements of the Executive Board during these and other meetings of such bodies;
9. Carry out the purposes of this Chapter as set forth in its Bylaws.

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 practical.

II. 1st Vice President Authority

- A. It shall be the duty of the 1st Vice President to perform all the duties of the President in his/her absence, or in the event of the President's inability or refusal to act. When so acting, the 1st Vice President shall have all the powers of and be subject to all the restrictions upon the President.
- B. Conduct a continuous effort to increase all classes of membership, and to increase the revenues of this Chapter in a manner approved by the Executive Board.

III. Vice President Authority

- A. It shall be the duty of the 2nd Vice President to assist and support the President and 1st Vice President in the performance of their designated duties.
- B. The 2nd Vice President shall also oversee and validate the chapter's financial matters and provide support and assistance to the Secretary/Treasurer as needed.

IV. Secretary / Treasurer Authority

- A. The Secretary/Treasurer shall have such duties and exercise such authority as from time to time may be delegated or assigned by the Executive Board.
- B. Establish banking facilities; prepare checks for the expenditure of funds to cover the Chapter's indebtedness.
- C. Keep complete records of all monies owed to the Chapter and of expenditure incurred by the Chapter and take all appropriate measures to assure the prompt collection of payment of, and accounting for Chapter funds;
- D. Receive all funds due this Chapter and maintain bank accounts for the orderly processing of all funds, in accordance with Section IV, paragraph B of this article;

- E. During the annual conference, give a full disclosure of financial account(s) and offer annual profit and loss statement(s) to members.
- F. Furnish quarterly financial statements containing his/her comments and recommendation of the members of the Executive Board.
- G. Provide for the notice and keeping of minutes and records of the annual conference of this Chapter.
- H. Serve as Historian of the Chapter, coordinates the input and maintains an archive which shall store, list, and maintain that which is deemed to be of historical value to the Chapter, including the collection of all official publications, and cause to be printed in official publication information of historical interest to the membership of this chapter.
- I. Maintain the records, files and library of the Chapter and handle its general correspondence.
- J. Serve as the secretary of the meeting of the Executive Board.

V. Regional Directors

- A. Shall serve their respective regions to further NENA’s mission.
- B. Maintain a continuous effort to increase all classes of membership, and to increase the revenues of this Chapter in a manner approved by the Executive Board.
- C. Shall serve as needed by the Executive Board.

VI. Executive Board Authority

- A. The Executive Board shall consist of the regularly elected officers, as defined in the Bylaws, Article II, currently serving the Association in their designated capacities.
- B. 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 except it shall not have the power to amend the Bylaws. Its decision shall be final in matters determined reasonable and proper. It has the power to convene or poll itself by a majority vote. The Executive Board may utilize telephonic conferencing and/or other electronic means as deemed necessary in addition to meeting in person, and any decisions made telephonically or otherwise shall be as valid and binding as those made in person.
- C. Executive Board duties are as follows:
 - 1. To report at each annual conference of this Chapter all measures considered

during the current year.

2. Make recommendations to the membership at the annual conference on matters published to the membership and/or matters of which the membership has received notice.
3. Supervise all accounts and expenses of the Chapter.
4. 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.
5. To select the site(s) and date(s) of the Annual Conference and to inform the membership thereof.
6. Be responsible for the operation of any publication which the Chapter publishes or sponsors.
7. 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 a majority vote of its members. Reasonable advance notice of such meetings shall be provided in writing to all members of the Executive Board.
8. A meeting of the Executive Board shall not be official unless attended by a majority of its member.

ARTICLE 4 – (Committees)

I. Standing Committees

A. Nominating Committee

1. The President shall appoint the membership of this committee.
2. This Committee shall report a slate of nominees for all offices.
3. The slate of nominees shall be presented to the membership in accord with the election procedure stated in the Bylaws Article 2.

B. Section 2. Special Committees

Special committees may be appointed by the President, as the/she deems necessary for specific tasks. Members of these committees shall serve at the pleasure of the President, and their terms otherwise shall expire concurrently with that of the President.

C. Section 3. Duties of Committees

Where not otherwise specified, duties of committees shall be designated by the President.

ARTICLE 5 – (Dues)

The annual dues rate is set and collected by National NENA. The South Carolina Chapter shall recover dues in whole or part from NENA National, once dues are collected.

ARTICLE 6 – (Procedure)

I. Statement of Restrictions

The Bylaws of this Chapter may be amended only by a majority vote of the membership in attendance at the Annual Conference.

II. Requirements

A. A proposal to amend the Bylaws of the Chapter shall be honored from any member.

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

1. Indication of the name of the maker of the proposal;
2. Indication of the intent of the proposal;
3. Indication of the Annual Conference where consideration is desired;
4. Indication of the Article (s), Section (s), and Paragraph (s) of the Bylaws proposed to be amended;
5. Proposed amending language.

III. Drafting of Resolutions

A resolution to amend the Bylaws of this Chapter shall be based upon the required amending proposal and, with the guidance of the Executive Board; it shall be so devised and drafted. A copy of the draft resolution shall be provided to the maker 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.

IV. Required Publication

An amending resolution which has been processed in accord with the requirements of Section II and III of this Article shall be published and distributed to all members of this Chapter no less than thirty days before the annual Chapter conference for consideration.

V. Quorum Revision of Resolutions

A conference quorum may make amendments to a resolution to amend the Bylaws by means of a majority vote on each proposed resolution amendment.

VI. Effective Date of Amendments

Resolutions passed and adopted by this Chapter in accord with other provisions of the 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.

VII. Impeachment

A two-third-majority vote of the active membership present at the Annual Conference, or at a special meeting, shall be required for the removal from office of an officer of this Chapter.

VIII. Parliamentary Procedure

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

ARTICLE 7 – (Disbursement of Assets Upon Dissolution)

Statement of Intent

Should the Chapter be dissolved, all assets shall be distributed to an organization, or organizations, 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 8 – (Annual Conference)

- A. Conference Quorum - The members attending a business session of an annual conference shall constitute a Conference Quorum.
- B. Conference Rules - Conference rules may be established by the Executive Board between annual conferences or by a majority vote of an annual conference quorum. The conference rules shall be part and parcel of these Bylaws provided the provisions of Bylaws Article 6, Section V are waived with respect to the conference rules only.

ARTICLE 9 – (Employment of Counsel)

Employment Procedure

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

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 10 – (Grants and Contributions)

I. Application for Funds

- A. The President of this Chapter or any member designated by him/her may make application to any organizations, corporations, agencies, groups or persons for grants or contributions of funds or property for carrying out general or specific purpose of this Chapter.
- B. 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 Chapter would be motivated by the desire to further the purposes of the Chapter and not to derive personal benefit or privilege to the donor.

Acceptance of Grant or Contribution

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

Administration of Funds

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

ARTICLE 11 – (Retention of Property Interest)

I. Retention of Title

All right, title, and interest, both legal and equitable, in and to property of this

Chapter shall remain in the Chapter.

II. Requirements for Return of Property

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

We, the undersigned, are all directors of this Association, and we consent to, and hereby do, adopt the foregoing Bylaws, consisting of the 1 preceding pages, as the Bylaws of this Association.

ADOPTED AND APPROVED by the Board of Directors on this ____ day of _____, 20__.

President – SC NENA Board

1st Vice President – SC NENA Board

2nd Vice President – SC NENA Board

Immediate Past President – SC NENA Board

Secretary/Treasurer – SC NENA Board

Pee Dee Region Director– SC NENA Board

Midlands Region Director– SC NENA Board

Northern Region Director– SC NENA Board

Southern Region Director– SC NENA Board